

The ETF (European Training Foundation) is seeking to recruit Communication Officers – Creation of a reserve list (Contract Agent Function Group IV)

Is this job for you?

Are you a communication professional?

Can you produce quality content to short deadlines for different media (social media, blogs, newsletters, briefing notes, internet...)?

Do you have what it takes to lead the design and production of communication products?

Do you enjoy teamwork in a dynamic international environment?

If so, this could be the job for you.

Send us your application by 27 March 2017, following the instructions on page 4 carefully.

What are we offering?

Contract: Contract Agent – Function Group IV

Contract duration: 3 years

Probation period: 9 months

Typical salary for CA FG IV: for a single employee with up to 7 years of relevant work experience, with no expat allowance: approximately 2.770 Euro net/month. For an employee, with up to 7 years of relevant work experience, with expat allowance and 1 child: approximately 4.000 Euro net/month.

Who are we?

The European Training Foundation (ETF) is an EU agency that helps transition and developing countries¹ to reform their education, training and labour market systems.

At the ETF we believe that the development of human resources through education and training is vital in encouraging sustainable economic growth, employability and social inclusion in transition countries.

Our purpose is to improve people's lives, increase prosperity and create sustainable growth. Our work in human capital development is inspired by the related EU internal policies and part of the EU's external relations policy.

Find out more about the ETF and what we do: www.ef.europa.eu.

What's life in Turin like?

Turin has about a million inhabitants and is situated in the north west of Italy. The city has a rich culture and history and is becoming increasingly known for its art galleries, restaurants, palaces, parks, museums, gardens and theatres.

Find out more about [Turin on our website](#).

Where's the job in the organisation?

The job will be in the ETF's Communication Department, a team of 12 dealing with publications, events, web and social media, media relations, multimedia products, corporate and internal communications.

¹ The ETF partner countries and territories are: Albania, Algeria, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Egypt, former Yugoslav Republic of Macedonia, Georgia, Israel, Jordan, Kazakhstan, Kosovo (this designation is without prejudice to positions on status, and is in line with UNSC 1244 and the ICJ Opinion on the Kosovo Declaration of Independence), Kyrgyzstan, Lebanon, Libya, Montenegro, Morocco, Palestine, Republic of Moldova, Russia, Serbia, Syria, Tajikistan, Tunisia, Turkey, Turkmenistan, Ukraine, Uzbekistan.

Job profile

Reporting to Head of the Communication Department the successful candidate(s) will provide communication advice and support to one of our operational project teams, and take the lead in a range of communication activities such as:

- Ensuring the preparation and production of quality communication products in English including:
 - Writing, copyediting, editing and proofreading publications;
 - Drafting and editing online news items and articles (newsletters, briefing notes);
 - Drafting news-related content for the ETF website and social media (Facebook, Twitter, blogs);
 - Monitoring external communication activities, including analysis and regular reporting on outcomes;
- Leading the production of multi-media products and designing other communication products;
- Engaging with stakeholders and moderating discussions in online communities and social media platforms;
- Internal communications;
- Contributing to the development and implementation of internal, external and project-specific communication strategies;
- Contributing to corporate and department activities and improving the quality of ETF communication.

You will have the opportunity to take short business trips several times a year. You will need to be very autonomous in organising your work including some administrative duties.

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 three years attested by a diploma, followed by at least one year of appropriate professional experience;

N.B.: 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 can be taken into consideration.

6. Have a thorough² knowledge of one of the languages of the Union and have a satisfactory³ knowledge of another language of the Union, to the extent necessary for the performance of the duties.

Moreover you must be able to serve a full 3-year term before reaching the retirement age of 66.

Selection Criteria

EXPERIENCE

You must have professional experience, ideally between five and ten years, at the level and in line with the activities described in the job profile section.

In addition, you must have the competences and skills listed below:

TECHNICAL

- Excellent knowledge⁴ of English;
- Excellent skills in writing, copyediting, editing and proofreading publications;
- Professional experience with social media tools and platforms;

² Equivalent to C1 level in all dimensions as defined in the [European framework of reference for languages](#)

³ Equivalent to B2 level in all dimensions as defined in the [European framework of reference for languages](#)

⁴ Equivalent to C2 level in all dimensions as defined in the [European framework of reference for languages](#).

- Excellent knowledge of external and/or internal communication principles and practices;
- Advanced knowledge of computerised office tools (especially MS Office applications such as Word and PowerPoint), including advanced word processing (formatting and layout, merges etc.).

CORE

- Very good communication skills;
- Very good team working skills;
- Very good service orientation skills;
- Good organisational skills.

Furthermore, it would be advantageous to have one or more of the **assets** listed below:

ASSETS

- Graphic design skills, such as ability to use InDesign, Illustrator, Acrobat Professional;
- Experience of working in a multi-cultural environment in which content is produced in multiple languages;
- Good knowledge⁵ of French and/or Russian and/or Arabic.

Selection Procedure

Please note that the Selection Assessment Board's (SAB) work and deliberations are strictly confidential and any contact with them is not allowed. Please be aware that contacting members of the SAB constitutes grounds for disqualification from the selection procedure.

The selection procedure will be carried out in three phases:

Phase 1 – Screening of CVs

1.1 ELIGIBILITY

Compliance with the **eligibility criteria and the formal requirements** will be assessed on the basis of the form and content of the requested documents (see the "Formal Requirements" paragraph in the section "Submission of applications").

1.2 SELECTION FOR INTERVIEW

On the basis of the CV and the Selection Criteria form provided, the SAB will assess applications against the job profile and the selection criteria. Applicants whose CV and Selection Criteria form are considered to be most in line with the above criteria will be invited⁶ for an interview and tests.

Phase 2 –Interviews and tests

The SAB will assess the competences and skills of the applicants, as well as the declared assets by means of an interview and tests.

This phase is expected to take place at the end of April 2017 and will be held primarily in English.

The interview and technical tests will cover the following areas:

- General aptitude and language skills to the extent necessary for the performance of the duties linked to the post;
- Specific competences according to the job profile;
- Knowledge of European integration and its institutions.

Upon completion of this phase, the SAB will put forward a list of applicants considered the most in line⁷ with the job profile for the decision of the ETF Director.

Phase 3 – Establishment of the reserve list and possible job offer(s)

The Director will establish a reserve list with the most suitable candidates.

This list will be valid for up to twelve months from the date of its establishment and its duration may be modified by a decision of the Director. Inclusion in this list does not guarantee being offered a job.

⁵ Equivalent to B2 level in all dimensions as defined in the [European framework of reference for languages](#).

⁶ Around 10

⁷ Having reached at least 70% of the total score (interview and written test)

When such 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.

Contractual Conditions

The contract of employment that may be offered to the successful candidate is a three-year contract, as Contract Agent, Function Group IV, subject to a probation period of nine months.

Contract Agent contracts are in accordance with article 3(a) of the Conditions of Employment of Other Servants (CEOS) of the European Communities.

Under this type of contract, the employee is bound by the CEOS of the European Communities as well as the relevant Implementing Rules.

The ETF will be bound to the contract offered only in case 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 report;
- 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 & BENEFITS

- The salary is based on the Community scale of salaries. Pay is subject to Community tax and other deductions laid down in the Staff Regulations and CEOS of the European Communities. Remuneration is, however, exempt from any national taxation on salary;
- Various allowances, in particular family allowances and expatriation allowance (4% or 16% of basic salary) may be granted where applicable.

Submission of applications

Candidates are invited to send their applications via the ETF website, "[Work with us- procurement and careers](#)" section.

The **closing date** for the submission of applications is **27 March 2017 at 23.59 (Central European Time)**.

Applicants are strongly advised not to wait until the last day to submit their applications 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 delay due to such difficulties.

FORMAL REQUIREMENTS:

The following documentation must **all** be provided **by the closing date**, preferably in English:

- A typed **motivation letter** of no more than one page, explaining why the candidate is interested in this position;
- A **curriculum vitae** using one of the [Europass CV format](#), available on the ETF website (other formats will not be considered);
- The form named '**Selection criteria form**' available on the ETF website to indicate how the candidate matches each of the points under the Selection Criteria section, duly filled.

Please note that only applications submitted online through the ETF website, using one of the [Europass CV format](#) and comprising all information and/or documents listed under "formal requirements" above will be accepted.

If any one of the above listed documents is missing or eligibility criteria are not met, the application will not progress any further.

Due to the high volume of applications, only applicants invited for interview will be contacted further.

The application 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 for the process and then destroyed.

EU legislation on personal data protection and confidentiality of information will apply to all personal data collected for this selection process.

More information is available in the [Privacy policy for job applicants](#) section of the ETF website.

Applicants who consider that their interests have been prejudiced by any decision related to the selection procedure can take lodge a complaint following the instructions available on the ETF website under the section on [“Appeals”](#).