

COMMUNICATION SPECIALIST 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 Communication Specialist to share its knowledge with the international community.

Working with experts in human capital development and engaged team members, your job will include writing engaging stories for different kinds of media, crafting presentations, transforming complex information and formulating corporate key messages.

If you are passionate about journalism and interested in education, training and development issues, 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.

The 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 a **Communication Specialist**, you will work in the Strategic Communication Team. The team is within the Policy and Public Outreach Department.

You will work closely with human capital development experts and Strategic Communication team members. You will develop productive and cooperative relationships across the ETF departments and externally. You will use excellent oral and written communication skills with different categories of stakeholders. You are a highly organised and an open-minded, enthusiastic and proactive team member.

You will be responsible for:

- Identifying, researching and writing up engaging stories in different formats (news articles, blogs, editorials, magazine articles, social media posts) for different channels (web, print, social media)
- Writing speeches and crafting presentations for the ETF Director and senior managers
- Adapting complex technical information, analysis and data into accessible prose in different formats (summary reports, policy briefs, web contents, blogs, etc.) for non-expert audiences, e.g. policy makers, practitioners, and the wider public
- Synthesizing and analysing quantitative and qualitative information on thematic and country developments, policy progress and systems performance
- Developing joint communication actions with EU services, partner country stakeholders and international organisations
- Engaging with stakeholders, conducting interviews and moderating discussions online and face-to-face
- Developing and implementing corporate and project-specific communication strategies and formulating key messages for different target publics
- Coordinating, supervising and quality assuring the work of external writers and journalists

The position may involve international travel.

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 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 communication field - as per the section: What will you do and how will you work?

Very good technical skills

- Journalistic skills
 - Ability to identify, research and write up engaging stories in well-crafted prose in different formats for different channels
 - Ability to find relevant stories in data, technical reports and studies on education training and employment issues
 - Ability to engage with policy-makers, experts, academics and other stakeholders on education, training and employment issues, conduct interviews and moderate discussions
- Technical writing skills
 - Ability to adapt complex technical information, analysis and data into concise and accessible prose in different formats for different channels
 - Ability to write speeches on different topics for different speakers and audiences
- Technical communication skills
 - Understanding of different communication techniques, technologies and channels, and how to use them
 - Ability to design and implement communication strategies
 - Familiarity with social media platforms and social media marketing
- English: level C2 in all dimensions as per the CEFRL

Very good soft skills in

- adaptability
- analysis and accuracy
- fostering collaborative relationships
- oral communication
- self-organisation

Assets

- certification or university degree or continuous development in communications or journalism
- knowledge of EU and global policies in human capital development
- experience in contract management and tendering

Submission of applications

The **closing date** for the submission of applications is **8 December 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 ETF 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 selection board will assess the applications against the candidate’s professional experience, and the required technical skills and assets. The candidates presenting the most appropriate application will be invited to attend an interview and written test. It is expected that around six candidates will be invited.

The ETF expects a high number of applications. As a consequence, only short-listed candidates will be contacted by the selection board. This is expected to take place by the **mid December 2021**.

Phase 2 – Interviews and written tests

The selection board will assess the candidate’s educational background, professional experience and skills required for the position and for Temporary Agents of the EU through an interview and written tests, organised remotely. 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 selection 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 [January 2022](#).

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 on [16 February 2022](#).

The Director may also decide to establish a list of other potentially suitable candidates. The list will be valid until 31 December 2022. 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 selection 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 for a fixed duration of three years and is renewable. 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.

Continuity of employment between EU Agencies

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 AD 6 – AD 8.

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 selection 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.