

VACANCY NOTICE N° ETF/REC/08/05

Labour market economists and employment policy specialists

The ETF is seeking to recruit additional labour market economists and employment policy specialists.

Job profile (summary)

Carry out labour market analyses and engage in employment policy discussions in ETF partner countries.¹

These are high visibility jobs that would allow you to have access to a wide range of policy makers and practitioners in the field of labour market, employment, education and training as well as exposure to the intrinsic relationships between EU and its members and their partners.

Suitable candidates must have experience in labour market analysis and/or the area of employment policy.

Closing date for applications: 20 July 2008 at 23.59 (Central European Time)

Contract type and grade: Temporary Agent AD 7

Contract: Initial contract duration: 3 years (subject to a probation period of 6 months) with possible extensions.

Remuneration

The basic monthly salary, before any deductions or allowances, is approximately € 5,200.

The salary is not subject to national taxation.

In addition, ETF offers attractive benefits in line with those of European Union Civil Servants. Further details about the contractual conditions offered by the ETF can be found in the *Working with the ETF* section of the ETF website.

The employer

The ETF is an EU agency whose mission is to assist partner countries in developing quality education and training systems and in putting them into practice. Working on behalf of the EU, we help our partner countries to develop a skilled labour force to promote better living conditions, active citizenship and democratic societies that respect human rights and cultural diversity.

The ETF is based in Turin, northern Italy, and has a staff of approximately 100. Further information on our activities can be found on our website: <http://www.etf.europa.eu>.

The ETF offers an exciting work 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.

The department

The posts will be offered within the Operations Department, which deals with the regions covered by the three EU instruments: Instrument for Pre-Accession, European Neighbourhood and Partnership Instrument and Development Cooperation Instrument. The Operations Department develops and manages ETF support to education and training system reform and its relation to labour market and employment in the three regions as part of the European Union's external relations policy.

Whereas the main focus of the ETF is to offer informed analyses of education and training systems and related policy advice, understanding labour markets and the relations between employment policies and education and training are essential prerequisites to do so. The Operations Department is therefore looking to expand its team of labour market economists and employment policy specialists.

¹ The ETF partner countries and territories are: Albania, Algeria, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Croatia, Egypt, Former Yugoslav Republic of Macedonia, Georgia, Israel, Jordan, Kazakhstan, Kosovo (UNSCR 1244), Kyrgyzstan, Lebanon, Moldova, Montenegro, Morocco, Russian Federation, Serbia, Syria, Tajikistan, Tunisia, Turkey, Turkmenistan, Ukraine, Uzbekistan and West Bank and Gaza Strip.

Key accountabilities

Reporting to a Deputy Head of Operations Department, the successful candidate(s) will be responsible for contributing specific knowledge and expertise in the field of labour market economics and employment policy e.g. in one or more of the following roles:

- Act as a member of a number of ETF country teams as labour market economist and/or employment policy specialist
- Build capacity in partner countries on labour market analysis and employment policy development and assessment
- Support the European Commission services through the provision of labour market analyses and assessments of employment policies in partner countries and input to regular Commission reporting on the partner countries
- Help develop ETF as a centre of expertise through publication of articles and reports on labour market and employment policy issues in the partner countries
- Support the delivery of EU assistance to partner countries in the framework of the EU project cycle: programming, identification, appraisal, follow-up, evaluation and impact assessment
- Participate in ETF innovation and learning projects in the field of labour market and employment policy
- Disseminate information and encourage networking and exchanges of practice between the European Union and partner countries, and amongst partner countries
- Ensure sound implementation of procurement, administrative and financial procedures, in line with the legal and financial regulations applied at ETF.

Selection criteria

In addition to a university degree, candidates must have at least 6 years professional experience in the field of labour market and/or employment policy issues and its links with education and training.

Candidates must have experience in one or more of the following fields:

- Analysis of the labour market and employment policies
- Labour market economics
- Employment policy solutions for socio-economic development, poverty reduction, social inclusion, as well as for cross-cutting issues such as migration or gender;
- Links between employment and education and training policies
- Employment policies at EU and (at least one) Member State level.
- Monitoring, evaluation and impact assessment of employment policies and programmes.

Required technical competencies

- Capacity demonstrated by evidence of national policy documents, reports on labour market and employment policy issues and/or articles and publications in relevant scientific journals to which the candidate has contributed;
- Good IT skills (especially Word for Windows);
- Excellent business writing, presentation, and public speaking skills² in English;

Required core competences

- Good inter-personal skills;
- Good communication and negotiation skills;
- Analysis, synthesis and problem solving skills;
- Capacity to integrate and work effectively in an international and multi-cultural environment;
- Good team working skills with a capacity to share knowledge effectively.

Assets

- Post-graduate specialisation in labour market economics
- Work experience in EU external relations policies, programmes and instruments or similar;
- Experience of working in education and training in developing countries or countries in transition;

² Equivalent to minimum C1 level for all dimensions as defined in the Europass CV instructions

- In-depth knowledge and direct experience with EU and/or member state policy developments on education and training;
- Proven experience in cooperation/networking with national and international partners, in particular with EU institutions;
- Knowledge in Project Cycle Management and/or Sector Wide Approach
- Good knowledge³ of French and/or Russian and/or Arabic;
- Good general knowledge of European integration and the institutions.

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 or an ETF Partner Country or Territory;
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.

Contractual conditions

The successful candidate(s) may be offered a Temporary Agent contract, according to article 2(a) of the Conditions of Employment of Other Servants of the European Communities, at AD 7 level with an initial duration of three years, subject to a probation period of six months. The contract might be extended according to article 8 of the CEOS.

Selection procedure

Eligibility of candidates will be firstly assessed according to compliance with all eligibility criteria by the closing date for the submission of applications. The recruitment assessment board will assess the competences and skills of all applicants and will invite for an interview the most suitable candidates.

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

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

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.

Submission of applications

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 three 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.

³ Equivalent to minimum B1 level for all dimensions as defined in the Europass CV instructions

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/08/05.

Closing date for the submission of applications: 20 July 2008 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. The application documents provided during the selection procedure will not be returned to candidates, but will be kept on file at the ETF.