

The ETF (European Training Foundation) is seeking to recruit an Assistant/Secretary (Contract Agent – Function group II)

Is this job for you?

Do you have recent professional experience as assistant/secretary?

Are you good at providing logistic and administrative support?

Do you have excellent organisational skills?

Do you enjoy teamwork in a dynamic international environment?

If so, this could be the job for you.

Send us your application by 5 June 2017, following the instructions on page 4 carefully.

What are we offering?

Contract: Contract Agent – Function group II

Contract duration: 3 years

Probation period: 9 months

Typical salary for FG II: for a single employee with up to 7 years of relevant work experience, with no expat allowance: approximately Euro 1,750 net/month. For an employee with up to 7 years of relevant work experience, and with expat allowance and 1 child: approximately Euro 2,840 net/month.

Who are we?

The European Training Foundation (ETF) is the EU agency that helps transition and developing countries¹ to harness the potential of their human capital through the reform of education, training and labour market systems in the context of the EU's external relations policy.

We base our work on the conviction that human capital development in a lifelong learning perspective can make a fundamental contribution to increasing prosperity, creating sustainable growth and encouraging social inclusion in transition and developing countries.

Find out more about the ETF and what we do: 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. It's also a great place for families and for outdoor life in the surrounding mountains, and lakes as well as along the famous Costa Azzura which is nearby.

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

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.

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

KEY ACCOUNTABILITIES

The candidate will provide secretarial support, in particular to the Head of the Operations Department/Unit, as follows:

- Managing e-mail account and calendar;
- Drafting, editing and formatting correspondence in English and other documents;
- Providing logistics and administrative support for organising meetings;
- Taking minutes;
- Preparing presentations;
- Ensuring the management and maintenance of electronic and paper documents/files (receiving, registering, scanning, printing, copying, distributing, filing, archiving, following up correspondence);
- Updating databases.

In addition, the candidate may be asked to provide administrative support in any other area as deemed necessary.

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 post-secondary education attested by a diploma;

Or

Have a level of secondary education attested by a diploma giving access to post-secondary education and at least three years of appropriate professional experience after that diploma;

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

PROFESSIONAL EXPERIENCE

Candidates must have recent (since 2013 onwards) professional experience of at least three years as assistant/secretary, covering all key accountabilities as described in the job profile section.

In addition, candidates are required to possess the following skills:

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](#)

TECHNICAL

- Thorough⁴ writing, reading, speaking and listening skills in English;
- Proven capacity to use computerised office tools (especially MS Office applications such as Word, Excel and PowerPoint).

CORE

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

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

ASSETS

- Professional experience in organising business travels;
- Having completed studies/trainings in the area of the job profile;
- Professional experience in an international environment;
- Satisfactory⁵ knowledge of French and/or Russian.

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

The SAB will assess the CV's against the professional experience described in the selection criteria section as well as the declared assets and the required level of English (see footnote 4). Applicants with most relevant CV's will be invited⁶ for phase 2.

Phase 2 – Interviews and tests

The SAB will assess candidates against the selection criteria by means of an interview and tests. Such test(s) will involve at least an anonymous part.

This phase is expected to take place during the last week of June 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 most in line⁷ with the job profile, possessing the required experience, competences and skills, for the 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.

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

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

⁶ Typically 5 or 6

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

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 a decision of the Director. Inclusion in this list does not guarantee being offered a job. 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 II, 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 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 & careers](#)" section.

The **closing date** for the submission of applications is **5 June 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**);

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 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](#)".