

Vacancy notice

JUNIOR EXPERTS

in Human Capital Development, including vocational education and training and/or labour market systems

JOB TYPE: temporary agent – function group AD grade 5

LOCATION: Turin, Italy

Are you ready for your next big challenge?

The European Training Foundation (ETF) is seeking to establish a reserve list of passionate and proactive junior experts to contribute to the successful implementation of its mission to support EU neighbouring countries and beyond to reform their education and training and employment policies.

Junior experts will work in an international, hybrid environment and develop productive and cooperative relationships with other experts and team members.

What will you do?

As a Junior Expert you will have the opportunity to work on one or more areas of ETF expertise (for further information: [ETF Strategy](#) and [Single Programming Document](#)) and be mentored by other ETF experts.

You will be working on Human Capital Development and be responsible for some or all of the following: providing input to policy developments, supporting policy monitoring, providing policy advice, contributing to drafting reports, studies and papers, developing and maintaining relationships with stakeholders, providing input to the EU programming and policy dialogue processes, reading and interpreting data and quantitative and qualitative evidence on thematic and country developments, sharing knowledge through different media and engaging stakeholders using innovative methods, connecting with EU services, partner countries and the international community.

You will travel both to the countries where ETF works and to EU Member States.

Who is eligible?

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 or [the countries where the ETF works, excluding Belarus](#)
- 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 three years attested by a diploma

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.

Who are we looking for?

Professional experience

- a minimum of three years - over the last six years - of professional experience in the fields of Human Capital Development, including Vocational Education and Training (VET) or lifelong learning systems and/or Labour Market (LM) analysis and employment policies, as per the section: "What will you do?"

Technical knowledge and skills

- good understanding of Human Capital Development, including VET or lifelong learning systems and/or LM analysis and employment policies
- excellent digital skills
- good skills in networking
- English: level C1 in all dimensions as per the CEFRL

Very good soft skills in

- adaptability
- analysing, including ability to read and interpret data
- cross cultural awareness and sensitivity
- fostering collaborative relationships
- oral and written communication
- self-organisation

Soft skills matching ETF values

- service orientation
- innovation and creativity
- integrity and respect
- accountability for own actions
- working together

Assets

- good knowledge of EU and/or international policies, tools and instruments in Human Capital Development
- Master's degree or above in social sciences, economics, education, psychology or political sciences
- Arabic, French or Russian: level B2 in all dimensions as per the CEFRL

Who are we?

The ETF is an EU agency working on the reform of education, training and labour market with a difference: we work outside the European Union.

Our mission is to shape a better future for people. We aim at contributing to the social cohesion and sustainable growth of the countries where we work. EU Member States and their citizens benefit in turn from improved economic relations with those countries.

Are you looking for a career where you can [make a real difference](#)? Come work with us! We're a dynamic team of passionate professionals who are dedicated to promoting EU values and creating positive change. Here are just a few reasons why you should join us:

At the ETF, we celebrate [diversity and inclusion](#), and you'll work in a dynamic, multicultural environment where you can interact with people from all over Europe and beyond. With staff members representing over 25 different nationalities, we're committed to creating an inclusive workplace where everyone feels valued, respected, and supported. We believe that no matter your gender, age, race, religion, sexual orientation, identity, or disability, [you have something unique](#) to offer our team.

Our [collaborative approach](#) means that you'll work in teams with both internal and external stakeholders, bringing your experience to the table and counting on mutual support. We're dedicated to integrity and accountability, and we foster innovation and creativity by exploring new ideas, concepts, and trends.

We're committed to helping you [unleash your full potential](#). Our learning and development programmes are designed to help you grow both personally and professionally, with a range of opportunities to develop your skills and take on new challenges. From induction programmes to language courses, technical and soft skills training, and e-learning, we offer a variety of learning opportunities to suit your needs and schedule.

At the ETF, we understand the importance of [work-life balance](#). We offer flexible working arrangements, including remote work and part-time options, so you can manage your professional and personal commitments.

Our stunning location in Turin offers an array of [cultural and entertainment opportunities](#), from art galleries and restaurants to opera houses and parks. Plus, with the Alps and the Mediterranean just a stone's throw away, you'll have plenty of options for [exciting weekend getaways](#).

We also offer a [competitive remuneration package](#), including financial benefits and [health insurance](#), to make sure you're taken care of both in and out of the office.

If you're ready to join a team of dedicated professionals who are making a real difference, we'd love to hear from you.

How do you submit your application?

The **closing date** for the submission of applications is **15 May 2023 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](#)

Only applications submitted online through the ETF website, in line with the formal requirements mentioned above, will be accepted for the selection process.

How does the selection process work?

Selection board

A board is appointed by the ETF Director. Its composition is published on the ETF website together with the vacancy notice.

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.

Four consecutive phases:

Phase 1 – Screening of applications against eligibility criteria

Applications meeting all the eligibility criteria and formal requirements move to the next phase.

NB: documents proving eligibility will be requested to selected candidates and assessed before employment. Please refer to the section “What comes next?” for further information.

Phase 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 and assets. Please refer to the section “Who are we looking for?”.

The candidates presenting the most appropriate applications will be invited to attend an interview and written tests. It is expected that around 15 candidates will be invited.

As ETF expects a high number of applications, only short-listed candidates will be contacted by the HR Officers. This is expected to take place in **end of May / beginning of June 2023**.

Phase 3 – 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 proposal for the reserve list of suitable candidates considered the most in line with the professional experience, skills and assets.

Suitable candidates shall have 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 2023**. It will be organised remotely.

Phase 4 – Establishment of a reserve list

Having assessed the proposal made by the board, the ETF Director will establish the reserve list of candidates s/he considers the most suitable for the position.

The list will be valid until 31 December 2023. This 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.

The duration of contract(s) offered may vary according to ETF needs at that time. It may be renewable. It is subject to a probation period of nine months.

What comes next?

Should the ETF offer a contract of employment, it will be bound to the offer **only** where the candidate, prior to the contract signature, has:

- provided proof that s/he meets all the eligibility criteria. S/he must:
 - provide original or certified copies of all relevant documents, including a clean police record
 - undergo a medical examination that establishes s/he meets the standard of physical fitness necessary to perform the duties involved
- 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.

Contract of employment

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.

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 5 – AD 6.

Cooperation among EU Agencies

To promote collaboration among EU agencies, the ETF may share the reserve list with other Agencies. Prior to sharing, the ETF will obtain consent from each candidate on the reserve list to share their application. The ETF will also inform each candidate which Agency or Agencies will receive their data.

Remuneration

Typical salary for a single employee, with three years of relevant professional experience: circa 4,000 net/month; or for an employee, with three years of relevant professional experience, expatriation allowance and one dependent child: circa € 5,800 net/month.

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](#).