

VACANCY NOTICE

REF.: ETF/REC/05/82

The ETF is seeking to recruit for its Department for the Mediterranean Region an

ADMINISTRATIVE ASSISTANT

Auxiliary Agent (B V)
M/F

The ETF is an agency of the European Union (EU) and one of the decentralised Community bodies. As a centre of expertise, the ETF contributes to sustainable socio-economic development by enabling our partner countries¹ to reform their vocational education and training systems mainly through the EC Phare², CARDS³, Tacis⁴ and MEDA⁵ Programmes. It also provides technical assistance to the European Commission for the implementation of the Tempus Programme in the field of higher education. It is based in Turin, northern Italy and has a staff of approximately 100. Further details about the ETF can be found on our website: <http://www.etf.eu.int>

Within the European Training Foundation, the Med Department develops and manages the Foundation's support to vocational education and training (VET) and labour market systems reform in the Med region (the partner countries and territories' involved in the Euro-Med partnership⁶) as part of the European Union's strategic framework, known as the Euro-Med policy.

Following the design of a regional MEDA project called "Education and Training for Employment" (ETE) by the European Commission, ETF was chosen as the Implementing Body of the project and a contract has been signed between the European Commission and ETF on 16/11/2004 for the delegation of its implementation. With a budget of 5 million Euro allocated by the Commission, the project is structured in 4 components as an expression of the shared interests of the MEDA partners and is intended to become the platform of exchanges and debates – in a network of decision-makers/institutions – for the problems and challenges in training and employment (for further information, please see the project website: www.meda-ete.net). A special project team was established within the Med Department for the implementation of the project on behalf of the Med partner countries and territories.

RESPONSIBILITIES

Reporting to the Head of Department and the project coordinator, the successful candidate will be working specifically for the provision of financial and administrative assistance to the implementation of the regional MEDA ETE Project.

In particular, the successful candidate will be responsible for the following:

- Monitoring of procurement procedures of ETE Project components;
- Monitoring of financial procedures, budget management and dealing with budget transactions of the ETE Project;

¹ The ETF partner countries and territories are: Albania, Algeria, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, Egypt, Former Yugoslav Republic of Macedonia, Georgia, Israel, Jordan, Kazakhstan, Kyrgyzstan, Lebanon, Moldova, Morocco, West Bank and Gaza Strip, Romania, Russian Federation, Serbia and Montenegro, Syria, Tajikistan, Tunisia, Turkey, Turkmenistan, Ukraine, and Uzbekistan.

² <http://europa.eu.int/comm/enlargement/pas/phare/>

³ http://www.europa.eu.int/comm/external_relations/see/index.htm

⁴ http://www.europa.eu.int/comm/external_relations/ceeca/index.htm

⁵ http://europa.eu.int/comm/external_relations/med_mideast/intro/

⁶ By Partner Countries in the Mediterranean region it is understood: Algeria, Egypt, Israel, Jordan, Lebanon, Morocco, Syria, Tunisia, Turkey, and West Bank and Gaza Strip.

- Preparing, in collaboration with the ETE Project coordinator, annual financial reports to be submitted to the European Commission at the end of the calendar year, indicating the expenditures made under the project activities;
- Being the interface between the ETF and ETE contractors on any administrative, financial and legal issues regarding the project;
- Organising the content-related meetings, workshops, seminars, and study visits for the project;
- Providing general administrative assistance to the ETE Project team, such as drafting, proof reading, and translating various documents.

PROSPECTIVE APPLICANTS MUST HAVE THE FOLLOWING COMPETENCES AND SKILLS

- At least 3 years of work experience in the area of budget management and procurement issues;
- Proven experience in the use of a financial management software (such as Excel, Business Object etc.);
- Advanced knowledge of computerised office tools (such as MS Office applications);
- Excellent drafting and oral skills in French and in English;
- Good administrative organisational skills, accuracy, ability to work under pressure, ability to meet tight deadlines;
- Good communication and interpersonal skills, and ability to establish and maintain effective working relations with people of different national and cultural backgrounds.

THE FOLLOWING CHARACTERISTICS WILL BE CONSIDERED AS ADDITIONAL ASSETS:

- Knowledge of EC financial Management application (Sincom2);
- Knowledge of EU financial and procurement regulations;
- Understanding of the Technical Education and Vocational Training as well as Labour Market system;
- Understanding of the geopolitical developments and a sensitivity to cultural and ethnic diversity in MEDA countries;
- Knowledge on development aid and project management cycle;
- Knowledge of Microsoft Project;
- Knowledge of Arabic.

FORMAL REQUIREMENTS

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

1. Be a national of an EU Member State⁷ or a national of MEDA Partner Countries or Territories⁸;
2. Enjoy full rights as a citizen;
3. Have fulfilled any obligations imposed by law concerning military service;
4. Have a level of education that corresponds to completed advanced level of secondary education attested by a diploma.

CONTRACTUAL CONDITIONS

The contract has a duration of 7 months, and including any period of renewal, shall not exceed three years or extend beyond 31 December 2007, according to art. 52 of the Conditions of Employment of Other Servants of the European Communities. The basic monthly salary of an Auxiliary Agent B V (step 1) amounts to €2,767.02.

SELECTION PROCEDURE

Eligibility of candidates will be assessed according to compliance with all formal requirements by the closing date for the submission of applications.

Eligible candidates whose application shows evidence of all required competences and skills may be invited for an interview, which will be held for the most part in English. Candidates invited for an interview may be asked to undergo a written test.

The interviews shall take place on 6 June 2005.

⁷ EU Member States are: Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

⁸ Algeria, Egypt, Israel, Jordan, Lebanon, Morocco, Syria, Tunisia, Turkey, and West Bank and Gaza Strip.

Please note that the selection committee's work and deliberations are strictly confidential and that any contact with the selection committee members is strictly forbidden.

Prior to contract signature, the successful candidate will be asked to provide original or certified copies of all relevant documents proving his/her eligibility, including an extract from his/her police file.

SUBMISSION OF APPLICATIONS

Interested candidates are invited to send their application through the [Job vacancies](#) section of the ETF website. The following documents, preferably in English, must be provided:

- a motivation letter (free format),
- a [curriculum vitae](#) in European format, available on the ETF website.

Alternatively, applications may also be sent by fax to the ETF Personnel Unit at the following number: (+39) 011 630 23 88.

Only applications submitted online through the ETF website or by fax 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/05/82**

Closing date for the submission of applications: 17 May 2005 at 23.59 (Central European Time)

ETF is an equal opportunities employer. Applications from qualified candidates of both genders are encouraged.

ETF
Villa Gualino
Viale Settimio Severo, 65
I-10133 Turin
Italy
<http://www.etf.eu.int>