

# STRATEGIC DEVELOPMENT OFFICER VACANCY NOTICE

Temporary agent - function group AD, grade 7

## Are you ready for your next big challenge?

The European Training Foundation (ETF) is seeking a Strategic Development Officer to contribute to the successful achievement of its [strategy](#).

Working closely with internal and external stakeholders, your job will include positioning the Agency strategically, seeking convergence with EU priorities and strengthening the ETF's relationship with the European Commission.

In parallel, you will support the ETF Management Team in their strategic reflections, in identifying the department's or units' objectives and following performance.

As part of a virtuous learning cycle, you will be leading on evaluations in areas or projects identified as key for future development of the ETF and you will be fostering innovative ideas across the ETF.

If you are passionate about strategic development, at the ETF you will have the opportunity to make a difference in a 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, subject to a probation period.

**Typical salary** for a single employee, with six years of relevant professional experience: circa € 4,580 net / month; or for an employee, with six years of relevant professional experience, expatriation allowance and one dependent child: circa € 6,500 net / month.



## What will you do and how will you work?

**As Strategic Development Officer**, you will be part of and report directly to the Head of the Strategic Development Unit.

You will work closely with other team members and managers. You will develop productive and cooperative relationships across ETF departments and with external stakeholders. You will use both oral and written communication skills. You are highly organised and an open-minded, enthusiastic and proactive team worker.

You will be responsible for:

- contributing to the strategic positioning of the ETF by steering strategic reflection amongst colleagues, focusing on the implementation of the agency's strategy and driving innovation as part of the multiannual programming exercise;
- coordinating the agency's programming and planning processes by collecting contributions, analysing, identifying key performance indicators and ensuring the high quality of the Single Programming Document, Annual Work Programme and other corporate documents as appropriate;
- coordinating the performance monitoring and reporting cycles by collecting and analysing key performance indicators, and ensuring the high quality of the agency's monitoring reports including the Annual Activity Report;
- coordinating the agency's annual performance evaluation and enhancing a learning culture by turning challenges and issues into improvement actions;
- liaising with institutional stakeholders, including the European Commission (including network of agencies), Governing Board members, EU Member States and partner countries.

You will travel occasionally to EU Member States and/or partner countries.

## 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 six 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 seven 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 six years - over the last 10 years - of professional experience in the field of strategic development - as per the section: What will you do and how will you work?

### Very good technical skills

- strategic development
- agile planning and programming
- monitoring, reporting and evaluation
- learning and innovation
- English: level C1 in all dimensions as per the CEFRL

### Very good soft skills in

- adaptability
- analysing
- fostering collaborative relationships
- oral and written communication
- self-organisation

### Assets

- French: level B2 in all dimensions as per the CEFRL
- Work experience in working in EU environment
- Work experience in or for the ETF partner countries, and in other transition economies

## Submission of applications

The **closing date** for the submission of applications is **29 April 2021 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 Recruitment team 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, 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 6 candidates will be invited.

The ETF expects a high number of applications. As a consequence, only short-listed candidates will be contacted by the recruitment team. This is expected to take place in [May 2021](#).

### 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 [May 2021](#). 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 [September 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 prohibited. 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. It is subject to a probationary 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.