

CALL FOR EXPRESSION OF INTEREST FOR A SECONDED NATIONAL EXPERT – ETF/SNE/17/01

The ETF (European Training Foundation) is seeking an expert in Entrepreneurial Learning and SME skills to be seconded to the ETF

Is this secondment for you?

Are you an expert in the field of Entrepreneurial Learning and SME (Small and Medium Enterprise) skills?

Are you employed by a public, international or non-governmental organisation?

Do you enjoy teamwork in a dynamic international environment?

If so, this could be the secondment for you.

Send us your application by 3 April 2017, following the instructions on page 4 carefully.

What are we offering?

Secondment duration: the initial period of secondment will be one year, starting in October 2017, renewable up to a total period not exceeding four years.

Subsistence allowances: granted according to article 16 of the Governing Board decision GB/15/DEC/019 laying down the rules on the secondment of national experts to the ETF.

What does Seconded National Expert (SNE) mean?

The agreement on secondment is not an employment and does not lead to subsequent employment at the ETF.

The SNE shall remain in the service of his/her employer throughout the period of secondment. The SNE's employer shall continue to pay his/her salary, to maintain his/her administrative status throughout the period of secondment and to inform the ETF of any change in the SNE's situation in this regard.

The SNE's employer shall also continue to be responsible for all his/her social rights, particularly social security and pension.

The place of secondment is Turin, Italy.

For complete information on the secondment and the SNE's duties, rights and obligations, please consult the Governing Board decision GB/15/DEC/019 laying down the rules on the secondment of national experts to the ETF published on the ETF website.

Who are we?

The European Training Foundation (ETF) is an EU agency that helps transition and developing countries¹ 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.

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.

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 secondment 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 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: Policy analysis and system wide progress monitoring, Skills and VET governance and EU external programmes and projects support.

Secondment profile

ETF is seeking a national expert in the field of Entrepreneurial Learning and SME skills to support ETF partner countries in developing and implementing policies that ensure responsiveness of education and training systems to contribute to economic growth and employment. Key areas of work include a) country-based policy analysis and follow-up set against EU enterprise, education and employment policies; b) and good practice developments.

The successful candidate will work directly with the ETF partner countries and contribute to the development of ETF's policies and thematic expertise. The national expert will:

- Undertake in-depth country and multi-country analyses in the areas of life-long entrepreneurial learning, women's entrepreneurship and SME skills as part of the ETF's support to the European Commission;
- Provide policy advice and design and deliver capacity building actions for government bodies, tri-partite institutions (e.g. Sector Councils) and private sector support organisations to reinforce policy frameworks that work towards training meeting the needs of the private sector (in particular SMEs);
- Contribute to the identification, formulation and monitoring of EU interventions;
- Track developments in EU policies and determine relevance and applicability to ETF partner countries and keep abreast of wider developments in entrepreneurial learning, sharing critique on the ETF knowledge-sharing platforms;
- Contribute to the wide dissemination of partner countries' achievements, lessons learnt and new insights through postings on ETF website, thematic studies, position papers and policy briefs.

Eligibility Criteria

To qualify for secondment to the ETF, 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 or ETF partner country²;
2. be employed by a public, international or non-governmental organisation, or exceptionally by a private organisation;
3. have worked for your employer on a contract basis for at least 12 months before the secondment;
4. remain in the service of that employer throughout the period of secondment;
5. continue to receive your salary (including contributions related to social rights, notably social security and pension) by your employer while maintain your administrative status throughout the period of secondment;
6. have at least three years' full-time experience of administrative, scientific, technical, advisory or supervisory functions;

² See footnote 1

7. have a thorough knowledge of one of the languages of the European Union and have a satisfactory knowledge of another language of the Union, to the extent necessary for the performance of the duties.

Please note that in order for the application to be valid, the requirements listed under points 2 to 5 must be certified by a formal declaration from the candidate's employer – see template available on our website.

Selection Criteria

EXPERIENCE AND KNOWLEDGE

A university degree and a minimum of **3 years of professional experience** in **at least two** of the following fields:

1. Lifelong entrepreneurial learning;
2. SME skills;
3. Women's entrepreneurship;
4. Key competence developments;
5. Participation in tri(bi)partite bodies to advise governments on skills policies.

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

TECHNICAL

- Understanding of EU policies in the field of education & training, employment and SME development;
- Knowledge of skills development policies in an EU member state and/or ETF partner country;
- Good skills in drafting thematic papers and policy documents;
- Good presentation and public speaking skills;
- Very good³ writing, reading, speaking and listening skills in English.

CORE

- Very good analytical skills;
- Very good communication and negotiation skills;
- Very good team working skills;
- Very good service orientation skills.

ASSETS

- Work experience in EU external relations policies, programmes and instruments or similar;
- Very good⁴ knowledge of French, and/or Russian and/or Arabic.

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 main 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 secondment 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.

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

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

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. Such test(s) will involve at least an anonymous part.

This phase is expected to take place in May 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 secondment;
- Specific competences and skills according to the secondment profile.

Upon completion of this phase, the SAB will put forward a list of applicants considered the most in line⁵ with the secondment profile for the decision of the ETF Director.

Phase 3 – Secondment offer

After considering the list proposed by the SAB, the Director will offer the secondment to the successful candidate, if any.

The Director may also decide to establish a reserve list of other potentially suitable candidates, if any.

This reserve list will be valid for 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 secondment.

When such SNE position needs to be covered, the Director may offer the secondment to a candidate in the reserve list whose profile best matches ETF needs at that time.

Submission of applications

Candidates are invited to send their applications via the ETF website, "[Work with us- Procurement and Careers](#)" section.

The **closing date** for the submission of applications is **3 April 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**);
- 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;
- A **formal certification by the candidate's employer** supporting the secondment and certifying that the employer will comply with the Rules governing the secondment of National Experts to the ETF thereby confirming the candidate's eligibility as per points 2 to 5 of the Eligibility criteria – a template of such declaration is available on our website.

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.

⁵ Having reached at least 70% of the total score (interview and written test)

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”](#).