

European Training Foundation

SENIOR SPECIALISTS IN QUALIFICATIONS VACANCY NOTICE

Temporary agent – function group AD, grade 9

Are you ready for your next big challenge?

The Operations Department at the European Training Foundation (ETF) is seeking senior specialists in qualifications to support the delivery of its activities in countries neighbouring the European Union.

You will play an important role in supporting projects aiming at helping these countries to modernise their education systems, improve skills development and create opportunities for their people as part of the external relations efforts of the European Union.

Working closely with an international team and liaising with a broad range of stakeholders, your job will involve working collaboratively to lead the development of expertise on human capital development inside the organisation, preparing for and presenting at high-level conferences and other events, as well as participating in field missions to different partner countries.

If you are passionate about education, employment and qualifications, at the ETF you will have the opportunity to develop your interest in a challenging professional environment.

What is the ETF?

The [ETF](#) is an EU agency based in Turin, Italy. It helps transition and developing countries harness the potential of their human capital through the reform of education, training, and labour market systems, in the context of EU external relations policies.

We support countries bordering the EU to improve their vocational education and training systems, analyse skills needs, and develop their labour markets. By doing so, we help them to improve social cohesion and achieve more sustainable economic growth, which in turn benefits Member States and their citizens by improving economic relations.

What are we offering?

Establishment of a reserve list: Temporary agent – function group AD, grade 9

Contract duration: 3 years, renewable, subject to a probation period

Typical salary for: a single employee, with 12 years of relevant professional experience: circa €5,590 net / month; for an employee, with 12 years of relevant professional experience, expatriation allowance and 1 dependent child: circa € 7,860 net / month.



Job profile: key accountabilities and tasks

The successful candidate will work in a dynamic and multi-cultural environment. S/he is an open-minded team worker. S/he shares information, knowledge and experience with others. S/he is proactive and enthusiastic. S/he has good communication skills and enjoys speaking at meetings or conferences.

In addition to the above, the senior specialist will in particular:

- provide policy guidance to partner countries in the reform of their qualifications systems
- develop capacity in the knowledge, skills and competences needed to efficiently implement qualifications systems
- support the European Institutions and partner countries in policy dialogue at regional and bilateral levels
- support the European Commission in the different phases of the external relations project cycle and programmes
- provide in-depth analysis of partner countries qualifications systems by gathering intelligence and monitoring progress of reforms
- co-lead the development of expertise in the field of qualifications, including building up methodological tools to support partner countries
- contribute to the discourse on the global development of qualification systems and position the ETF based on the experience obtained from practice

Senior specialists travel frequently.

Eligibility criteria

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

- 1 Be a national of one of the Member States of the European Union or of the ETF partner countries¹
- 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 12 years of appropriate professional experience

or

¹ The ETF partner countries are: Albania, Algeria, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Egypt, Georgia, Israel, Jordan, Kazakhstan, Kosovo, Kyrgyzstan, Lebanon, Libya, Moldova, Montenegro, Morocco, North Macedonia, Palestine, Russia, Serbia, Syria, Tajikistan, Tunisia, Turkey, Turkmenistan, Ukraine and Uzbekistan.

Have a level of education which corresponds to completed university studies of at least three years attested by a diploma, followed by at least 13 years of appropriate professional experience

- 6 Have a thorough knowledge (level C1 in all dimensions as per the Common European Framework of Reference for Languages or CEFRL) of one of the languages of the Union and have a satisfactory knowledge (level B2 in all dimensions as per the CEFRL) of another language of the Union, to the extent necessary for the performance of the duties.

Selection criteria

Professional experience

Applicants should have a minimum of 12 years of professional experience in human capital development.

As part of this professional experience, applicants should have three years of key responsibilities over the last five years, in supporting the reform of qualification systems, in two or more fields listed below:

- practical use of labour market information to identify new qualifications, including the identification and definition of occupational standards
- definition of educational standards, curricula and modules based on learning outcomes
- establishment of assessment systems and related quality assurance mechanisms
- development and implementation of validation of non-formal and informal learning
- recognition of qualifications, including of international qualifications
- institutional development of qualification agencies, assessment centres, awarding bodies, sectoral committees, quality assurance agencies and methodological bodies
- applied comparative research, such as the comparison of qualifications standards, validation of non formal and informal learning practices or country referencing reports, evaluations of reform programmes, legislative changes
- relevant IT applications such as the development and use of databases of standards and qualifications, digitally signed qualifications, interoperability of relevant databases

Required key technical skills – very good skills in:

- policy developments in the field of qualifications and recognition, including links to the European Qualification Framework
- project management and understanding of EU external relations policies, programmes and instruments
- English: level C1 in all dimensions as per the CEFRL

Required key soft skills – very good skills in:

- analysing
- organisation, prioritisation and time management
- team-working
- communication, oral and written

- public speaking
- networking and negotiating

Assets

- relevant professional experience in one or more of the ETF partner countries
- level B2 in Arabic or French or Russian in all dimensions as per the CEFRL

Submission of applications

The **closing date** for the submission of applications is **16 December 2019 at 23.59 (Turin time)**.

You are invited to send your applications via the ETF website, under “about” and then “recruitment” sections.

You are strongly advised not to wait until the last day to submit your application 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 delays caused by such difficulties.

Formal requirements

You must provide **all documents** mentioned below, **by the closing date**, preferably in English:

- a cover letter of one page maximum, explaining why you are interested in the position
- a curriculum vitae using the Europass CV format
- the selection criteria form

Please note that only applications submitted online through the ETF website, in line with the formal requirements mentioned above, will be accepted for the selection phase.

Selection

The selection comprises three consecutive phases:

Phase 1 – Screening of applications

1.1 Eligibility

The HR Unit will review all applications. Only applications meeting all eligibility criteria move to the next phase.

1.2 Selection for interviews and written tests

On the basis of the information provided in the curriculum vitae and selection criteria form, the board will assess the applications against the professional experience, technical skills required and assets. The candidates presenting the most appropriate applications will be invited to attend an interview and written tests. It is expected that around 8 candidates will be invited.

Due to the high volume of applications expected, only candidates invited for an interview and written test will be contacted.

Phase 2 – Interviews and written tests

The board will assess the candidates' professional experience and skills required for the position and for Temporary Agents of the EU through an interview and written tests. Such tests will involve at least one anonymous part. The interviews and written tests will be held primarily in English.

Upon completion of this phase, the board will put forward to the ETF Director a list of candidates considered the most in line with the selection criteria - having reached at least 70% of the total score for interview and written tests.

This phase is expected to take place in [February 2020](#).

Phase 3 – Reserve list

Considering the proposal made by the board, the ETF Director will establish a reserve list with the most suitable candidates.

This list will be valid until 31 December 2020. Its validity may be extended by decision of the Director. Inclusion in the list does not guarantee a job offer.

When 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.

Work of the board

The board's work and deliberations are strictly confidential and any contact with its members is not allowed. Contacting them constitutes grounds for disqualification from the procedure.

Contractual Conditions

Contract of employment

The contract of employment is of a fixed duration of three years. It is renewable.

It is 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 where 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 record
- 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 and benefits

Depending on their personal situation, staff members may be entitled to various allowances such as expatriation allowance, household allowance, dependent child allowance, education allowance, etc. The salary is subject to a Community tax deducted at source and staff members are exempt from national taxation.

Additional information

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

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

More information is available in the [Privacy statement](#) on the ETF 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.