

## The ETF (European Training Foundation) is seeking to recruit Project Officers – Creation of a reserve list (Contract Agent – Function Group III)

### Is this job for you?

Do you want to contribute to the planning and implementation of the projects of an EU agency?

Are you good at procuring services and monitoring project budgets?

Do you have experience in supporting the organisation of events/conferences?

Are you a good communicator and supportive team member?

If so, this could be the job for you.

**Send us your application by 13 February 2017**, following the instructions on page 4 carefully.

### 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 2,200 net/month. For an employee with up to 7 years of relevant work experience, and with expat allowance and 1 child: approximately Euro 3,300 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:

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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.

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 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

- Providing support in all phases of the project cycle and in particular for:
  - the preparation of project implementation plans, their continuous monitoring, follow up of the delivery of project outputs and regular reporting on achievements and risks;
  - the development of project budgets and their continuous monitoring, in particular regarding financial commitments and payment deadlines;
- Contributing to procurement activities such as drafting terms of reference for calls for tender and participating in selection committees;
- Planning and organising events, conferences and meetings related to project implementation;
- Ensuring knowledge management of project information and documentation by updating projects files, storing project documents appropriately, and contributing to intranet and internet updates.

## Eligibility Criteria

To be considered eligible, applicants 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 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 applicants must be able to serve a full 3-year term before reaching the retirement age of 66.

## Selection Criteria

### EXPERIENCE

Candidates must have professional experience, ideally between three and eight years, at the level and in line with the key accountabilities described in the job profile section.

It is essential to have proven professional experience in providing support to project management, in particular in the areas of finance, procurement and organisation of events/conferences.

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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](#)

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

#### TECHNICAL

- Very good project management skills;
- Thorough<sup>4</sup> writing, reading, speaking and listening skills in English;
- Proven capacity to use computerised office tools.

#### CORE

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

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

#### ASSETS

- Knowledge of the EU project cycle management;
- Knowledge of EU procurement and financial rules;
- Satisfactory knowledge<sup>5</sup> of French and/or Russian;
- Satisfactory knowledge<sup>6</sup> of any other language spoken in 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. 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 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<sup>7</sup> for phase 2.

#### 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 in **March 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;

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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](#)

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

<sup>7</sup> Around 10

- 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<sup>8</sup> with the job profile 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 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 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 of the European Communities (CEOS).

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 **13 February 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;

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

- A **curriculum vitae** using one of the [Europass CV format](#), 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, duly filled.

**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”](#).