



VACANCY NOTICE

REF.: ETF/REC/05/102

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

ADMINISTRATIVE AND FINANCIAL ASSISTANT

Contract Agent - Function Group III
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 countries to reform their vocational education and training systems mainly through the EC Phare¹, CARDS², Tacis³ and MEDA⁴ Programmes. It also provides 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>.

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

CONTEXT

Within the ETF, the Tempus Department, with 23 staff members, provides assistance to the European Commission, Directorate General for Education and Culture, for the implementation of the Tempus Program (the Trans-European Mobility Program for the Exchange of University Students).

The Tempus Program focuses on the development of the higher education systems in the different partner countries through co-operation with institutions from the Member States of the European Community. Indeed, higher education institutions are of particular importance for the social and economic transition process of a partner country as well as for its cultural development. They are also pools of expertise and of human resources and provide for the training of the new generations. The Tempus Program can provide support for helping educational institutions to restructure, can help to establish new courses or reforming existing ones. It can also support the design and implementation of reform policies and the development of strategies, even outside the strictly defined academic field.

The Tempus Department (TD) has 4 different teams, working along the project cycle of the many projects the TD is dealing with: *a selection team* (responsible for assistance to the Commission in relation to the implementation of the three selection procedures covering Joint European Projects (JEP), Structural and Complementary Measures (SCM) and Individual Mobility Grants (IMG)), *a content monitoring team* (responsible for the content monitoring of the different running projects, including preventive monitoring, desk monitoring and field monitoring), *a financial monitoring team* (responsible for the assessment of all expenses related to the different projects, including audits and eventual legal follow up), and *an Information Systems team* (responsible for IT related issues, including reports, statistics and other IT related outputs). Furthermore, the TD also provides information and publication services to the Commission.

Because of tight schedules and strict deadlines, all teams rely heavily on commitment, team spirit and flexibility. Also, in order to meet the strict requirements imposed by the management of such a huge program, the department is a heavy user of appropriate Information Technology know-how and dedicated IT tools.

¹ <http://europa.eu.int/comm/enlargement/pas/phare/>

² http://www.europa.eu.int/comm/external_relations/see/index.htm

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

⁴ http://europa.eu.int/comm/external_relations/med_mideast/intro/

KEY ACCOUNTABILITIES

As a member of the Financial Monitoring Team and reporting to the Head of the Tempus Department, the successful candidate will be responsible for:

1. Assistance in the organisation and implementation of the overall processes related to financial monitoring including:
 - preparation of monitoring tools such as guidelines and standard letters;
 - needs analysis based on user requirements for the update and improvement of existing financial IT systems (databases, online systems);
 - provision of guidance on financial rules to external evaluators and check of their financial analyses;
 - practical and technical organisation of the financial monitoring activities.
2. Assistance in the implementation of the content monitoring processes including:
 - provision of oral and written guidance to grant holders on their running projects;
 - updating standard grant agreements for the management of projects.
3. Assistance in gathering data from Tempus colleagues and production of monthly reports.

SELECTION CRITERIA

- At least 3 years of professional experience relevant to the responsibilities of the post;
- Advanced knowledge of computerised office tools (MS Office applications such as Word, Excel etc.);
- Good drafting skills;
- Analytical skills;
- Flexibility and ability to work well within a team in an international and multi-cultural environment;
- Good organisational skills, ability to work under pressure with accuracy and meet tight deadlines;
- Good communication and interpersonal skills;
- Good general knowledge of European integration and the institutions.

ASSETS

- Very good writing, reading, speaking and listening skills⁵ in English and a basic knowledge⁶ of one of the two other Tempus working languages (FR, DE);
- Experience in monitoring international co-operation projects;
- Ability to use Business Objects.

ELIGIBILITY CRITERIA

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,
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;
5. Have a level of post-secondary education attested by a diploma,
or
have a level of secondary education attested by a diploma giving access to post-secondary education and at least three years of appropriate professional experience after that diploma;
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 ETF is seeking to fill in a vacant Contract Agent position in Function Group III (FGIII). The grade (8, 9 or 10) will be determined in accordance with the number of years of professional experience.

⁵ Equivalent to C1 level as defined in the [Europass CV instructions](#).

⁶ Equivalent to A2 level as defined in the [Europass CV instructions](#).

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.

The successful candidate will be offered a Contract Agent contract until 31 December 2006, according to article 3(a) of the Conditions of Employment of Other Servants of the European Communities. The contract might be extended according to article 85 of the CEOS.

The basic monthly salary of a Contract Agent FGIII grade 8, step 1 amounts to €2.167.74, that of grade 9, step 1 amounts to €2,452.66 and that of grade 10, step 1 amounts to €2,775.03. 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 [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.

Interviews are tentatively planned on the second week of January 2006.

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.

Further to the interviews and tests, the successful candidate will be appointed by the Director on the basis of a reserve list of candidates proposed by the Selection Committee. An inclusion on the reserve list does not guarantee recruitment. The established reserve list (valid for 18 months following the closing date stipulated) may be used for the recruitment on a similar post, requiring similar competences. Therefore candidates whose names are put on the reserve list could be offered a contract during this period of time.

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:

- a motivation letter (free format),
- a [curriculum vitae](#) in European format, available on the ETF website (other formats will not be considered).

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 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/05/102**.

Closing date for the submission of applications: 5 December 2005 at 23.59 (Central European Time)

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

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