

## The ETF (European Training Foundation) is seeking to recruit a Labour Market Specialist (Temporary Agent – Function group AD, grade 7)

### Is this job for you?

Are you an expert in Labour Market analysis and Employment policies development?

Are you ready to travel frequently in Europe and in ETF partner countries?

Do you enjoy teamwork in a dynamic international environment?

Do you adapt easily to change?

If so, this could be the job for you.

**Send us your application by 6 November 2016**, following the instructions on page 5 carefully.

### What are we offering?

**Contract:** Temporary Agent – Function group AD, grade 7

**Contract duration:** 3 years

**Probation period:** 9 months

**Typical salary for AD7:** for a single employee with no expat allowance: approximately Euro 4.400 net/month. For a married employee, with expat allowance and 1 child: approximately Euro 6.200 net/month.

### Who are we?

The European Training Foundation (ETF) is an EU agency that helps transition and developing countries<sup>1</sup> 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.etf.europa.eu](http://www.etf.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 Operations Department which consists of two Units:

The Thematic Policy Unit implements strategic projects with a thematic focus (i.e. Qualifications and qualification system, VET provision and quality, Employment, employability and mobility and Entrepreneurial

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<sup>1</sup> 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.

learning and enterprise skills); coordinates linkages between the different thematic areas/ projects and contribute to the corporate stakeholder relations on thematic policy issues.

The System Policy/Country Analysis Unit monitors and analyses VET policy developments in the ETF partner countries, is responsible for relations and networking with partner country stakeholders, and implements the strategic projects: Torino Process, Skills and VET governance and EU external programmes and projects support.

## Job profile

As a Labour Market Specialist, the jobholder will:

- Undertake in-depth country and cross-country analyses on labour market trends and employment policy developments in ETF partner countries and regions;
- Analyse EU employment policies from the perspective of their relevance and applicability in the context of ETF partner countries;
- Develop new methodological instruments and approaches for analysing labour markets and assessing employment policies in ETF partner countries;
- Contribute to the provision of policy advice and guidance to ETF partner countries and of support to EU institutions;
- Participate to business travels in ETF partner countries for the identification of ETF and/or EU interventions, in the field of human capital development, covering aspects of labour market and employment policies;
- Contribute to policy learning processes in ETF partner countries, including capacity building;
- Contribute to the development of ETF thematic expertise by drafting position papers and policy briefs, by taking part in the design of innovative initiatives and development of new methodologies, by participating in relevant networks, and ensuring knowledge sharing across ETF country teams;
- Represent the ETF at EU level and in international fora.

## 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 appropriate 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 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 thorough<sup>2</sup> knowledge of one of the languages of the Union and have a satisfactory<sup>3</sup> 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.

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

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

## Selection Criteria

### EXPERIENCE

Candidates must demonstrate at least 6 years of working experience in analysis and/or policy advice in the following field:

1. Links between employment and education and training policies (e.g. human capital development and employability of youth, transition from school to work);

and also in **at least one** of the following fields:

2. Employment policy formulation;
3. Labour market analysis and skill needs identification;
4. Role and functioning of employment services;
5. Monitoring, evaluation and impact assessment of employment policies and programmes.

In addition, candidates must possess the following competences and skills:

### TECHNICAL

- A solid understanding of EU policies in the field of employment;
- Excellent skills in policy analysis;
- Very good<sup>4</sup> writing, reading, speaking and listening skills in English.

### CORE

- Very good analytical skills – i.e. the ability to grasp and analyse complex wide-ranging issues and to tackle them in the most effective way.
- Very good communication skills – i.e. the ability to organise and present (in oral and written terms) information, express opinions, views and concepts in a respectful, concise, understandable and interesting way for a variety of multi-cultural audiences.
- Very good team working skills – i.e. the ability to establish and maintain excellent working relations in a multicultural context, both at team and individual levels. The ability to share a common goal and the responsibility for achieving it within a group.
- Very good service orientation skills - i.e. the ability to discover stakeholders' underlying needs and to find solutions that meet them.

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

### ASSETS

- Good knowledge<sup>5</sup> of French, and/or Arabic, and/or Russian.
- Good knowledge and understanding of transition and developing countries' labour market contexts and employment policies.

## 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 applications

#### 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").

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<sup>4</sup> Equivalent to C1 level in all dimensions as defined in the [European framework of reference for languages](#)

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

## 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 will be invited<sup>6</sup> for phase 2.

### Phase 2 –Interviews and tests

The SAB will assess the applicants' competences and skills required for the post and of European Union temporary staff (see the selection criteria section) as well as the declared assets by means of an interview and written test(s). Such test(s) will involve at least an anonymous part.

This phase is expected to take place between end November and early December 2016, primarily in English.

Upon completion of this phase, the SAB will put forward a list with one or more applicants considered the most in line<sup>7</sup> with the job profile and selection criteria for decision of the ETF Director.

### Phase 3 – Appointment

On the basis of the list proposed by the SAB, the Director will appoint the successful candidate.

The Director may also decide to establish a list of other potentially 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 decision of the Director. Inclusion in this list does not guarantee being offered a job.

When such 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.

## Contractual Conditions

The contract of employment that may be offered to the successful candidate is a three-year contract as Temporary Agent, Function Group AD, grade 7, subject to a probation period of nine months.

Temporary Agent contracts are in accordance with article 2(f) of the Conditions of Employment of Other Servants of the European Communities (CEOS) of the European Communities.

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 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 **6 November 2016 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.

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<sup>6</sup> Typically 5 or 6

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

**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 duly filled in form called '**Selection criteria form**' available on the ETF website where candidates must specify how they match Selection Criteria.

**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.**

**ADDITIONAL INFORMATION:**

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 is 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 statement 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](#)".