

Vacancy notice ETF/REC/09/10

Stakeholder management and international cooperation Officer

Contract: Temporary Agent - Function group AD, grade 7

THE EMPLOYER: ETF

The ETF is an EU agency whose mission is to help transition and developing countries to harness the potential of their human capital through the reform of education, training and labour market systems in the context of the EU's external relations policy.

As an instrument of the EU's external relations policy, we base our work on the conviction that human capital development in a lifelong learning perspective can make a fundamental contribution to increasing prosperity, creating sustainable growth and encouraging social inclusion in transition and developing countries.

The ETF is based in Turin, northern Italy, and has a staff of approximately 130.

The ETF offers an exciting working environment with flexible work organisation and high levels of individual responsibility. As a learning and knowledge sharing organisation, we promote and offer excellent opportunities for the continued professional development of our staff.

Further information on our activities can be found on our website: <http://www.etf.europa.eu>.

THE PLANNING MONITORING AND EVALUATION UNIT

The post will be offered within the Planning, Monitoring and Evaluation (PME) Unit which reports directly to the Director. The unit works along the lines of activity below:

- Contributes to ETF's strategic planning process by co-ordinating the institution's dialogue with the European Commission.
- Prepares the ETF's main statutory planning and reporting documents: four-year Medium-Term Perspective, annual work programme; and annual activity report.
- Is responsible for monitoring and evaluating operational activities to measure the achievement of ETF objectives. PME is also in charge of the preparation and distribution of Progress quarterly reports.
- Contributes to the enhancement of the ETF's capacity to manage its performance, effectiveness and efficiency by coordinating the implementation of the Internal Control Standards, activities related to risk management, ex-post audits and liaison with the Internal Audit Service of the European Commission.
- Manages the preparation and implementation of activities of the ETF's Governing Board to ensure the discharge of its statutory obligations and its active contribution to the work of the ETF.
- Is in charge of a multiannual project to facilitate the exchanges of information and experiences among donors on HCD issues in partner countries.

THE JOB PROFILE

Under the overall guidance of the Head of the Unit, the incumbent will develop and implement stakeholder information policies and programs.

KEY ACCOUNTABILITIES

- Assure the drafting, implementation and updating of the ETF's policy of stakeholders relations with the aim of effectively planning and monitoring those activities;
- Guarantee the ETF's capacity to engage stakeholders, international, bilateral and multilateral organisations, while developing the appropriate approaches;
- Maintain close and effective relations with Governing Board members to ensure that they are able to fulfil their statutory duties, that they are kept fully informed of issues relevant to the work of ETF and

that they are given the opportunity to contribute to ETF life. This includes co-ordinating the preparation of agendas of the Governing Board meetings, documentation and briefings, and drafting the minutes of meetings;

- Coordinate and implement effective strategies to establish and maintain a program to communicate to stakeholders the ETF's policies, programs and activities; and to identifying and respond to stakeholders' questions, problems and concerns.

ELIGIBILITY CRITERIA

To be considered eligible, applicants must satisfy the following requirements by the closing date for the submission of applications:

1. Be a national of an EU Member State;
2. Enjoy full rights as a citizen;
3. Have fulfilled any obligations imposed by law concerning military service;
4. Be physically fit to perform the duties linked to the post;
5. Have a level of education which corresponds to completed university studies of at least four years attested by a diploma, **followed by at least six years of appropriate professional experience;**
or
Have a level of education which corresponds to completed university studies of at least three years attested by a diploma, **followed by at least seven years of appropriate professional experience;**
6. Have a thorough knowledge of one of the languages of the Communities and satisfactory knowledge of another language of the Communities to the extent necessary for the performance of the duties.

SELECTION CRITERIA

EXPERIENCE

In addition to a university degree, candidates must have at least **6 years professional experience** in stakeholder management for public administrations, of which at least 2 years preferably acquired at the international level.

TECHNICAL COMPETENCES

- Experience in project management, with a specific focus on planning tasks and monitoring their execution;
- Relationship management skills, in particular experience in developing and maintaining relations with stakeholders in order to detect their operational needs and to set up and maintain collaboration to ensure operational and strategic dialogue;
- Excellent¹ business writing, and public speaking skills in English;
- Good general knowledge of European integration and the institutions.

KEY CORE COMPETENCES

- Good communication and negotiation skills;
- Developed analysis, synthesis and problem solving skills;
- Ability to work in a multicultural team and establish harmonious and effective working relationships both within and outside the ETF.

ASSETS

- Post-graduate specialisation in Communication and/or International Relations;
- Good² knowledge of French.

¹ Equivalent to minimum C1 level for all dimensions as defined in the Europass CV instructions

² Equivalent to minimum B1 level for all dimensions as defined in the Europass CV instructions

SELECTION PROCEDURE

The selection procedure will be carried out in three phases.

FIRST PHASE – SUBMISSION OF APPLICATION

Interested candidates are invited to send their applications via the 'Job vacancies' section of the ETF website. The following documents must be provided in English:

- a typed motivation letter of no more than one page, explaining why the candidate is interested in the post and what her/his added value would be to the ETF if selected;
- a curriculum vitae using the Europass CV format, available on the ETF website (other formats will not be considered);
- at least two sets of contact details for past or current employers (to be specified under the "Additional Information" paragraph of the Europass CV form) that the ETF will use as references;
- the "Selection criteria form" available on the ETF website detailing the candidate's professional experience in support of each of the points under the Selection criteria section.

Applications may also be sent by fax to the ETF HR Unit at the following number: (+39) 011 630 23 88.

Only applications submitted online through the ETF website or by fax and using the Europass CV format will be accepted.

In order to be considered, applications must be received by the closing date for submission and, if sent by fax, clearly quote the reference number ETF/REC/09/10.

Failure to comply with one of the above formal requirements or eligibility criteria will result in disqualification of the applicant.

SECOND PHASE – ELIGIBILITY AND SELECTION CRITERIA SCREENING

Eligibility of candidates will be firstly assessed according to compliance with the eligibility criteria.

The selection assessment board will then consider the competences of eligible applicants on the basis of the CV provided and invite the most suitable candidates to the following phase.

Candidates selected for the third phase will be notified via email.

THIRD PHASE – INTERVIEWS AND TESTS

Interviews are expected to take place in November 2009 and will be held in English.

Candidates will also be asked to undergo a series of written tests. The written tests shall consist of the following components:

- general aptitudes and language skills to the extent necessary for the performance of the duties linked to the post;
- specific competences according to the profile referred to in the vacancy;
- knowledge of the European integration and the institution.

The selection assessment board's work and deliberations are strictly confidential and any contact with the board members is strictly forbidden.

Upon completion of the assessment phase, a reserve list of the most suitable candidates will be proposed to the Director by the selection assessment board. The Director will then decide on the establishment of the list.

This reserve list will be valid up to 12 months from the date of the establishment of the list and its duration may be modified by decision of the Director.

Inclusion on the reserve list does not guarantee recruitment. When an expert position becomes vacant, the Director may choose to offer a contract of employment to a successful candidate from the established reserve list.

CONTRACTUAL CONDITIONS

The contract that may be offered to the successful candidate is a Temporary Agent contract, function group AD, grade 7, with a duration of three years, subject to a probation period of six months.

Temporary Agent contracts are in accordance with article 2(a) of the Conditions of Employment of Other Servants of the European Communities.

Under this type of contract, the employee is bound by the Conditions of Employment of Other Servants of the European Communities as well as the relevant Implementing Rules.

Prior to contract signature, the successful candidate(s) will be asked:

- to provide original or certified copies of all relevant documents proving his/her eligibility, including an extract from his/her national police file;
- to undergo a compulsory medical examination to establish that he/she meets the standard of physical fitness necessary to perform the duties involved.

Further details about the contractual conditions offered by the ETF can be found in the "Working with the ETF" section of the ETF website.

REMUNERATION

The basic monthly salary of a Temporary Agent in the first step of AD 7 grade is approximately EUR 5.364,00 before any deductions or allowances.

Remuneration will be based on the Community scale of salaries.

Pay is subject to Community tax and other deductions laid down in the Staff Regulations. Remuneration is, however, exempt from any national taxation.

In addition to the basic salary, staff members may be entitled to various allowances, in particular family allowances, expatriation allowance (4% or 16% of basic salary and, if applicable, of household and dependent child allowances).

Further details about the contractual conditions offered by the ETF can be found in the "Working with the ETF" section of the ETF website.

CLOSING DATE FOR SUBMISSION OF APPLICATIONS

8 October 2009 at 23.59 (Central European Time)

Due to the volume of applications, only applicants short-listed for interview will be contacted further.

The ETF is an equal opportunities employer and encourages all qualified candidates to apply.

EU legislation on personal data protection and confidentiality of information will apply to all personal data collected for this selection process. More detailed information can be found in the "Privacy policy for job applicants" section of the ETF website.

The application documents provided during the selection procedure will not be returned to candidates, but will be kept on file at the ETF.