

The ETF (European Training Foundation) is seeking to establish a reserve list for HR Officers (Contract Agent – Function Group III)

Is this job for you?

Do you have natural empathy? Can you add a human touch in what you are doing?

Are you good at interpreting and applying complex HR rules?

Do you have you a high sense of duty and confidentiality?

Are you highly organised and able to work autonomously?

If so, this could be the job for you.

Send us your application by 5 January 2018, following carefully the instructions on pages 4 and 5.

What are we offering?

Contract: Contract Agent – Function group III

Contract duration: 3 years

Probation period: 9 months

Typical salary for FGIII: for a single employee with up to 7 years of relevant work experience, with no expat allowance: approximately Euro 2,250 net/month. For an employee with up to 7 years of relevant work experience, and with expat allowance and 1 child: approximately Euro 3,400 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.

The Human Resources Unit

The job will be in the HR Unit, which is part of the Administration Department. The Unit is currently composed of eight staff members.

The HR Unit ensures that ETF's human resource needs are met by recruiting staff matching ETF needs, by providing learning & development opportunities for them and by managing their rights and obligations.

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.

To this effect, HR Unit determines the ETF staffing plans, develops human resource policies and oversees that human resource procedures are effective and efficient, and in compliance with rules and good practices. It supports managers in fulfilling their people management responsibilities and it ensures that necessary actions are put in place for staff health and for a better work-life balance.

Job profile

The jobholder will be assigned to the HR Unit and will be responsible for the following:

KEY ACCOUNTABILITIES

- Analysing and implementing HR rules,
- Planning, implementing and following-up HR processes,
- Drafting HR policies and/or HR guidelines.

AREAS

Based on the candidates' profile and needs of the agency, the jobholder will be working in **one or more** of the following areas:

1. Recruitment,
2. Staff learning and development,
3. Staff rights and obligations.

Eligibility Criteria

To be considered eligible, you must satisfy the following requirements on the closing date for the submission of 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 acquired recent (from 2012 onwards) HR professional experience of at least three years in all the above key accountabilities and in at least one of the areas mentioned in the job profile.

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](#)

In addition, candidates are required to possess the competences and skills listed below:

TECHNICAL

- Ability to analyse and implement a wide set of HR rules and regulations;
- Ability to plan and monitor expenses;
- Very good command of computerised office tools (especially MS Office applications such as Word, Excel);
- Thorough⁴ English language skills.

CORE

- Very good organisational skills – i.e. the ability to properly and efficiently manage different processes, deadlines, rules while respecting high standards of quality and performance in an autonomous way;
- Very good team working skills – i.e. the ability to establish and maintain excellent working relations in the multicultural context of the ETF both at team and individual levels;
- Very good service orientation skills – i.e. the ability to deliver solutions that meet needs, take care of both internal and external customers and anticipate their requirements, adding a human touch in the service;
- Very good communication skills – i.e. the ability to organise and present information, express opinions and views in a concise and understandable way within the organisation, including ability for active listening.

Furthermore, it would be advantageous to have the **assets** listed below:

ASSETS

- Work experience in the area of HR as per the job profile in an EU public administration and/or international organisation;
- Work experience in processing financial transactions and/or procurement procedures.

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 motivation letter provided, the SAB will assess applications against the professional experience as well as the declared assets and the required level of English (see *footnote 4*). The most relevant applicants will be invited⁵ for phase two.

Phase 2 –Interviews and tests

The SAB will assess the applicants' professional experience, competences and skills as well as the declared assets by means of an interview and test(s). Such test(s) will involve at least an anonymous part.

This phase is expected to take place in **March 2018** and will be held primarily in English.

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

⁵ Around 10.

The interview and technical test(s) 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 line⁶ with the selection criteria 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 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 a candidate in the reserve list is a three-year contract as Contract Agent, Function Group III, 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 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 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 Union. 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 January 2018 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:

⁶ Having reached at least 70% of the total score (interview and written test)

- A typed **motivation letter** of no more than one page, explaining why the candidate is interested in this position and,
- A **curriculum vitae** using one of the [Europass CV format](#) (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, preferably in English, will be accepted.

If any 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 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 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 “[Appeal](#)”.