



NOTICE OF VACANCY TO CONSTITUTE A RESERVE LIST FOR THE POSITION OF ASSISTANTS TO OPERATIONAL DEPARTMENTS

SHORT-TERM REPLACEMENT

Deadline for applications:	4 April 2017
Reference	Cedefop/2017/02/CA
Type of contract	Contract agent
Function group/grade	FG II
Initial contract duration	3 years renewable once
Place of employment	Thessaloniki (Greece)

Cedefop is organising a selection procedure to draw up a reserve list for the position of assistants to operational departments.

This is a short-term position, to cover staff shortages.

1. 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>.

2. 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, knowledge-development and knowledge-

sharing organisation, Cedefop provides excellent opportunities for continued professional development.

The successful candidate(s) will work in Cedefop's operational departments ⁽¹⁾ to provide support in organisational and administrative procedures.

3. JOB DESCRIPTION (DUTIES, TASKS, RESPONSIBILITIES)

Successful candidates will be recruited to cover short-term staffing needs in any of the operational departments of Cedefop.

Working under the supervision of project managers and/or Heads of Department, specific tasks include a combination of the following:

Office management, coordination and administrative support

- providing administrative support during the preparation and evaluation of calls for proposals/tenders and contracts; and follow up deliverables and invoices by external contractors;
- providing administrative support to budget, i.e. carrying out checks on project budget, commitments, payments and the like using the in-house control system;
- support the drafting, typing, formatting and checking the quality of documents using Word, Excel, Power Point and web based tools while applying the in-house style manual conventions;
- assisting project manager(s) by maintaining diaries and calendars, ensuring the follow-up of deadlines as well as managing enquiries received either by phone or e-mail;
- maintaining good coordination with other departments.

Document and file management

- records bank management (creating files, registering and filing electronic and paper records in an registration system applying established records management rules);
- organising filing and retrieval of documents in Cedefop's document management system;
- managing records and archives according to Cedefop's classification scheme at Department/Service level;
- contributing to administrative quality checks on files for signature.

Missions and meetings organisation

- support missions planning and administrative follow-up (mission requests, travel and accommodation arrangements, reimbursements, mission reports etc.);
- supporting the organisation of internal and external events such as meetings, workshops, conferences and other public events (room allocated, preparing/checking and sending invitations and agendas,

⁽¹⁾ Cedefop's operational departments are: DSI (Department for VET Systems and Institutions), DLE (Department for Learning and Employability), DSL (Department for Skills and Labour Market), DCM (Department for Communication).

- compiling handouts, liaising with the professional conference organiser (PCO), administering the reimbursement of participants);
- communication with participants in organisational and financial matters and follow up with the administration of Cedefop.

4. ELIGIBILITY CRITERIA

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

General conditions ⁽²⁾

- 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 ⁽³⁾.

Education ⁽⁴⁾

- have a post-secondary education attested by a diploma ⁽⁵⁾
OR
- a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of three years ⁽⁵⁾.

Language skills

- have a thorough knowledge of one of the languages of the European Union and satisfactory knowledge of another language of the European Union ⁽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.

5. SELECTION CRITERIA

Eligible candidates will be assessed against the following criteria:

- in addition to the formal requirement set out in section 4, candidates must by the deadline for applications have acquired at least two (2) years of

⁽²⁾ See article 82 of the Conditions of Employment of Other Servants of the European Union.

⁽³⁾ Before appointment, the successful candidate must undergo a medical examination.

⁽⁴⁾ 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.

⁽⁵⁾ Before inclusion in a list or appointment, the EQF level of the degree giving access to the post must be checked/certified.

⁽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>).

full-time equivalent professional experience related to tasks described above, after obtaining the degree giving access to the post.

Professional knowledge, competences and skills

- ability to analyse, interpret and implement a wide set of rules and procedures (e.g. budgetary commitment and payment procedures, mission rules, conference participants reimbursement rules);
- professional experience in supporting project managers;
- very good organisational skills – i.e. the ability to properly and efficiently manage different processes, deadlines, rules while respecting high standards of quality and performance;
- very good team working skills – i.e. the ability to establish and maintain excellent working relations in a multicultural context both at team and individual levels;
- very good service orientation skills – i.e. the ability to deliver solutions that meet needs, be proactive and service oriented;
- good communication skills – i.e. the ability to organise and present information, express opinions and views in a concise and understandable way within the organisation, active listening skills;
- very good knowledge of written and spoken English (at least C1 level) ⁽⁷⁾.

Technical knowledge

- very good command of computerised office tools (especially MS Office applications such as Word, Excel);
- experience and knowledge of web based tools.

6. ADDITIONAL ASSETS

- professional experience in an international institution or body in similar positions;
- experience in working with customer relationship management tools (CRM) and electronic document management systems (EDMS);
- good knowledge of a third EU language (at least B2 level) ⁽⁷⁾.

7. 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 a written test ⁽⁸⁾ and an interview up to 10 of the most suitable candidates on condition that they have achieved at least 50% of the highest possible score during the evaluation of applications.

⁽⁷⁾ As referenced in the Common European Framework of Reference

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>.

⁽⁸⁾ The written test will assess the 'professional experience, competences and skills' as indicated in section 5 of this notice of vacancy and may include multiple choice questions to test knowledge of European Integration and the Institutions. Pre-selected candidates will be notified of the typology of the test in due course.

It is intended to hold tests and interviews in Cedefop's seat in **Thessaloniki, on 23-24 May 2017** (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 reserve list of suitable candidates.

The list of suitable candidates may be used as a reserve for recruitment, should a vacancy arise ⁽⁵⁾.

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.

8. CONDITIONS OF EMPLOYMENT

The contract is for three years with the possibility of one renewal. The successful candidate will undergo a probation period of 9 months.

The terms of employment are those described in the Staff Regulations of the European Communities and in the Conditions of Employment of Other Servants of the European Communities (cf. Articles 79 to 119 referring to contract staff). The successful candidate will be recruited in Function Group II. The basic monthly salary for FG II (4) (step 1) is € 2,046.33. The salary is subject to a salary weighting (currently 79.3%) 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>

9. SUBMISSION OF APPLICATIONS

Applications must be submitted online by **4 April 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>);
- copies of diploma and/or certificates ⁽⁴⁾ ⁽⁵⁾;
- a letter of motivation of not more than two pages.

Please note: The CV and letter of motivation must be provided in English.

Applications that are incomplete will be rejected.

10. 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 also have the possibility to complain to the European Ombudsman. 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. Note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

11. PROTECTION OF PERSONAL DATA

Cedefop ensures that applicants' personal data are processed as required by 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).

12. EQUAL OPPORTUNITIES

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

13. DECLARATION ON CONFLICT OF INTEREST BY CANDIDATES

The successful candidate will be required to sign a declaration on conflict of interest in relation to the specific position that might be considered prejudicial to his/her independence. Applicants must confirm their willingness to do so in their application.