

The ETF (European Training Foundation) is seeking to establish a reserve list for vocational education and training specialists (temporary agent – function group AD, grade 7)

Is this job for you?

Are you a vocational education and training (VET) expert?

Do you have professional experience in at least one of the required areas listed below?

Are you ready to travel frequently to Europe and the ETF partner countries?

Do you enjoy working in a dynamic international environment?

If so, this could be the job for you.

Send us your application by 5 January 2018, following the instructions on page four carefully.

What are we offering?

Contract: Temporary Agent – Function group AD, grade 7

Contract duration: 3 years

Probation period: 9 months

Typical salary for AD7: for a single employee with no expat allowance: approximately Euro 4.400 net/month. For an employee with expat allowance and 1 dependent child: approximately Euro 6.400 net/month.

Who are we?

The European Training Foundation (ETF) is the EU agency that helps transition and developing countries¹ to harness the potential of their human capital through the reform of education, training and labour market systems in the context of the EU's external relations policy.

We base our work on the conviction that human capital development in a lifelong learning perspective can make a fundamental contribution to increasing prosperity, creating sustainable growth and encouraging social inclusion in transition and developing countries.

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. It's also a great place for families and for outdoor life in the surrounding mountains, and lakes as well as along the famous Costa Azzura which is nearby.

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

Where's the job in the organisation?

The job will be in the ETF's Operations Department which consists of two Units:

The Thematic Policy Unit implements strategic projects with a thematic focus (i.e. Qualifications and qualification system, VET provision and quality, Employment, employability and mobility and

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.

Entrepreneurial learning and enterprise skills); coordinates linkages between the different thematic areas/projects and contributes to the corporate stakeholder relations on thematic policy issues.

The System Policy/Country Analysis Unit monitors and analyses VET policy developments in the ETF partner countries, is responsible for relations and networking with partner country stakeholders, and implements the strategic projects: Torino Process, Skills and VET governance and EU external programmes and projects support.

Job profile

The ETF is seeking to establish a reserve list of specialists in **vocational education and training** systems. The successful candidates will work directly with the ETF partner countries and contribute to the development of the ETF's expertise.

KEY ACCOUNTABILITIES

- Provide policy guidance and capacity development in the area of VET to the ETF partner countries by:
 - Guiding policy makers and stakeholders in the partner countries in the identification of policy frameworks;
 - Building capacity in the partner countries for the implementation and monitoring of country specific VET policy frameworks;
- Provide in-depth analysis of partner country VET policies and systems;
- Support the EU Institutions in policy dialogue and the EU programming cycle in the field of VET and skills development;
- Liaise with and build up networks of key actors in the ETF partner countries, international organisations and the EU Institutions;
- Contribute to the development of ETF thematic expertise by drafting position papers and policy briefs, by taking part in the design of innovative initiatives and the development of new methodologies, by participating in relevant networks, and ensuring knowledge sharing across ETF country teams and externally.

Eligibility Criteria

To be considered eligible, you must satisfy the following requirements on the closing date for the submission of the applications:

- 1 Be a national of one of the Member States of the European Union or ETF partner country or territory²;
- 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 thorough³ knowledge of one of the languages of the Union and have a satisfactory⁴ knowledge of another language of the Union, to the extent necessary for the performance of the duties.

² See footnote 1.

³ Equivalent to C1 level in all dimensions as defined in the [European framework of reference for languages](#)

⁴ Equivalent to B2 level in all dimensions as defined in the [European framework of reference for languages](#)

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

Selection Criteria

PROFESSIONAL EXPERIENCE

You should have at least six years of professional experience in VET systems as per the job profile (see above).

In addition, you must have professional experience in at least one of the following areas:

- 1 Governance and financing of VET systems;
- 2 Private sector engagement in VET, including work-based learning;
- 3 Qualification systems;
- 4 Curriculum development and key competences;
- 5 Teaching and learning.

REQUIRED KEY COMPETENCES AND SKILLS

TECHNICAL

- Very good skills in analysis of VET policies and systems and monitoring of progress;
- Very good skills in policy advice and facilitating policy dialogue, preferably with partner countries;
- A solid understanding of relevant EU VET and skills policies and approaches;
- A good understanding of EU external relations policies and programmes in ETF partner country regions;
- Very good project management skills;
- Thorough⁵ writing, reading, speaking and listening skills in English.

CORE

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

ASSETS

- Satisfactory⁶ knowledge of French, and/or Arabic, and/or Russian;
- Knowledge and/or work experience in ETF partner countries, and/or in other transition and developing countries.

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 one – Screening of applications

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

⁵ Equivalent to C1 level in all dimensions as defined in the [European framework of reference for languages](#)

⁶ 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 professional experience as well as the declared assets and the required level of English (see footnote 5). The most relevant applicants will be invited⁷ for phase two.

Phase two – Interviews and tests

The SAB will assess the applicants' professional experience, competences and skills required for the post and of European Union temporary staff (see the selection criteria section) as well as the declared assets by means of an interview and written test(s). Such test(s) will involve at least an anonymous part.

This phase is expected to take place in February 2018, and will be held primarily in English.

Upon completion of this phase, the SAB will put forward a list of applicants considered the most in line⁸ with the selection criteria for decision of the ETF Director.

Phase three – Establishment of the reserve list and possible job offer(s)

The Director will establish a reserve list with the most 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 decision of the Director. Inclusion in this list does not guarantee being offered a job.

When such a 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 candidates is a three-year contract as Temporary Agent, Function Group AD, grade 7, subject to a probation period of nine months.

Temporary Agent contracts are in accordance with article 2(f) of the Conditions of Employment of Other Servants (CEOS) of the European Union.

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 Union. 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.

Submission of applications

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

The **closing date** for the submission of applications is **5 January 2018 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.

⁷ Ideally four applicants per area of professional experience

⁸ Having reached at least 70% of the total score (interview and written test)

FORMAL REQUIREMENTS:

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

- 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](#) (**other formats will not be considered**);
- The duly filled in form called '**Selection criteria form**' available on the ETF website where candidates must specify how they match Selection Criteria.

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.

ADDITIONAL INFORMATION:

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 is 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 [Appeal](#).