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| EXTERNAL NOTICE OF VACANCY TO CONSTITUTE  A LIST OF SUITABLE CANDIDATES for the position of  **ASSISTANT – ANALYSIS of VET POLICIES and SYSTEMS** |

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| Deadline for applications: | 30 August 2017 |
| Reference | Cedefop/2017/03/AST\_external |
| Type of contract | Temporary agent 2f ([[1]](#footnote-1)) |
| Function group/grade | AST 4 |
| Initial contract duration | 5 years renewable |
| Place of employment | Thessaloniki (Greece) |

Cedefop is organising a selection procedure to draw up a list of suitable candidates for the position of assistant in two operational departments: the Department for Learning and Employability (DLE), and the Department for VET Systems and Institutions (DSI).

# agency information

Cedefop is the European Agency to promote the development of vocational education and training (VET) in the European Union. It is an agency that undertakes policy analysis and research and is a recognised partner in the policy and scientific debates on VET.

Its strategic objective is to enhance European cooperation in VET through evidence and expertise. Cedefop provides advice, research, analysis, information and stimulates European cooperation and mutual learning. It supports the development of VET and evidence-based policy-making in areas such as anticipation of skill needs, improving understanding about qualifications and skills to support mobility across borders and analysing trends in work-based learning and apprenticeships.

Cedefop works closely with the European Commission, the Member States, representatives of employers and trade unions, as well as with researchers and practitioners.

For more information, please consult our website: <http://www.cedefop.europa.eu>.

# organisational context

Cedefop employs approximately 120 persons. The working language is English.

Cedefop offers a challenging environment with flexible work organisation and individual responsibility. As a learning and knowledge-development and sharing organisation, Cedefop provides good opportunities for continued professional development.

In line with Cedefop’s programming document ([[2]](#footnote-2)) the objective of the assistant is to support the work of the operational departments DLE and DSI in their strategic areas of operations, namely:

* valuing VET - Support the development and implementation of VET policies and programmes helping all citizens to achieve competences and skills required for work, employability, entrepreneurships, and lifelong learning in a constantly changing labour market;
* shaping VET - Foster the renewal and modernisation of VET systems and institutions in response to rapidly changing policy needs and priorities, and support the development and use of European tools and principles promoting lifelong and lifewide learning.

# job description (duties, tasks, responsibilities)

The assistant will report to a Head of Department and will work in a multi-disciplinary team and contribute to the achievement of the multi-annual objectives of the Centre in the area of VET policies and systems, namely: a) providing new knowledge and evidence; b) monitoring policy trends and provide policy analysis of developments c) acting as a knowledge broker for countries and stakeholders.

**General duties**

The assistant will be involved in the everyday work and support experts in the management of specific projects of the Agency in the following areas: a) research and policy analysis in vocational education and training and adult learning; b) reporting and monitoring on VET policies and systems.

**Specific duties**

Under the supervision and guidance of an expert, the specific tasks of the assistant will include:

* assisting experts in collecting and organising information on vocational education and training (VET) policies and systems and related areas;
* helping prepare in depth analyses of EU and country developments in VET policies and related areas;
* assisting experts in designing and implementing Cedefop activities in the Member States aimed at analysing, formulating and monitoring national VET policies and their implementation;
* helping experts to collect, organise and analyse statistical information and indicators which are relevant to analyse education, training and employment policies in EU Member States;
* assisting experts with public procurement procedures (with the technical support of the procurement service) including the drafting of calls for tenders, selection and evaluation of offers, negotiation of content-related and financial aspects, draft of order forms, follow-up of deliverables;
* assisting experts in project management and contribute to the sound implementation of procurement, administrative and financial procedures in compliance with the legal and financial regulations applied by Cedefop;
* assisting experts in the management of services’ contracts related to research activities, comparative analysis, and monitoring of policies and practices in the area of VET and related policies;
* contributing to promote and disseminate outcomes of Cedefop’s work, in line with Cedefop’s communication policy, to its stakeholders as well as to specific target groups; this includes practitioners from employment institutions, guidance and counselling services, and VET providers;
* contributing to shaping and organising seminars, workshops, and policy learning fora; helping support European and national stakeholders to develop effective VET and adult learning policies;
* contribute to the Agency’s work programming and reporting.

# eligibility criteria

To be considered eligible, applicants must satisfy all the following requirements on the closing date for submission of applications:

**General conditions**([[3]](#footnote-3))

* be a citizen of one of the Member States of the European Union;
* enjoy full rights as a citizen;
* have fulfilled any obligations imposed by the laws on military service;
* be physically fit to perform the duties relating to the post ([[4]](#footnote-4)).

**Education** ([[5]](#footnote-5))

* have completed a level of post-secondary education attested by a diploma and after having obtained the diploma, 6 years appropriate full-time professional experience

OR

* a level of secondary education attested by a diploma which gives access to post-secondary education and after having obtained the diploma, 9 years appropriate full-time professional experience.

**Language skills**

Have a thorough knowledge of one of the languages of the European Union and a satisfactory knowledge of another language of the European Union ([[6]](#footnote-6)).

Non-compliance with any of these eligibility criteria will result in the exclusion of the candidate from the selection process and the application will not be further evaluated.

# selection criteria

Eligible candidates will be assessed against the requirements listed below.

**Professional experience**

6 (or 9, see above) years of full-time equivalent professional experience, at least 4 years full-time equivalent relevant professional experience in project(s) of similar nature in the areas mentioned in section 3 above.

**Professional knowledge, competences and skills**

Specialist knowledge and skills

* good understanding of research and/or policy issues in the field of European VET and VET-related policies;
* good understanding in statistical/data analysis supporting research projects and good knowledge of socio-economic statistical sources at the European level;
* good analytical skills and ability to identify key issues and important trends related to education and VET and related policy implications.

Communication skills

* good drafting and presentation skills;
* strong communication and interpersonal skills, enabling the candidate to lead discussions and communicate clearly;
* excellent knowledge of written and spoken English (at least C1 level) ([[7]](#footnote-7)).

Technical knowledge

* very good ability in operating standard computer applications;
* good knowledge and experience with IT dedicated tools;
* experience and knowledge of internet/web based tools and applications.

# additional assets

* university degree which includes preferably a component of social sciences (such as sociology, education sciences, psychology, economics, political sciences);
* good knowledge of a third EU language (at least B2 level) (7);
* relevant professional experience in a European Institution, EU Agency, intergovernmental organisation, EU-level social partner organisation, or national public organisation/institution dedicated to VET research and policy analysis.

# selection procedure

Candidates are assessed against compliance with all the eligibility and selection criteria by the closing date for the submission of applications. Cedefop will invite for written tests ([[8]](#footnote-8)) and interviews the most suitable candidates (around 10) on condition that they have achieved at least 50% of the highest possible score during the evaluation of applications.

It is intended to hold tests and interviews at the seat of Cedefop in **Thessaloniki   
on 19 and 20 October 2017** (dates subject to change).

Candidates who take part in written tests and interviews must obtain a minimum total score of **60%** to be proposed for admission to the list of suitable candidates. Following the proposal, the admission to the list of suitable candidates will be decided by the Director of Cedefop.

The list of suitable candidates may be used as a reserve for recruitment, should a vacancy arise.

Applicants will be informed if they have been included in the list. Inclusion does not guarantee recruitment. The list will be valid until 31 December 2018. Validity may be extended.

The Selection Board’s work and deliberations are strictly confidential. It is forbidden for applicants to make direct or indirect contact with members of the Selection Board or for anybody to do so on their behalf. Infringement of this rule may lead to disqualification from the selection procedure.

# conditions of employment

The contract of employment will be concluded for a period of 5 years with the possibility of renewal. The successful candidate will undergo a probation period of 9 months.

The terms of employment are those described in the Staff Regulations of Officials and in the Conditions of Employment of Other Servants of the European Union (cf. Articles 8 to 56 referring to temporary staff). The successful candidate will be recruited in grade AST 4. The basic monthly salary for grade AST 4 (step 1) is approximately € 4,100. The salary is subject to a salary weighting (currently 79.3% and subject to a yearly review) and a Community tax deducted at source but which is exempt from national taxation. In addition, staff members may be entitled to various allowances such as household allowance, expatriation allowance, dependent child and education allowances.

For any further information on the contractual and working conditions, please refer to the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union, which are accessible at the following address:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

# submission of applications

Applications must be submitted **online by 30 August 2017 at 15.00** Greek time (CET + 1). **Applications sent by post, e-mail etc. will be rejected.**

Cedefop **highly recommends** that you read the instructions to applicants and the frequently asked questions before you start filling in your application.

To register and apply, please go to the job opportunities section of Cedefop’s website (<http://www.cedefop.europa.eu/en/about-cedefop/recruitment/vacancies>), click on the name of the vacancy notice and follow the instructions.

In addition to filling in the application form, you must also attach:

* a detailed curriculum vitae preferably using the Europass format (<https://europass.cedefop.europa.eu/cvonline>);
* copy of your diploma and/or certificates;
* a letter of motivation of not more than two pages.

Please note: For the purposes of internal and external work-related communication and operational efficiency, appropriate knowledge of English is required. CV and motivation letter must therefore be submitted in English.

**Applications that are incomplete will be rejected.**

# appeal procedures

If a candidate considers that s/he has been adversely affected by a particular decision, s/he can lodge a complaint under Article 90(2) of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union, at the following address:

**The Director**

**CEDEFOP**

**P.O. Box 22427**

**GR-55102 Finikas (Thessaloniki)**

Any complaint must be lodged within 3 months after the candidate has been informed of the decision concerning his/her application.

Candidates who believe that maladministration occurred may lodge a complaint to the European Ombudsman. Before doing so, the available administrative complaint procedures towards Cedefop must have been exhausted. Please note that complaints made to the Ombudsman have no suspensive effect on the time period laid down in Article 91 of the Staff Regulations.

# protection of personal data

Cedefop ensures that applicants’ personal data are processed in line with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (Official Journal of the European Communities, L 8 of 12 January 2001).

# equal opportunities

Cedefop applies a policy of equal opportunities and accepts applications without distinction on any grounds.

# declaration of commitment to serve public interest independently

The successful candidate will be required to sign a declaration of commitment to act independently in the public interest and to sign a declaration in relation to interests that might be considered prejudicial to his/her independence. Applicants must confirm their willingness to do so in their application.

1. () See Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union at <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>. [↑](#footnote-ref-1)
2. () <http://www.cedefop.europa.eu/en/publications-and-resources/publications/4152>. [↑](#footnote-ref-2)
3. () See article 12 of the Conditions of Employment of Other Servants of the European Union. [↑](#footnote-ref-3)
4. () Before appointment, the successful candidate must undergo a medical examination. [↑](#footnote-ref-4)
5. () Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities (e.g. Naric) will be accepted. [↑](#footnote-ref-5)
6. () Satisfactory knowledge is considered level B2 or above as referenced in the Common European Framework of Reference (<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>). [↑](#footnote-ref-6)
7. () Please see Common European Framework of Reference for Languages: <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>. [↑](#footnote-ref-7)
8. ()The written test will assess the ‘professional knowledge, competences and skills’ as indicated in section 5 of this notice of vacancy. Pre-selected candidates will be notified of the typology of the test in due course. [↑](#footnote-ref-8)