# senior specialist in qualifications

# selection criteria form

### Guidelines

* Use circa up to 150 words per cell.
* Add extra rows if needed.
* Do not attach any other documents.
* Submit it, by the deadline, together with your cover letter and curriculum vitae. For further information, refer to the paragraph “Formal requirements” on page 4 of the vacancy notice.

### Personal information

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| Your last name: |  |  | Your first name: |  |

### Professional experience

Applicants should have a minimum of 12 years of professional experience in human capital development.

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| DatesFrom-to in mm/yy | Your job titleYour employer | Your roleDescription of your activities |
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As part of this professional experience, applicants should have three years of key responsibilities over the last five years, in supporting the reform of qualification systems, in two or more fields listed below:

* practical use of labour market information to identify new qualifications, including the identification and definition of occupational standards
* definition of educational standards, curricula and modules based on learning outcomes
* establishment of assessment systems and related quality assurance mechanisms
* development and implementation of validation of non-formal and informal learning
* recognition of qualifications, including of international qualifications
* institutional development of qualification agencies, assessment centres, awarding bodies, sectoral committees, quality assurance agencies and methodological bodies
* applied comparative research, such as the comparison of qualifications standards, validation of non formal and informal learning practices or country referencing reports, evaluations of reform programmes, legislative changes
* relevant IT applications such as the development and use of databases of standards and qualifications, digitally signed qualifications, interoperability of relevant databases

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| DatesFrom-to in mm/yy | Your job titleYour employer | Indicate the field, and for each field, your role and the description of your activities |
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### Required key technical skills

Applicants should have very good skills in policy developments in the field of qualifications and recognition, including links to the European Qualification Framework.

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| How did you acquire the skills? | How did you apply the skills in your work? |
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Applicants should have very good skills in project management and understanding of EU external relations policies, programmes and instruments.

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| How did you acquire the skills? | How did you apply the skills in your work? |
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### Assets

As an asset, applicants could have relevant professional experience in one or more of the ETF partner countries.

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| DatesFrom-to in mm/yy | Your job titleYour employer | Indicate the partner country, and for each partner country, your role and the description of your activities |
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