

ASSISTANTS VACANCY NOTICE

Contract agent – function group II

Are you ready for your next big challenge?

The European Training Foundation (ETF) is seeking assistants to support the delivery of its day-to-day activities.

You will play an important role in assisting one manager or more, or a team to carry out administrative and logistical tasks. This could mean managing correspondence, scheduling meetings, taking notes and minutes and/or following up on processes and deadlines. You are often the first point of contact for internal and external counterparts.

If service orientation is your best asset, at the ETF you will have the opportunity to fully express yourself in a dynamic and stimulating 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 – Assistants: Contract agent – Function Group II

Contract duration: 3 years, renewable – or for the duration of a specific project / need, subject to a probation period

Typical salary for: a single employee, with less than 5 years of relevant professional experience: circa € 1,800 net / month – or an employee, with less than 5 years of relevant professional experience, expatriation allowance and 1 dependent child: circa € 2,900 net / month.

Job profile: key accountability and tasks

The successful candidate will work in a dynamic and multi-cultural environment. S/he is an open-minded and service-oriented team worker. S/he is pro-active and enthusiastic. S/he is highly organised and has an eye for detail and accuracy.

In addition to the above, the assistant will in particular:

- provide support to one manager or more, or a team
- manage email inboxes and calendars
- draft, edit, format correspondence, minutes, presentations and other documents
- manage incoming and outgoing correspondence with internal and external stakeholders
- ensure document management – paper and electronically
- manage and up-date databases
- follow-up processes and deadlines
- support the organisation of meetings, missions, workshops and conferences
- support the financial, procurement and administrative procedures
- carry out any other administrative, logistics or support tasks

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 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 appropriate professional experience of at least three years.

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 shall be taken into consideration.

- 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 three years - over the last five years - of professional experience as per the job profile.

Required key technical skills – very good skills in:

- computerised office tools
- English: level C1 in all dimensions as per the CEFR

Required key soft skills – very good skills in:

- organisation, prioritisation and time management
- team working
- service-orientation
- communication, oral and written
- accuracy and quality
- adaptability, open mind set and constructive approach

Assets

- professional experience in an international environment
- Arabic, French or Russian: level B2 in all dimensions as per the CEFR

Submission of applications

The **closing date** for the submission of applications is **19 April 2020 at 23.59 (Turin Time)**.

You are invited to send your application 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 to your application due to such difficulties.

Formal requirements

You must provide **all the 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

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 process comprises three consecutive phases:

Phase 1 – Screening of applications

1.1 Eligibility

The ETF 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, 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 10 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 Contract Agents of the EU through an interview and written tests. At least one part of the tests will be evaluated anonymously. 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 points allocated to soft skills, and
- 70% of the points allocated to technical skills and relevant professional experience

This phase is expected to take place in [June 2020](#). However, this date might be subject to change due to the current health situation or it could be organised remotely.

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 either (a) of a fixed duration of three years and it is renewable or (b) of the duration of a specific project / need.

It is 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 (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.