

RECRUITMENT PROCEDURE

REF.: ETF/REC/04/63

The ETF (European Training Foundation) is seeking to recruit for its Tempus Department a:

PROGRAMME MANAGER

Temporary Agent (A*5)

F/M

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>

CONTEXT

The Programme Manager will work in the selection team of the Tempus Department. The selection team is responsible for assistance to the European Commission in relation to the implementation of Tempus selection procedures. The team implements three selection procedures covering Joint European Projects (JEP), Structural and Complementary Measures (SCM) and Individual Mobility Grants (IMG) according to tight schedules and strict deadlines. In order to meet these strict requirements, the team relies heavily on appropriate Information Technology know-how and dedicated IT tools.

The successful candidate will work within a dynamic, experienced team composed of 8 staff; where commitment and flexibility are essential.

RESPONSIBILITIES

Reporting to the Head of the Tempus Department, the successful candidate will be responsible for:

- The planning, co-ordination and monitoring of one of the selection procedures covered by the team;
- The assessment and review of JEP, SCM and IMG applications relating to a designated geographical region (CARDS, Tacis or MEDA);
- The coaching and supervision of external staff, including delivery of training and monitoring of performance;
- Provision of expertise on the education sector in the partner countries.

REQUIRED COMPETENCES AND SKILLS

- At least 2 years of relevant professional experience, i.e. programme or project management at international level in the field of education;
- Proven experience in post-secondary and/or higher education and socio-economic reform developments in the Tempus partner countries;
- A university degree in a relevant field, such as social sciences, business studies or law;

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, the Palestinian Authority, 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/

- Excellent communication skills in English and French or English and German, including the ability to produce effective written communication in English;
- Work experience in a multi-cultural and international environment, flexibility and ability to work well within a team;
- Excellent organisational skills and the ability to prioritise and focus on essential issues;
- Proven capacity to use computerised office tools (MS Word, Excel, databases).

ONE OR MORE OF THE FOLLOWING CHARACTERISTICS WILL BE CONSIDERED ADDITIONAL ASSETS

- Knowledge of current developments in post-secondary and/or higher education in the European Union;
- Experience of project selection and assessment methodologies using the logical framework approach.

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 State⁶, or a national of an Acceding Country⁷;
2. Enjoy full rights as a citizen;
3. Have fulfilled any obligations imposed by law concerning military service;
4. Have appropriate professional experience, acquired after the award of the university diploma, of at least two years when the normal duration of university education is four years or more, or of at least three years when the normal duration of the university education is three years;
5. Have a thorough knowledge of one of the languages of the Communities and satisfactory knowledge of another language of the Communities.

CONTRACTUAL CONDITIONS

The ETF is seeking to fill in a vacant Temporary Agent (A*5) position. The successful candidate will be offered a Temporary Agent contract, which has duration until 31 December 2006, according to article 2(a) of the Conditions of Employment of Other Servants of the European Communities. The contract might be extended according to article 8 of the CEOS.

The basic monthly salary of a Temporary Agent A*5 (step 1) amounts to € 3.810,69. Further details about the contractual conditions offered by the ETF can be found in the [How to apply](#) section of the ETF website.

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 will be asked to undergo a written test.

Selection committee members: Christine Hemschemeier (chair), Tiziana Ciccarone, Peter Ector. 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;
- to undergo a compulsory medical examination to establish that he/she meets the standard of physical fitness necessary to perform the duties involved.

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:

⁶ 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.

⁷ The Acceding Countries are: Bulgaria and Romania.

- 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.

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/04/63**

Closing date for the submission of applications: 3 August 2004 at 23.59 (Central European Time)

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

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