

The ETF (European Training Foundation) is seeking to recruit a EU education and training (E&T) policies Senior Officer (Temporary Agent – Function group AD, grade 9)

### Is this job for you?

Are you working in the field of EU education and training policies? Do you have experience in the strategic development of EU vocational education and training (VET) policy or in the EU Enhanced Cooperation in VET?

Can you produce quality analysis, briefing and advice to short deadlines for different stakeholders? Can you do that for the key EU actors in support of the identification or implementation of the external dimension of EU policies? Can you contribute to defining why and how EU policy developments could serve as inspiration to the ETF partner countries?

Are you skilled in negotiation and advocacy? Can you convince high-level stakeholders of the value of education and training to social and economic development and of the ETF's contribution to furthering EU policy objectives in this area?

Do you enjoy teamwork in a dynamic international environment?

If so, this could be the job for you.

**Send us your application by 25 October 2013**, following the instructions on page 5 carefully.

### What are we offering?

**Contract:** Temporary Agent – Function group AD, grade 9

**Contract duration:** 5 years

**Probation period:** 9 months

**Typical salary for AD9:** for a single employee with no expat allowance: approximately Euro 5.390 net/month. For a married employee, with expat allowance and 1 child: approximately Euro 7.526 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](#).*

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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, Iceland, 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.

## What's the job like?

The job will be in the ETF's Evidence Based Policy Making Department (EBPMD), a team of 12. The EBPMD develops approaches to capacity building, evidence based policy making including the analytical framework for the Torino Process and knowledge management. The department is the main interface with the EU services and international organisations and as such cooperates closely with ETF EU liaison officer and the stakeholders' relation officer.

The post will also serve the two other Operations Departments, namely the Thematic Expertise Development Department (TED) and The Geographical Operations Department (GEO).

The TED defines and develops thematic policy approaches to and methodologies for HCD reform; it supports regional teams in the application of those approaches and methodologies in partner countries; and positions ETF as an international centre of expertise.

The GEO defines and implements the annual work programme in the countries and regions and is the main interface with the ETF partner countries.

The job will require an overview of EU Education and Training policies, but the main focus will be on the policies and measures developed under the EU Enhanced Cooperation in VET.

The job provides the opportunity to take short business trips several times a year. It requires the holder to be very autonomous in work organisation and includes some administrative duties.

## Job profile

As Senior Officer in EU education and training policies you will be expected to:

- Provide analysis and guidance to EU institutions on the external dimension of EU education and training policies, assess their implications for ETF partner countries, in particular those in the accession process, and advocate the involvement of EU institutions (EC, EEAS, EP) in their implementation; cooperation with other EU agencies as Cedefop and Eurofound should be considered;
- Lead in the development of ETF thematic knowledge and methodologies on EU E&T policies so they can be adapted to the ETF partner countries by drafting position papers and contributing to thematic development initiatives. The focus will again be on the enlargement region, including the Danube Strategy and RCC;
- Participate in the work of country teams to design and deliver partner country policy analysis to guide Candidate Countries in the application of the Copenhagen/Bruges process to their context;
- Design, lead and facilitate policy learning processes to build capacity among partner country stakeholders, in particular for representatives engaged in the Open Method of Coordination related structures, such as the ACVT and DGVV;
- Represent the ETF in relevant EU working groups, in international fora and in the partner countries;
- Guide the work of specialists and junior specialists in the fields of E&T Policies;
- Contribute to corporate and department activities.

In addition, you may also be asked to lead a project team including taking responsibility for the sound management of resources.

## 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 an EU Member State;
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 twelve 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 thirteen 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 knowledge of one of the languages of the Communities and have a satisfactory knowledge of another, to the extent necessary for the performance of the duties.

Moreover you must be able to serve a full 5-year term before reaching the retirement age of 66.

## Selection Criteria

### EXPERIENCE

You must have at least three years experience in EU institutions working in the area of education and training.

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

### TECHNICAL

- Proven in-depth knowledge and experience, in line with the job profile, in analysing education and training policies as well as in **at least two** of the following areas:
  - Monitoring, evaluation and impact assessment of vocational education and training policies and programmes;
  - Links between education and training and employment policies (e.g. returns to education, transition from school to work, human capital development and employability of youth);
  - Links between education and training and sustainable development (e.g. education and training contribution to the sustainable development, resilient education and training, sustainable development implications on education and training policies);
  - Education and training in developing and/or transition countries.
- A solid understanding of EU policies in the field of Education and Training and the EU Enhanced Cooperation in VET;
- Excellent skills in policy guidance and analysis; i.e. the ability to assess EU E&T policies in the context of the political and institutional environment in partner countries; define arguments, advantages and disadvantages, risks and benefits, or strengths and weaknesses associated with particular policy proposals; assess and compare the likely impact of alternative proposals; and identify, develop, and evaluate various methods of implementing particular policy proposals;
- A solid knowledge of policy analysis techniques to support decision making, including empirical methods; quantitative and qualitative analysis to outline options and assess impact
- Very good<sup>2</sup> writing, reading, speaking and listening skills in English.

### CORE

- Excellent communication and negotiating skills – i.e. the ability to organise and present (in oral and written terms) information, express opinions, views and concepts in a concise, understandable and interesting way for a variety of multi-cultural audiences within the ETF and/or externally bearing in mind the ETF's context;
- Very good service orientation skills - i.e. the ability to discover ETF customer/stakeholders' underlying needs and/or to deliver solutions that meet needs, to provide added value and exceed expectations. To take care of both internal and external customers and to be able to anticipate their needs;
- Very well developed organisational and executional skills – i.e. the ability to design and implement suitable solutions, to achieve tangible results while fulfilling commitments (deadlines, budgets, objectives etc.) and respecting high standards of quality and performance;
- Very good team working skills – i.e. the ability to establish and maintain excellent working relations at all levels in the multicultural context of the ETF both at team and individual levels. The ability to share a common goal and the responsibility for achieving it within a group.

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

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

## ASSETS

- Good knowledge<sup>3</sup> of French, and/or Arabic, and/or Russian and/or any other language of the ETF partner countries;
- Knowledge of the context of the ETF partner countries.

## 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.

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 invited 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 between end of November and beginning of December 2013 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 line with the job profile 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.

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 a Senior Officer 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 five-year short-term contract<sup>4</sup>, Temporary Agent, Function Group AD, grade 9, 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:

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<sup>3</sup> Equivalent to B1 level in all dimensions as defined in the [European framework of reference for languages](#).

<sup>4</sup> The contract cannot be for an indefinite period. It may be renewed only once and for up to 5 years.

- 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- tenders and careers](#)" section.

The **closing date** for the submission of applications is **25 October 2013 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 **in English and by the closing date**:

- 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 formats](#), 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.

**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 and in English 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](#)".