

# Project-based experts in human capital development

## Join the European Training Foundation – Skills for Global Europe

The European Training Foundation (ETF) is establishing a reserve list of experts in human capital development to support voluntary contribution projects.

Voluntary contribution projects are specific and timebound projects entrusted to the ETF by EU bodies. They extend the ETF's impact beyond its subsidy by contributing to European Commission thematic and geographical priorities in line with the ETF's mandate and expertise.

Experts recruited under this reserve list are engaged on a project basis. Contracts are linked to the availability and duration of voluntary contribution projects.

If you are passionate about making things happen, supporting a purpose-driven EU Agency, and being part of a dynamic collaborative workplace – we'd love to work with you.

 **Selection procedure to establish a reserve list**

 **Location:** Turin, Italy

 **Contract:** contract agent, function group IV

 **Deadline:** 28 July 2026 at 16.00 (Turin time)

 **Ref:** ETF/REC/26/03

## Who we are

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The ETF is the EU agency for human capital development in neighbouring and candidate countries. We connect people, ideas, and policies to turn skills into opportunity.

We support reforms in education, training and employment across the Balkans, Ukraine, the Mediterranean and the African Union. Our work aligns with EU priorities such as the Union of Skills, the Pact for the Mediterranean, and the green and digital transitions.

Based in Turin, we are a multicultural team recognised for independence, evidence-based advice, and trusted partnerships.

## Your role

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As a **project-based expert in human capital development**, you will work closely with ETF teams and external stakeholders, to build productive and cooperative relationships. You will contribute by bringing adaptability, strong communication skills and effective organisation.

You are an openminded, enthusiastic and proactive team player, comfortable working in a hybrid environment where digital tools are essential for effective collaboration within the ETF and with external partners.

### You will work on one or more of the following thematic areas:

- **vocational education and training (VET)** including Vocational Excellence and Centres of Vocational Excellence (CoVEs): financing mechanisms, public-private partnerships, skills ecosystems, teachers' professional development, skills development in priority sectors like transport and energy
- **labour market:** research, skills supply and demand analysis, and employment policies and institutions
- **qualifications systems:** including qualifications frameworks, skills transparency and portability.

### Your key responsibilities include:

#### ➔ policy and technical expertise advice

- support the planning, implementation and monitoring of policies; provide technical advisory inputs to the development of policies, strategies, guidelines and operational documents.
- interpret quantitative and qualitative data and draft high-quality analytical outputs.
- identify key challenges in systems and support solution-oriented policy options.

#### ➔ capacity building, stakeholder management and visibility

- apply strong knowledge of international technical cooperation and stakeholder engagement.
- advocate for project objectives when necessary and support engagement.
- design and deliver capacity-building activities, including trainings, workshops, peer learning, study visits.
- be an effective communicator: speak in public at events and policy fora; contribute to project visibility also via social networks, and dissemination efforts.

#### ➔ project management contribution

- contribute to project design, planning, monitoring and reporting.
- contribute to project budgetary planning and monitoring.

You will regularly travel to EU Member States, to countries where ETF works and beyond.

## Selection criteria

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### We are looking for candidates, who have:

#### Professional experience

- At least four years of recent professional experience (i.e. within the last ten years) in a similar role and in one or more of the thematic areas, as described in the section above “your role”:
  - ➔ vocational education and training
  - ➔ labour market
  - ➔ qualifications systems

#### Strong technical skills and knowledge

- Have expertise in human capital development and thematic areas listed under “your role”.
- Show policy advisory skills.
- Have skills and knowledge of EU and international policies, programmes and instruments in the areas of development cooperation and human capital development.
- Demonstrate analytical skills and ability to interpret data for sound policy advice.

- Have digital literacy and experience working with tools such as Microsoft 365.
- Have English, at level C1 in all dimensions as per the CEFRL.

### Strong soft skills

- Demonstrate agility, proactivity, anticipation, and solution-oriented mindset.
- Show time management and prioritisation skills.
- Have oral and written communication, facilitation and presentation skills.
- Engage in self-reflection and continuous learning.

### ETF values

- Show accountability, innovation and creativity, integrity and respect, service orientation, and teamwork and collaboration.

### Assets

- Have experience working with multi-country or multi-stakeholder projects, and/or with international financial organisations, and/or with partners from low-income countries.
- Have partner countries' language, at level B2 in all dimensions as per the CEFRL.

## Your application

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To be complete, your application must include, preferably in English:

- Cover letter: ideally limited to one page maximum, saved as “*Name Surname CL*”
- Curriculum vitae: preferably in [Europass](#) format, saved as “*Name Surname CV*”

**Apply now via the ETF website by navigating to the “about us” and then “vacancies” sections. Ensure that you finalise your submission by the closing date of 28 July 2026 at 16.00 (Turin time).**

Please submit your application early. The ETF is not responsible for technical delays and will only consider complete applications submitted online by the deadline.

## Selection process

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### Board

A board is appointed by the ETF Director. Its composition is published on the ETF website together with the vacancy notice.

The board's work and deliberations are strictly confidential. Contact with any members is not allowed and may result in exclusion from the procedure.

### Six consecutive phases

#### Phase 1 – Screening of applications against eligibility criteria

Please note that to be considered eligible, you must meet these criteria by the application deadline

- 1 Nationality: Be a national of an EU Member State or a country [where the ETF works](#), excluding Belarus

- 2 Citizen rights: Enjoy full rights as a citizen
- 3 Military service: Have fulfilled any mandatory military service requirements
- 4 Physical fitness: Be physically fit to perform the duties linked to the post
- 5 Education: have a level of education which corresponds to completed university studies of at least three years attested by a diploma  
  
Only diplomas that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.
- 6 Language skills: Have a thorough knowledge (CEFRL level C1 in all dimensions) of one of the languages of the Union and have a satisfactory knowledge (CEFRL level B2 in all dimensions) of another language of the Union, to the extent necessary for the performance of the duties.

Applications meeting all formal requirements under the “Your application” and eligibility criteria sections move to the next phase. This phase is expected to take place in [August 2026](#).

Documents proving eligibility will be requested to selected candidates and assessed before employment. Please refer to the section “Your employment and benefits” for further information.

#### [Phase 2 – Short-listing of applications: selection for interviews and written tests](#)

The board will assess the applications based on the selection criteria. Around 20 candidates will be invited to interviews and written tests. Only short-listed candidates will be contacted by the selection team. This is expected to take place in [the second half of September 2026](#).

#### [Phase 3 – Interviews and written tests](#)

The board will assess the candidates’ professional experience, skills and values required for the position and for Contract Agents of the EU through an interview and written tests. At least one part of the tests will be evaluated anonymously. The interviews and written tests will be held remotely and conducted primarily in English.

Upon completion of this phase, the board will put forward to the ETF Director a proposal for the reserve list of suitable candidates considered the most in line with the selection criteria.

Suitable candidates must obtain at least:

- 70% of the points allocated to soft skills and values, and
- 70% of the points allocated to professional experience and technical skills.

This phase is expected to take place in [October 2026](#).

#### [Phase 4 – Establishment of a reserve list](#)

Having assessed the proposal made by the board, the ETF Director will establish the reserve list valid until 31 December 2027 (extensions possible). Inclusion in the list does not guarantee a job offer.

#### [Phase 5 – Meeting\(s\) with the ETF Director](#)

ETF may contact candidates on the reserve list at any time during its validity period.

When a position is potentially available, the ETF Director may invite candidate(s) for a short interview to further assess their experience, skills and values in relation to the specific needs of the Agency. This task may be delegated to another staff member of the agency.

## Phase 6 – Appointment by the ETF Director

The Director appoints the candidate best matching the organisational needs.

## Your employment and benefits

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If a contract of employment is offered, the ETF will be bound **only** when the candidate, prior to the contract signature, has:

- provided proof that they meet all the eligibility criteria. They must:
  - provide original or certified copies of all relevant documents, including a clean police record
  - undergo a medical examination that establishes they are physically fit to perform the duties
- informed the ETF of any actual or potential conflict of interest, confirming no personal interest that would impair their independence.

### Contract of employment

Contracts are issued under article 3(a) of the of the Conditions of Employment of Other Servants (CEOS) of the European Union and relevant Implementing Rules. They are limited in duration for specific projects or replacements, with possible non-renewal or termination once duties end.

Contracts of employment are subject to a 9-month probationary period.

### Remuneration

The typical salary for a single employee, with four years of relevant professional experience: circa € 3,280 net/month; or for an employee, with four years of relevant professional experience, expatriation allowance and one dependent child: circa € 4,640 net/month.

### Continuity of employment between EU agencies

Should the successful candidate currently hold a Contract Agent 3(a) contract, s/he may qualify for mobility under the terms of the CEOS and relevant Implementing Rules.

## Additional information

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The ETF is committed to accommodating the needs of applicants and selected candidates who may need reasonable adjustments. If you have a disability, please inform us at [recruitment@etf.europa.eu](mailto:recruitment@etf.europa.eu) and specify the arrangements or adjustments you may need to participate equally in the selection procedure. We may ask you to provide a certificate or a note from the competent authority (e.g. a medical certificate) confirming your condition.

Documents provided during the selection procedure will not be returned to candidates but kept on file at the ETF for as long as necessary and then destroyed.

EU legislation on personal data protection and confidentiality applies. More information is available in the [privacy statement](#) on our website.

Candidates who consider that their interests have been prejudiced by any decision related to the procedure can lodge a complaint following the instructions available on the [ETF website](#).