

The ETF (European Training Foundation) is seeking to recruit a head of the Country Intelligence Unit (Temporary Agent – Function group AD, grade 9)

### Is this job for you?

Are you a leader with strong people management skills?

Are you interested in supporting partner countries in their paths for vocational education and training reform?

Are you able to deal with broad management-related issues in a multicultural environment?

Are you interested in EU external relations and cooperation?

If so, this could be the job for you.

**Send us your application by 20 April 2018**, following the instructions on page 4 carefully.

### What are we offering?

**Contract:** Temporary Agent – Function group AD, grade 9

**Contract duration:** 3 years – renewable

**Probation period:** 9 months

**Typical salary for AD9:** for a single employee with no expat allowance: approximately Euro 5.500 net/month. For an employee with expat allowance and one child: approximately Euro 7.900 net/month.

### Who are we?

The European Training Foundation (ETF) is the EU agency that helps transition and developing countries<sup>1</sup> 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](http://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](#).

### The Country Intelligence Unit

The job will be in the Country Intelligence Unit, which is part of the Operations Department.

The **Operations Department** (OPS) is responsible for proposing and implementing the core mission of the ETF, and in line with the objectives, activities and results set in the agency's strategic, multiannual and annual work programmes.

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<sup>1</sup> 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 Country Intelligence Unit's main purpose is to assess partner countries needs, manage country stakeholder relations, and monitor country progresses. The Unit, in particular, develops and monitors the implementation of ETF strategic interventions in the countries, ensures quality support to EU Delegations in partner countries and EC Headquarters, carries out country assessments, develops and maintains country networks. The Unit size is of approximately 20 staff members.

## Job profile

The Head of the Country Intelligence Unit will be responsible for the following **key accountabilities**:

- Manage the Unit towards the implementation of its tasks through active people management;
- Ensure efficient use of financial resources;
- Actively promote a cooperative culture within the Unit, the Department and across the Agency;
- Quality assure processes and outputs under Units' responsibility;
- Establish and maintain positive relationships with the various ETF stakeholders;
- Contribute to the strategic development and programming of the Agency in the field of Human Capital Development (HCD).

## 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;
  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 twelve 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 thirteen years of appropriate professional experience**;
6. Have a thorough<sup>2</sup> knowledge of one of the languages of the Union and have a satisfactory<sup>3</sup> knowledge of another language of the Union, to the extent necessary for the performance of the duties.

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

## Selection Criteria

### PROFESSIONAL EXPERIENCE

Candidates are required to demonstrate at least 12 years of appropriate professional experience as per the key accountabilities, including at least 5 years of experience in leading a team.

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

### TECHNICAL

- Excellent knowledge of EU external policies, instruments and programming processes;
- Good project management skills;
- Good understanding of HCD issues<sup>4</sup>;
- Thorough<sup>5</sup> writing, reading, speaking and listening skills in English.

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

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

<sup>4</sup> HCD issues refer to work that contributes to the lifelong development of individuals' skills and competences through the improvement of vocational education and training systems

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

## CORE

- Very good leadership and people management skills;
- Very good communication and negotiation skills;
- Very good organizational skills;
- Very good coaching skills;
- Very good analytical skills and strategic thinking.

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

## ASSETS

- Knowledge of EU financial and/or procurement rules;
- Satisfactory<sup>6</sup> knowledge of French, and/or Arabic, and/or Russian;
- Direct working experience in ETF partner countries;
- Experience of working with European Institutions and with EU programmes.

## 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

On the basis of the CV and the Selection Criteria form provided, the SAB will assess applications against the professional experience, technical skills as well as the declared assets. The most relevant applicants will be invited<sup>7</sup> for phase two.

### Phase 2 – Interviews and tests

The SAB will assess the applicants' professional experience, technical and core 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 the second half of May 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 line<sup>8</sup> 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 renewable as Temporary Agent, Function Group AD, grade 9, subject to a probation period of nine months.

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<sup>6</sup> Equivalent to B2 level in all dimensions as defined in the [European framework of reference for languages](#)

<sup>7</sup> Around six

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

Temporary Agent contracts are in accordance with article 2(f) of the Conditions of Employment of Other Servants of the European Communities (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 & Careers](#)" section.

The **closing date** for the submission of applications is **20 April 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.

#### **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](#), available on the ETF website (**other formats will not be considered**);
- The form named '**Selection criteria form**' available on the ETF website.

**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 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 [Appeal](#).