

HUMAN CAPITAL DEVELOPMENT EXPERT VACANCY NOTICE

Reserve list - Temporary agents - function group AD, grade 7

Are you ready for your next big challenge?

The ETF is seeking human capital development (HCD) experts to contribute to the successful implementation of its [strategy](#).

Do you have work experience in one or more of these thematic domains?

- skills demand analysis / active labour market policies
- engaging enterprises in skills development
- lifelong learning policies
- work-based learning policies and actions

Do you have a passion for human capital development and are you eager to support policy reforms in the countries where the ETF works?

Then we want to hear from you!

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 EU 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 – or for the duration of a specific project, subject to a probation period.

Typical salary for a single employee, with six years of relevant professional experience: circa € 4,690 net / month; or for an employee, with six years of relevant professional experience, expatriation allowance and one dependent child: circa € 6,650 net / month.

What will you do and how will you work?

As an HCD expert, you will work closely with other experts and team members. You will develop productive and cooperative relationships both within the ETF and externally. You will use oral and written communication skills with different stakeholders. You are highly organised and an open-minded, enthusiastic and pro-active team worker.

You will engage in one or more ETF projects focused on topics defined in the [ETF strategy](#).

You will be responsible for:

- supporting policy developments in one or more of the thematic domains mentioned above
- supporting the monitoring of HCD policies and generating policy advice
- acting as a country liaison officer: developing and maintaining relationships with stakeholders in a specific country
- contributing to the EU programming and policy dialogue processes in HCD
- making use of quantitative and qualitative evidence on thematic and country developments, as part of studies/reviews of HCD issues
- sharing knowledge through different media and engaging stakeholders using innovative methods, including facilitating events, and using social media and networking
- connecting and partnering with EU services, partner countries and the international community

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

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 or [the countries where the ETF works](#), excluded Belarus and Russia
- 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 human capital development, as per the section: What will you do and how will you work?
- as part of the six years of experience in the field of human capital development - at least three years in one or more of the ETF's thematic domains mentioned above
- work experience in or for transition and/or developing economies

Technical knowledge and skills

- very good knowledge of HCD in one or more of the ETF thematic domains mentioned above
- very good knowledge and skills in policy advice processes, tools and instruments in HCD
- very good knowledge and skills in monitoring and assessment in the ETF's thematic domains
- very good skills in applying EU and global policies within programmes and instruments in the context of development cooperation
- very good skills in networking and fostering partnerships with international organisations
- digital skills
- English: level C1 in all dimensions as per the CEFR

Very good soft skills in

- adaptability
- analysing
- cross cultural awareness and sensitivity
- fostering collaborative relationships
- oral and written communication
- self-organisation

Assets

- knowledge and skills in one or more of the areas transversal to HCD: digital, green, gender
- Arabic, French or Russian: level B2 in all dimensions as per the CEFR

Submission of applications

The **closing date** for the submission of applications is **18 May 2022 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, **and the thematic domain(s) to which you would like to contribute to**
- 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 and indicating the thematic domain(s), 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 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 15 candidates will be invited.

The ETF expects a high number of applications. As a consequence, only short-listed candidates will be contacted by the ETF Recruitment Team. This is expected to take place in [June 2022](#).

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 [between mid-June and mid-July 2022](#). It could be organised remotely.

Phase 3 – Reserve list

Considering the proposal made by the board, the ETF Director will establish a reserve list with the most suitable candidates.

This list will be valid until 31 December 2023. 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 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.

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 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](#).