

## The ETF (European Training Foundation) is seeking to recruit a Head of the Strategic Development Department (Temporary Agent – Function group AD, grade 12)

### Is this job for you?

Are you a leader keen to develop and steer implementation of strategies and policies?

Do you have a high level understanding of EU policies and programmes as well as EU external relations?

Do you have experience working with social and economic sector issues including Human Capital Development?

Do you have in-depth experience in the field of leading change, facilitating strategic choices?

Do you have experience in leading teams and facilitating dialogue within a multicultural environment?

If so, this could be the job for you.

**Send us your application by 25 July 2018**, following the instructions on pages 4 and 5 carefully.

### What are we offering?

**Contract:** Temporary Agent – Function group AD, grade 12

**Contract duration:** 3 years - renewable

**Probation period:** 9 months

**Typical salary for AD12:** for a single employee with no expat allowance: approximately Euro 7.300 net/month. For an employee with expat allowance and one child: approximately Euro 10.400 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 Riviera Ligure, which is nearby.

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

### Where's the job in the organisation?

The Strategic Development Department (SDD) works in close cooperation with the ETF Director and has a coordination role within the ETF vis-à-vis all other departments. The SDD ensures that the ETF focuses on its strategic objectives with effectiveness and efficiency in partnership with relevant stakeholders.

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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.

It leads the formulation, monitoring and evaluation of the ETF's strategy, business processes, strategic partnerships and institutional relations. The SDD has a team of around 10 staff members who report to the Head of Department. Specifically the Department:

- Steers the formulation of the strategy of the ETF in partnership with all other departments, the ETF Governing Board and relevant stakeholders;
- Leads the corporate programming cycle and monitoring as well as the preparation of the annual activity report;
- Implements regular internal and external evaluations and coordinates audits;
- Facilitates the identification of improvement actions and organizational development needs, and steers the implementation of change actions of corporate relevance;
- Coordinates institutional relations and engagement of corporate stakeholders including EU Member States, EU institutions and organizations representing governments, social partners and civil society, multilateral and bilateral donors and non-operational stakeholders such as think tanks and academia;
- Coordinates the Governing Board Secretariat and all Governing Board related activities.

## Job profile

The Head of the SDD, reporting to the ETF Director, will be responsible for the following **key areas**:

- Developing ETF's strategic agenda to better respond to the evolving needs and objectives of ETF's stakeholders;
- Carrying out specific studies, evaluations and audits to provide advice in response to international and regional economic developments, and needs for adjustment of ETF work programme and strategic direction;
- Establishing methods and calendar for programming, planning, and monitoring of ETF's activities. This includes the preparation of ETF's strategy, and work programme;
- Maintaining effective liaison and communication with institutional stakeholders including EU Member States and EU institutions, multilateral and bilateral donors, civil society and institutional stakeholders;
- Contributing to the review of ETF business processes and supporting the elaboration of process documentation;
- Functioning of the Governing Board secretariat;
- Mainstreaming across ETF of a comprehensive system for monitoring, measuring and reporting;
- Leading corporate change processes;
- Managing the SDD towards the implementation of its tasks through active people management and ensuring efficient use of financial resources.

## 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 fifteen 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 sixteen years of appropriate professional experience**;

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 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 15 years of appropriate professional experience as per the job profile, including at least 6 years of experience in leading a team.

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

### TECHNICAL

- High level knowledge of EU policies and external relations;
- High level understanding of corporate strategy development needs and methods;
- Good understanding of social sector issues including Human Capital Development (HCD)<sup>4</sup> in connection to economic and social development in transition and developing countries;
- Thorough<sup>5</sup> writing, reading, speaking and listening skills in English.

### CORE

- Very good strategic leadership skills;
- Very good analytical skills and strategic thinking;
- Very good communication, networking and negotiation skills.

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

### ASSETS

- Experience of working with European Institutions and with EU programmes;
- Experience of working in the area of external relations, international cooperation;
- Work experience at a managerial level;
- Satisfactory<sup>6</sup> knowledge of French.

## 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 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

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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](#)

<sup>6</sup> 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, 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, knowledge and skills required for the post and 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 October 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 decision of the ETF Director. An additional interview with the Director may be arranged before appointment.

### **Phase 3 – Appointment**

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 12, 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 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 **25 July 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.

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<sup>7</sup> Around six

<sup>8</sup> 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](#), 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 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 on [Appeal](#).