

The ETF (European Training Foundation) is seeking to recruit a Procurement and Contract Officer (Contract Agent – Function Group III)

Is this job for you?

Do you want to contribute to the functioning and core business of an EU agency through the implementation of tendering procedures?

Are you good at interpreting and applying procurement rules and drafting contracts?

Have you a high sense of duty and responsibility as regards the principle of best value for money and sound financial management?

Are you good at communicating with people in a respectful way, even in a stressful situation?

Are you considered as a flexible and supportive team mate?

If so, this could be the job for you.

Send us your application by 20 June 2016, following the instructions on page 5 carefully.

What are we offering?

Contract: Contract Agent – Function group III

Contract duration: 3 years

Probation period: 9 months

Typical salary for FGIII: for a single employee with up to 7 years of relevant work experience, with no expat allowance: approximately Euro 2,200 net/month. For an employee with up to 7 years of relevant work experience, and with expat allowance and 1 child: approximately Euro 3,300 net/month.

Who are we?

The European Training Foundation (ETF) is an EU agency that helps transition and developing countries¹ to reform their education, training and labour market systems.

At the ETF we believe that the development of human resources through education and training is vital in encouraging sustainable economic growth, employability and social inclusion in transition countries.

Our purpose is to improve people's lives, increase prosperity and create sustainable growth. Our work in human capital development is inspired by the related EU internal policies and part of the EU's external relations policy.

Find out more about the ETF and what we do: www.etf.europa.eu.

What's life in Turin like?

Turin has about a million inhabitants and is situated in the north west of Italy. The city has a rich culture and history and is becoming increasingly known for its art galleries, restaurants, palaces, parks, museums, gardens and theatres.

Find out more about [Turin on our website](#).

¹ The ETF partner countries and territories are: Albania, Algeria, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Egypt, former Yugoslav Republic of Macedonia, Georgia, Israel, Jordan, Kazakhstan, Kosovo (this designation is without prejudice to positions on status, and is in line with UNSC 1244 and the ICJ Opinion on the Kosovo Declaration of Independence), Kyrgyzstan, Lebanon, Libya, Montenegro, Morocco, Palestine, Republic of Moldova, Russia, Serbia, Syria, Tajikistan, Tunisia, Turkey, Turkmenistan, Ukraine, Uzbekistan.

The Finance and Procurement Unit

The job will be in the Finance and Procurement Unit, which is part of the Administration Department. The Unit is composed of 12 staff members.

The Finance and Procurement Unit coordinates the development, update and implementation of financial and procurement processes and tools to help ensuring that the ETF respects its obligations resulting from the Financial Regulation and Implementing Rules.

To this effect, the Finance and Procurement Unit also covers quality assurance and risk management of the ETF budget, and of the finance and procurement processes. It determines and implements the ETF budget and supports authorising officers and operational actors in fulfilling their budget implementation responsibilities via effective and efficient procedures management, guidance, training and advice, ex-ante and ex-post controls.

Job profile

As part of the Finance and Procurement Unit and in particular in the area of management of procurement procedures, the Procurement and Contract Officer will be responsible for:

KEY ACCOUNTABILITIES

- Analysing and implementing procurement and contract management rules, in particular with regards to:
 - Planning, monitoring and reporting of the ETF procurement needs;
 - Drawing-up, reviewing and processing tendering procedures (from publication to award) as well as contracts and contracts amendments;
 - Carrying out checks and risk/quality analysis of procurement operations and processes in general and of tender specifications and evaluation reports in particular;
 - Providing trainings, support and advice to ETF staff in dealing with procurement and contract management;
 - Participating in opening and evaluation committees of tendering procedures, where required.
- Contributing to the implementation and use of electronic management tools related to procurement and contracts;
- Fostering and contributing to the development of common procurement procedures, including guidelines and templates.

ADDITIONAL ACCOUNTABILITIES

- Analysing the financial viability of tenderers;
- Verifying financial transactions initiated by other colleagues;
- Performing administrative support tasks in several areas (filing, archiving, document registration, update of databases...);
- Supporting any other finance/procurement-related task, as appropriate.

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 one of the Member States of the European Union;
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 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;

N.B.: 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 can be taken into consideration.

6. Have a thorough² knowledge of one of the languages of the Union and have a satisfactory³ knowledge of another language of the Union, to the extent necessary for the performance of the duties.

Moreover applicants must be able to serve a full 3-year term before reaching the retirement age of 66.

Selection Criteria

EXPERIENCE

Candidates must have professional experience, ideally between 3 and 8 years, covering as main duties the key accountabilities described in the job profile section.

In addition, candidates are required to possess the competences and skills listed below:

TECHNICAL

- Good knowledge of public procurement related rules;
- Ability to implement tendering and contracting procedures of goods and services;
- Ability to analyse legality and regularity of procurement activities;
- Very good command of computerised office tools (such as MS Office applications Word, Excel);
- Very good⁴ writing, reading, speaking and listening skills in English.

CORE

- Very good organisational skills;
- Very good team working skills;
- Very good service orientation skills;
- Very good analytical skills;
- Good communication skills.

Furthermore, it would be advantageous to have one or more of the **assets** listed below:

ASSETS

- Work experience as per the job profile in an EU public administration and/or international organisation;
- Work experience in the area of finance and/or contract management in an EU public administration and/or international organisation;
- Good knowledge⁵ of Italian.

Selection Procedure

Please note that the Selection Assessment Board's (SAB) work and deliberations are strictly confidential and any contact with them is not allowed. Please be aware that contacting members of the SAB constitutes grounds for disqualification from the selection procedure.

The selection procedure will be carried out in three phases:

Phase 1 – Screening of CVs

1.1 ELIGIBILITY

Compliance with the **eligibility criteria and the formal requirements** will be assessed on the basis of the form and content of the requested documents (see the “Formal Requirements” paragraph in the section “Submission of applications”).

1.2 SELECTION FOR INTERVIEW

² Equivalent to C1 level in all dimensions as defined in the [European framework of reference for languages](#)

³ Equivalent to B2 level in all dimensions as defined in the [European framework of reference for languages](#)

⁴ Equivalent to C1 level in all dimensions as defined in the [European framework of reference for languages](#)

⁵ Equivalent to B2 level in all dimensions as defined in the [European framework of reference for languages](#)

On the basis of the CV and the Selection Criteria form provided, the SAB will assess applications against the job profile and the selection criteria. Applicants whose CV and Selection Criteria form are considered to be most in line with the above criteria will be invited for an interview and tests.

Phase 2 –Interviews and tests

The SAB will assess the competences and skills of the applicants, as well as the declared assets by means of an interview and tests.

This phase is expected to take place in late **July 2016** and will be held primarily in English.

The interview and technical tests will cover the following areas:

- General aptitude and language skills to the extent necessary for the performance of the duties linked to the post;
- Specific competences according to the job profile;
- Knowledge of European integration and its institutions.

Upon completion of this phase, the SAB will put forward a list of applicants considered the most in line⁶ with the job profile for the decision of the ETF Director.

Phase 3 – Appointment

On the basis of the list proposed by the SAB, the Director will appoint the successful candidate.

The Director may also decide to establish a list of other potentially suitable candidates.

This list will be valid for up to twelve months from the date of its establishment and its duration may be modified by a decision of the Director. Inclusion in this list does not guarantee being offered a job. When such position becomes vacant or needs to be covered, the Director may offer a job to a candidate in the list whose profile best matches ETF needs at that time.

Contractual Conditions

The contract of employment that may be offered to the successful candidate is a three-year contract as Contract Agent, Function Group III, subject to a probation period of nine months.

Contract Agent contracts are in accordance with article 3(a) of the Conditions of Employment of Other Servants of the European Communities (CEOS) of the European Communities.

Under this type of contract, the employee is bound by the CEOS as well as the relevant Implementing Rules.

The ETF will be bound to the contract of employment offered only in case the successful candidate, prior to the contract signature, has:

- Provided original or certified copies of all relevant documents proving his/her eligibility, including a clean police report;
- Undergone a compulsory medical examination that establishes s/he meets the standard of physical fitness necessary to perform the duties involved;
- Has informed the ETF of any actual or potential conflict of interest and has been considered as having no personal interest such as to impair his/her independence or any other conflict of interest.

SALARY & BENEFITS

- The salary is based on the Community scale of salaries. Pay is subject to Community tax and other deductions laid down in the Staff Regulations and CEOS of the European Communities. Remuneration is, however, exempt from any national taxation on salary;
- Various allowances, in particular family allowances and expatriation allowance (4% or 16% of basic salary) may be granted where applicable.

⁶ Having reached at least 70% of the total score (interview and written test)

Submission of applications

Candidates are invited to send their applications via the ETF website, "[Work with us- Procurement & careers](#)" section.

The **closing date** for the submission of applications is **20 June 2016 at 23.59 (Central European Time)**.

Applicants are strongly advised not to wait until the last day to submit their applications since heavy internet traffic or a fault with the internet connection could lead to difficulties in submission. The ETF cannot be held responsible for any delay due to such difficulties.

FORMAL REQUIREMENTS:

The following documentation must be provided in English **by the closing date**:

- A typed **motivation letter** of no more than one page, explaining why the candidate is interested in this position;
- A **curriculum vitae** using one of the [Europass CV format](#), available on the ETF website (**other formats will not be considered**);
- The form named '**Selection criteria form**' available on the ETF website to indicate how the candidate matches each of the points under the Selection Criteria section, duly filled.

Please note that only applications submitted online through the ETF website, using one of the [Europass CV format](#) and comprising all information and/or documents listed under "formal requirements" above will be accepted.

If any one of the above listed documents is missing or eligibility criteria are not met, the application will not progress any further.

Due to the high volume of applications, only applicants invited for interview will be contacted further.

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

EU legislation on personal data protection and confidentiality of information will apply to all personal data collected for this selection process.

More information is available in the [Privacy statement for job applicants](#) section of the ETF website.

Applicants who consider that their interests have been prejudiced by any decision related to the selection procedure can take lodge a complaint following the instructions available on the ETF website under the section on "[Appeals](#)".