

## VACANCIES

### HEAD OF STRATEGIC DEVELOPMENT UNIT

### HEAD OF SKILLS IDENTIFICATION AND DEVELOPMENT UNIT

### HEAD OF SYSTEMS PERFORMANCE AND ASSESSMENT UNIT

Temporary agents – function group AD, grade 9

#### Are you ready for your next big challenge?

The European Training Foundation (ETF) is seeking a Head for each of the following units:

- 1) Strategic Development
- 2) Skills Identification and Development
- 3) Systems Performance and Assessment

to lead and coordinate a talented, engaged and multi-disciplinary team.

Three positions are open. Candidates can apply to one or more positions.

As members of the ETF Management Team, you will work in collaboration with fellow managers to support the strategic development of the agency, its governance and communication.

If you are enthusiastic about the EU project, passionate about education, employment and development; excited about leading high performing teams and if your strong points are collaborating, communicating and being constructive and open minded, at the ETF you will have the opportunity to fully express yourself in a stimulating, multi-cultural and dynamic and 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.



## Units and core mandate

### 1) Strategic Development Unit

**The Strategic Development Unit** is part of the Strategic and Resources Department.

**The core mandate of the Unit** is to lead the ETF's strategic programming, coordinate the implementation of the ETF strategy 2027, steer organisational development and build strategic partnerships.

**The Unit is responsible for:**

- leading the programming, planning and monitoring cycle, including coordinating internal and external evaluations
- leading the identification and implementation of organisational development and improvement actions, such as the ETF digitalisation project
- coordinating the implementation of the partnership policy
- setting and maintaining relations with EU services, Member States and local stakeholders
- managing information and communication technology services
- contributing to the department's and institutional programming, planning and monitoring cycle
- contributing to ETF communication actions, internally and externally.

**The successful candidate will lead the Strategic Development Unit and its team of around 10 staff members.** S/He will work in close collaboration with the ETF Director. S/He will report to the Head of Department.

### 2) Skills Identification and Development Unit

**The Skills Identification and Development Unit** is part of the Knowledge Hub Department.

**The core mandate of the Unit** is to lead the activities in the areas of skills relevance and anticipation, and skills development and validation, as part of human capital development, as defined in the ETF strategy 2027.

**The Unit is responsible for:**

- leading knowledge management, co-creation and dissemination in the fields of:
  - relevance of and demand for skills from a national and sectoral perspective
  - skills development and validation processes
  - and in coordination with other units, content management and use of social networks, platforms and contribution to knowledge repositories
- managing the programme cycle of skills identification and development projects, teams and activities - including planning, implementing, monitoring and achieving the expected deliverables – in close cooperation with the Project Management Unit
- connecting and partnering with diverse actors in the field
- contributing to the department's and institutional programming, planning and monitoring cycle
- contributing to ETF communication actions, internally and externally.

**The successful candidate will lead the Skills Identification and Development Unit and its team of around 20 staff members.** S/He will report to the Head of Department.

### 3) Systems Performance and Assessment Unit

**The Systems Performance and Assessment Unit** is part of the Knowledge Hub Department.

**The core mandate of the Unit** is to lead on ETF monitoring and assessment services and on activities in the area of systems performance and quality, as defined in the ETF strategy 2027.

**The Unit is responsible for:**

- leading on the development and implementation of monitoring and assessment actions and products, including development of methodologies, IT systems, data collection and analysis, information gathering and human capital development analysis, in coordination with other units
- leading knowledge management, co-creation and dissemination in the field of efficiency of institutions and systems, including functioning of governance, coordination of actors, quality assurance and increased sector performance
- managing the programme cycle of the performance and quality of education and training systems projects, teams and activities - including planning, implementing, monitoring and achieving expected deliverables – in close cooperation with the Project Management Unit
- connecting and partnering with diverse actors in the field
- contributing to the department's and institutional programming, planning and monitoring cycle
- contributing to ETF communication actions, internally and externally.

**The successful candidate will lead the Systems Performance and Assessment Unit and its team of around 20 staff members.** S/He will report to the Head of Department.

### NOTA BENE for the three units

Some of the responsibilities of the units may be modified over the coming months as the ETF is currently undergoing a restructuring process. The new organisational structure will enter into force on 1 January 2021. See “ETF organisational structure”.

### Job profile: key accountability and tasks

**The Heads of Unit** will work closely with their team members and with fellow managers. They will develop productive and cooperative relationships across the agency. They are effective communicators, promote the agency's values and act as a role model. They are openminded and constructive. They are highly organised and delegate effectively.

**The Heads of Unit will:**

- **in the area of business management:**
  - work in a team with fellow managers to contribute to the governance of the ETF
  - develop a strategy for the unit and thereby contribute to the development of the agency
  - plan and follow up on progress, assess risks and introduce change in line with objectives
  - assess the necessary material, human and financial resources and manage them effectively

- make decisions, communicate and implement them
- contribute to discussions in (management, unit or all staff) meetings and put forward innovative and original ideas
- **in the area of people management:**
  - foster engagement and common purpose around the agency's mission and unit goals
  - motivate and guide their multidisciplinary teams in the direction of the units' goals and coordinate their activities
  - build a strong team with complementary strengths
  - foster staff development by providing feedback, empowering, coaching and creating learning opportunities
- **in the area of communication:**
  - contribute to internal communication to enhance transparency and staff engagement
  - contribute actively to ETF communication actions

It is expected that the Heads of Unit will travel a few times a year.

## 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.

**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

Candidates should have:

### Professional experience

- 12 years of appropriate professional experience as per the description of the unit's core mandate and responsibilities
- As part of the 12 years of appropriate experience: 5 years of experience in leading a team.

### Very good technical skills and knowledge of

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

In addition, for candidates applying to the position of (1) Head of the Strategic Development Unit:

- EU Institutions and decision-making
- International cooperation and partnerships
- Corporate strategy development, planning and monitoring
- Organisational development

In addition, for candidates applying to the position of (2) Head of the Skills Identification and Development Unit or (3) Head of the Systems Performance and Assessment Unit:

- Project management
- EU external relations policies, programmes and instruments
- Human capital development linked to economic and social development in transition and developing countries

### Very good leadership and managerial skills in

- Strategic thinking and direction setting, in particular in:
  - translating corporate strategies into objectives for the unit
  - organising and managing the work of the unit
- People management, in particular in:
  - guiding and building a high performing team
  - motivating and developing staff

### Very good soft skills in

- Self-organisation, time management and delegation
- Oral and written communication as well as negotiation
- Fostering cooperative relationships
- Open and growth mindset

### Assets

- Experience of working with European Institutions and EU programmes

- Experience of working in the area of external relations
- Experience in countries in which the ETF works
- French: level B2 in all dimensions as per the CEFRL

In addition, for candidates applying to the position of (1) Head of the Strategic Development Unit:

- Experience in human capital development linked to economic and social development in transition and developing countries

In addition, for candidates applying to the position of (2) Head of the Skills Identification and Development Unit or (3) Head of the Systems Performance and Assessment Unit:

- Russian: level B2 in all dimensions as per the CEFRL

## Submission of applications

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

You may apply to one or more positions. [Indicate the position\(s\) you are applying for in your curriculum vitae.](#)

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(s)
- a curriculum vitae using the Europass CV format - **indicating the position(s) for which you are applying.**

**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 and formal requirements move to the next phase.

#### 1.2 Assessment of applications

On the basis of the information provided in the curriculum vitae, the board will assess the applications against professional experience, leadership and managerial skills, as well as technical skills and assets.

The candidates presenting the applications most in line with the position(s) applied for will be short-listed. It is expected that the short-list will include 5 candidates per position.

The ETF is expected a high number of applications. As a consequence, only short-listed candidates will be contacted by the ETF HR Unit. This is expected to take place at the [beginning of August 2020](#).

## Phase 2 – Assessment centres, interviews and written tests

The short-listed candidates will be invited to take part in an assessment centre, an interview and written test.

The assessment centre will evaluate the candidates' potential, some of their leadership and managerial and soft skills.

The board will assess the candidates' professional experience and skills required for the positions and for Temporary Agents of the EU through an interview and written test. One part of the test will be evaluated anonymously.

The selection process (assessment centres, interviews, and written tests) will be held primarily in English.

Phase two is expected to take place in [September 2020](#).

The assessment centre will be organised in [Brussels](#). The interview and written test will take place in [Turin](#). However, due to the current health situation, both could take place remotely.

Upon completion of this phase, the board will draw up a list of candidates considered the most in line with each the 3 profiles - having reached at least:

- 70% of the points allocated to leadership and managerial skills
- 70% of the points allocated to soft skills, and
- 70% of the points allocated to technical skills and relevant professional experience

## Phase 3 – Appointment

The Director will appoint the successful candidate for each of the 3 positions.

It is expected that the successful candidates take up duties on 1 January 2021.

The Director may also decide to establish a list of other suitable candidates. This list will be valid until 31 December 2021. 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 permitted. 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 and 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.

Should the successful candidate currently hold a Temporary agent 2(f) contract and qualify for a transfer under the terms of the CEOS, the band width for this position which can be accommodated is in accordance with Annex I of the Staff Regulations.

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 that 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.

**Typical salary for:** a single employee AD 9, with 12 years of relevant professional experience and management allowance: circa € 5,800 net / month – or an employee, with 12 years of relevant professional experience, management, expatriation allowance and 1 dependent child: circa € 8,100 net / month.

## Place of employment

The place of employment is Turin, Italy.

## 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.



## ETF ORGANISATIONAL STRUCTURE

GB/20/DEC/008

