

The ETF (European Training Foundation) is seeking to recruit Junior Specialists in Human Capital Development (HCD)¹ – Creation of a reserve list (Contract Agent Function Group IV)

Is this job for you?

Do you have professional experience in Vocational Education and Training (VET), Labour Market systems or skills development?

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

Do you enjoy working in a dynamic international environment?

If so, this could be the job for you.

Send us your application by 5 November 2018, following the instructions on page 5 carefully.

What are we offering?

Contract: Contract Agent – Function Group IV

Contract duration: 3 years, renewable

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 2.700 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 a European Union agency that helps transition and developing countries² harness the potential of their human capital through the reform of education, training and labour market systems, and in the context of the EU's external relations policy. Based in Turin, Italy, the ETF has been operational since 1994.

Our work is based on the belief that lifelong learning makes a vital contribution to prosperity, sustainable growth, and social inclusion. We deal with complex, multi-dimensional topics, recruiting and deploying experts from many disciplines to devise strategies, develop knowledge, and share insights.

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 Riviera Ligure, which is nearby.

Where's the job in the organisation?

The job will be in one of the three Units which are part of the Operations Department.

¹ HCD issues refer to work that contributes to the lifelong development of individuals' skills and competences through the improvement of vocational education and training systems

² 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.

The **Operations Department (OPS)** is responsible for proposing and implementing the core mission of the ETF, and in line with the objectives, activities and results set in the agency's strategic, multiannual and annual work programmes.

Job profile

The ETF is seeking to establish a reserve list of Junior Specialists in **Vocation Education and Training, Labour Market systems and skills development**. Reporting to a Head of Unit and under the supervision of a specialist, the successful candidates will work directly with the ETF partner countries and contribute to the development of the ETF's expertise.

KEY ACCOUNTABILITIES

- Provide input to policy guidance and capacity development in the area of VET, Labour Market and skills development to the ETF partner countries;
- Contribute to in-depth analysis of partner country VET, Labour Market and skills development policies and systems, and contribute to the monitoring and assessment of reform progresses, both at country and regional levels;
- Support the EU services in policy dialogue processes and the EU programming cycle in the field of VET, Labour Market and skills development, and related social and economic policies;
- Liaise with and establish sound networks of key actors/stakeholders in the ETF partner countries, international organisations and the EU Institutions, and keeping regular contact with them in the context of EU external relations;
- 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 the development of new methodologies, by participating in relevant networks, and ensuring knowledge sharing across ETF country teams and externally;
- Ensure the wide dissemination of partner countries' achievements, lessons learnt and new insights through postings on ETF website and other social media tool.

You will be required to ensure sound implementation of procurement, administrative and financial procedures, in line with the ETF's legal and financial regulations.

You will also 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 and reporting 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 thorough³ knowledge of one of the languages of the Union and have a satisfactory⁴ 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.

³ Equivalent to C1 level in all dimensions as defined in the [European framework of reference for languages](#)

⁴ Equivalent to B2 level in all dimensions as defined in the [European framework of reference for languages](#)

Selection Criteria

PROFESSIONAL EXPERIENCE

You must have at least three years of professional experience in VET, and/or Labour Market systems and/or skills development as per the job profile (see the section above).

In combination with the above, you must have professional experience in at least one of the following areas:

- 1 Governance and financing of education and training systems;
- 2 Private sector engagement in education and training, including work-based learning;
- 3 Qualification systems;
- 4 Curriculum development and key competences;
- 5 Teaching and learning;
- 6 Labour market systems and employment policies;
- 7 Skills and economic development;
- 8 Skills and migration;
- 9 Education and social inclusion;
- 10 EU external assistance aid modalities and development cooperation.

REQUIRED KEY COMPETENCES AND SKILLS

TECHNICAL

- Good skills in analysis of education and training, and/or labour market and/or skills development policies and systems and monitoring of reform progresses;
- Understanding of relevant European education policies, and/or VET policies, and/or employment and skills development policies, tools and approaches;
- Good project management skills;
- Good ICT skills (especially MS Office applications such as Word, Excel and PowerPoint);
- Thorough⁵ writing, reading, speaking and listening skills in English.

CORE

- Good organisational skills;
- Good team working skills;
- Good communication and negotiating skills;
- Good service orientation skills.

ASSETS

- Good skills in policy advice and facilitating policy dialogue, preferably with partner countries;
- Understanding of EU external relations policies and programmes in ETF partner country regions;
- Satisfactory⁶ knowledge of French, and/or Arabic, 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

⁵ Equivalent to C1 level in all dimensions as defined in the [European framework of reference for languages](#)

⁶ Equivalent to B2 level in all dimensions as defined in the [European framework of reference for languages](#)

On the basis of the CV and the Selection Criteria form provided, the SAB will assess applications against the professional experience, required technical key competences and skills as well as the declared assets and the required level of English (see footnote 5). The most relevant applicants will be invited⁷ for phase 2.

Phase 2 –Interviews and tests

The SAB will assess the applicants' professional experience, required key competences and skills 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.

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.

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

Upon completion of this phase, the SAB will put forward a list of applicants considered the most in line⁸ with the job profile for 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 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 candidates is a three-year contract, renewable, 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 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.

⁷ Around 10

⁸ Having reached at least 70% of the total score (interview and written test)

Submission of applications

Candidates are invited to send their applications via the ETF website, "[recruitment](#)" page.

The **closing date** for the submission of applications is **5 November 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:

- A typed **motivation letter** of no more than one page, explaining why the candidate is interested in this position;
- A **curriculum vitae** using the [Europass CV format](#) (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 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](#) on 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 [Appeal](#).