



EXTERNAL NOTICE OF VACANCY TO CONSTITUTE A LIST OF SUITABLE CANDIDATES FOR THE POSITION OF HEAD OF HUMAN RESOURCES

Deadline for applications	13 September 2017
Reference	Cedefop/2017/04/AD_external
Type of contract	Temporary agent 2f (1)
Function group/grade	AD 8
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 Head of Human Resources.

1. AGENCY INFORMATION

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

Operating at the interface of education and training and the labour market, Cedefop's 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, which are all represented in the Agency's Governing Board.

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

(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>.

2. ORGANISATIONAL CONTEXT

Cedefop employs approximately 120 persons. English is the internal working language of the Agency. 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.

The mission of the Human Resources Service is to develop and implement HR policies in support of Cedefop's mission and objectives. The Head of Human Resources shall lead the HR team in delivery of comprehensive HR management services (selection, recruitment, rights and obligations, retention and professional development of staff, appraisal and promotion); ensure compliance with EU legislative tools, providing legal support as appropriate on HR issues; coordinate human resources management with the learning and development policy and social welfare; manage all staff-related expenditure and support the implementation of the ethics and integrity framework through advice, information and training.

3. JOB DESCRIPTION (DUTIES, TASKS, RESPONSIBILITIES)

The Head of Human Resources reports to the Head of Department for Resources and Support. S/he will be responsible for sound and efficient management of the human, financial and technical resources of the HR Service and for defining and achieving its objectives within the overall strategic planning framework of Cedefop, as outlined in the rolling Agency's Programming Document.

General duties

The Head of HR is managing a team of five staff members and is ensuring all services related to Human Resources in Cedefop, from strategic planning to ensuring payment of staff salaries, supervising recruitment processes and providing legal support and statutory advice on HR matters.

Specific duties at Agency level

- support the senior and middle management of the Agency in staff planning and people management strategies by providing advice and up-to-date HR data to ensure the effective use of human resources and alignment with organisational needs;
- coordinate the preparation, implementation and monitoring of HR planning and budgeting, in accordance with the principle of sound financial management;
- ensure preparation and successful implementation of service-level work plan, staff policy plan and contribute to the Agency's work programmes;
- ensure all HR related rules and procedures are properly applied and in compliance with the applicable EU legislative tools (EU staff regulations, implementing rules, etc.); provide the Directorate and the departments with legal support on HR issues;

- manage, deliver and continuously improve HR services, including selection and recruitment procedures, learning and development, performance and career management, administration of individual entitlements, as well as salaries and allowances;
- ensure the continuous professional development of staff through competency management, learning and development interventions and coaching to foster timely availability of staff with the necessary skills and competences;
- ensure administration of staff management, such as job descriptions, objectives, leave and absence management;
- ensure clear and timely communication with the Agency's staff on HR matters;
- promote staff wellbeing, in particular in the areas of professional development and health care;
- liaise with the Staff Committee on HR policies;
- liaise with EU institutions and Services and other agencies and participate in human resources coordination meetings;
- liaise with DG HR of the European Commission on human-resources related issues.

Specific duties at Human Resources service level

Organising and leading the HR practices and objectives to provide a staff-oriented high performance culture which emphasizes empowerment, quality, productivity and a high standard of service mindedness by:

- organising and overseeing the work of the HR service thereby ensuring effective distribution of tasks and responsibilities amongst its staff;
- planning and managing the service's human, financial and material resources and ensuring that these are properly used;
- monitoring and evaluating the fulfilment of the service's objectives and the service's staff performance;
- fostering a professional approach to HR management with the ability to motivate and to recognise the professional commitment of the individual staff member;
- contributing to the HR team effort by accomplishing results, adding value as both an individual contributor and as an active team member of the HR Service.

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⁾ / Experience

- successful completion of a full course of university studies attested by a degree ⁽⁵⁾, where the normal duration of university education is 4 years or more; plus a total professional experience of at least 9 years acquired after achieving the above mentioned qualification
- or
- successful completion of a full course of university studies attested by a degree ⁽⁵⁾, where the normal duration of university education is 3 years; plus a total professional experience of at least 10 years acquired after achieving the above mentioned qualification.

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⁾.

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 requirements listed below.

Education and professional experience

- University degree must preferably be in the field of Human Resources management, Psychology, Law or in a similar discipline.
- The 9 (or respectively 10, see above) years of full-time equivalent professional experience must include a minimum of:
 - 6 years full-time equivalent relevant professional experience at a senior level (managerial experience which includes high responsibilities, process control skills, leadership ability) in the areas mentioned in section 3 above

⁽²⁾ See article 12 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>).

out of which

- 3 years full-time equivalent professional experience of leading a HR Unit, or equivalent.

Professional knowledge, competences and skills

Specialist knowledge and skills

- very good knowledge and experience of EU legislative tools (EU staff regulations, implementing rules, etc.) and implementing rules;
- experience in financial management, control and supervision of budget execution of staff-related expenditure;
- very good knowledge of internal control standards;
- very good understanding of the inter-institutional workings of the EU;
- knowledge and understanding of activity-based resource planning.

General management skills

- experience of strategic and operational HR management, preferably within an EU agency/institution or an international/multicultural environment;
- experience, at a strategic, legal, statutory and operational level of the HR aspects of change management and organisational development;
- the ability to manage and empower staff and build trust, productive and cooperative working relationships in an intercultural context.

Communication skills

- excellent drafting and presentation skills in oral and written form;
- strong communication and interpersonal skills, enabling the candidate to lead discussions and communicate clearly as well as cooperative and service-oriented attitude;
- excellent knowledge of written and spoken English (at least C1 level) ⁽⁷⁾;
- high level of confidentiality, discretion and tact.

Technical knowledge

- excellent knowledge of IT office suites;
- experience and knowledge of web based tools and information services.

6. ADDITIONAL ASSETS

- academic and/or training background in the field of Human Resources management, European Law or similar;
- good knowledge of a third EU language (at least B2 level) ⁽⁷⁾;
- good knowledge of French (at least B2 level);

⁽⁷⁾ As referenced in the CEFR (<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).

- professional experience in an EU or other international public administration;
- professional experience of Human Resources management within an EU body or international organisation.

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 written tests ⁽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 30 and 31 October 2017** (date 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.

8. CONDITIONS OF EMPLOYMENT

The contract of employment will be concluded for a period of five 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 AD 8. The basic monthly salary for grade AD 8 (step 1) is approximately € 6700. 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.

⁽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.

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 13 September 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 university degree ⁽⁴⁾ ⁽⁵⁾ ⁽⁹⁾;
- 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.

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 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

⁽⁹⁾ You must always attach your undergraduate degree (e.g. Bachelor). Optionally, other postgraduate diplomas (e.g. Master, PhD) and certificates may also be attached.

that complaints made to the Ombudsman have no suspensive effect on the time period laid down in Article 91 of the Staff Regulations.

11. 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).

12. EQUAL OPPORTUNITIES

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

13. 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.