

DIGITAL TRANSFORMATION ARCHITECT VACANCY NOTICE

Temporary agents – function group AD, grade 7

Are you ready for your next big challenge?

The European Training Foundation (ETF) is seeking a digital transformation architect for its Strategic Development Unit to lead the change process for the modernisation of the ETF's digital environment.

Liaising with managers and working closely with colleagues in the Information and Communication Technology (ICT), you will be responsible for achieving the optimal architecture.

Acting as an enterprise architect, your job will include bridging the gap between broad technical solutions and the added business value it can bring to the ETF, improving the current IT infrastructure, optimising business operations, and setting the direction and approach for integrating information applications and programs based on the ETF's digitalisation strategy and roadmap.

If you are passionate about digital change management process, at the ETF you will have the opportunity to develop your interest in a challenging and dynamic 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?

Type of contract: Temporary agent – Function Group AD, grade 7.

Contract duration: 3 years, renewable once only for up to 3 years – subject to a probation period

Typical salary for: a single employee, with less than 9 years of relevant professional experience: circa € 4,580 net / month – or an employee, with less than 9 years of relevant professional experience, expatriation allowance and 1 dependent child: circa € 6,500 net / month.

Job profile: key accountability and tasks

The digital transformation architect will work closely with the ICT team members. S/he will develop productive and cooperative relationships with managers and across the agency. S/he is highly organised. S/he is good at listening and communicating. S/he is an open-minded, enthusiastic and pro-active, service-oriented team worker.

The digital transformation architect will be accountable for the resource planning, management, monitoring, reporting to ETF management, coordination of the projects and activities to achieve digital transformation in line with the ETF digital strategy, and in compliance with the rules of an EU Institution.

In addition to the above, the **digital transformation architect** will in particular:

- define, develop a model and components, implement, communicate and maintain the hybrid enterprise architecture of the ETF
- understand the ETF operational activities and requirements in order to anticipate future business needs and plan for how architecture will enable them
- guide the phasing out of legacy systems, integrating those functionalities and adding new ones across all systems - such as a single sign-on, a search function across applications and a full migration to the cloud
- set principles to guide the future IT development and to reduce fragmentation of the current IT landscape
- lead the change management in the area of digital transformation by, in particular, communicating with staff, identifying their development needs and proposing solutions
- together with the cyber security officer ensure a secure environment in close cooperation with CERT-EU
- ensure “privacy by design” and “privacy by default” of systems, working in close cooperation with data protection officer.

The digital transformation architect will travel very occasionally.

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 6 years of 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 7 years of 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

- a minimum of 6 years - over the last 10 years - of professional experience in the field of digital transformation, as per the “job profile: key accountability and tasks”
- as part of the 6 years of experience in the field of digital transformation: at least 2 years in enterprise architecture

Key technical skills

- very good skills in digital transformation
- very good skills in enterprise architecture
- very good skills in cloud-based infrastructure and services
- good skills in change management
- good skills in project management
- English: level C1 in all dimensions as per the CEFRL

Very good soft skills in

- team working
- self-organisation
- oral and written communication
- fostering collaborative relationships
- adaptability

Assets

- experience in data analysis and the usage of data warehouse systems
- experience with Microsoft 365

Submission of applications

The **closing date** for the submission of applications is **5 October 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
- the completed 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 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 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, required technical skills and assets. The candidates presenting the most appropriate applications will be invited to attend an interview and written tests. It is expected that around 5 candidates will be invited.

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 in [October 2020](#).

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. 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 [November 2020](#). However, this date might be subject to change due to the current health situation or it could be organised remotely.

Phase 3 – Appointment

Considering the proposal made by the board, the ETF Director will appoint the most suitable candidate. It is expected that the successful candidate will take up duties in [January 2021](#).

The Director may also decide to establish a list of other potentially suitable candidates. The 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 allowed. Contacting them constitutes grounds for disqualification from the procedure.

Contractual Conditions

Contract of employment

The contract of employment is for a fixed duration of three years and it is renewable once for a fixed period of up to three years.

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 recruitment 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.