



Are you keen to drive and develop the activities
of a forward-thinking organisation that shapes EU policy?
Then Cedefop is looking for you

HEAD OF DEPARTMENT

Research programs and policy analysis in VET, skills and qualifications

Type of contract and grade	Temporary Agent 2f ⁽¹⁾ , Grade AD 10 ⁽²⁾
Initial contract duration	5 years (renewable)
Place of employment	Thessaloniki, Greece
Deadline for applications	22 January 2025 - 13:00 Greek time (CET+1)
Reference	Cedefop/2024/05/AD

1. Why Cedefop?

Cedefop is the European Union's reference for vocational education and training (VET), skills and qualifications. Our mission as an EU agency is to provide research and policy analysis to support the development of European VET policies and to contribute to their implementation. More than ever, skills and VET play a crucial role at the intersection of different policy areas to accompany economic, demographic and social changes and to address issues like labour market integration and employability of EU citizens. We are committed and dedicated to providing pan-European expertise, services and tools that make a difference.

To learn more about Cedefop's work, please visit [Cedefop's website](#), and [Cedefop's Programming Document](#).

2. Is this job for you?

As Head of one of Cedefop's operational Departments, together with your multi-national team of over twenty dedicated experts, you will shape quantitative and qualitative multidisciplinary,

⁽¹⁾ This selection procedure is governed by the EU [Staff Regulations of Officials and the Conditions of Employment of Other Servants \(CEOS\)](#), and implementing provisions governing the engagement and use of [temporary staff under article 2\(f\)](#) and on [middle management staff](#).

⁽²⁾ Should the successful candidate currently hold a Temporary agent 2(f) contract and qualify for a transfer under the terms of the CEOS, the band width for this position which can be accommodated is AD10-AD11. Internal and interagency mobility: Internal and interagency candidates in the grade AD10-AD11 may apply.

innovative and actionable research and policy analysis to inform EU VET, skills and qualifications policy.

Under your leadership, and in collaboration with the Management Team ⁽³⁾, you will engage in actively seeking opportunities and developing services and products to expand Cedefop's activities, in line with the Agency's mission and mandate. You will engage and collaborate with a wide range of EU and national stakeholders, promoting the work of the Agency and ensuring that the Agency's activities best meet the needs of stakeholders and that of society in general.

With this vacancy notice, Cedefop first aims to fill one post. Candidates placed on the reserve list of suitable candidates may be offered a managerial position in the future, should the need arise in the Agency.

To learn more about Cedefop organisation, please visit [Cedefop's organisational chart](#).

If you are excited by this opportunity, if you think that you have what it takes to lead an operational Department and take its research, products and services to the next level, and if you meet the eligibility and selection criteria described below, please apply to join our team.

3. Key responsibilities of the position

- **Research leadership:** shape the Department's work programme, in collaboration with the Department's experts and the Management Team, to best meet the evolving needs of Cedefop's stakeholders and to ensure that the Department's work portfolio maximises its relevance.
- **Stakeholder engagement:** reach out to foster excellent relationships with a diverse network of stakeholders (the European institutions, Member States, social partner organisations, research institutions, civil society organisations and the private sector), and ensure diligent stakeholders' relationship management. Present and promote the Agency's work to a variety of audiences to extend the Agency's reputation, visibility, reach and impact.
- **Service and product development:** lead and guide new service and product generation in line with the Agency's mission, by exploring additional funding opportunities, and turning the Department's research into products and services that are of interest to stakeholders.
- **People management and team development:** lead, inspire, guide and coach the Department's staff and build a strong and cohesive multidisciplinary team, allowing everyone to realise their full potential and grow.
- **Resource management:** prioritise, plan, and oversee the Department's work portfolio, and the efficient management of human and financial resources to deliver on time and within budget, and in support of Cedefop's work programme and strategic objectives. Ensure proper reporting, compliance, and risk management.
- **Change management:** introduce and drive change in the Department to respond to emerging needs and create new opportunities.

⁽³⁾ Consisting of 6 managers: Executive Director, Deputy Director, 3 Heads of Operational Departments and one Head of the Department for Resources and Support.

- **Horizontal leadership:** contribute as member of the Management Team to the development and implementation of the Agency's strategy and multiannual objectives, and to its efficient management.

4. Cedefop as an employer of choice

Cedefop presents a unique professional opportunity to engage in developing innovative research products with an EU scope and relevance, and contributing to Europe's competitiveness, growth, sustainability & inclusion by providing the evidence needed to shape VET, skills and qualifications policies.

We offer a vibrant multicultural work environment with a project- and team-based, multidisciplinary approach.

Our actions are inspired by our core values:

- **proactive and responsive:** we deliver relevant, high-quality and timely evidence, expertise and tools, addressing our stakeholders' and users' needs, building inclusive partnerships, cooperating with other key players to tap synergies and avoid duplication and proactively supporting EU policy objectives.
- **well-run and ambitious:** we are an efficient and compliant Agency that is committed to transparency, scientifically sound research and analysis and the highest standards of ethics and integrity. We empower and engage our staff and continuously improve our processes.
- **open-minded and adaptable:** we develop new ideas, embrace change and innovation, and view European Union values founded on human dignity, freedom, democracy, equality, the rule of law and respect for human rights as fundamental in all our activities.

We believe in, and foster, equality and diversity and are committed to providing equal opportunities to all employees and applicants for employment and to preventing discrimination on any grounds. We would like the diversity of our talent pool to be representative of the diversity of the EU citizens we serve. We actively welcome applications from all qualified candidates from diverse backgrounds, across all abilities, without any distinction on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, marital status or other family situation or sexual orientation, and from the broadest possible geographical basis amongst the EU Member States.

We place high importance on the professional development of our staff and offer diverse learning opportunities in-house and externally.

We value the well-being and work-life balance of our staff and offer flexible working arrangements, hybrid working and part-time working possibilities.

To learn more about Cedefop's working conditions, refer to the dedicated [guide](#). The salary grid is available [here](#).

5. Eligibility

Based on the requirements of the regulatory framework, for your application to be considered eligible, you must fulfil all the following requirements on the closing date for submission of applications:

Nationality: Be a national of a Member State of the European Union or a national of the European Economic Area (Iceland, Liechtenstein, Norway) ⁽⁴⁾.

Citizen rights: Enjoy full rights as a citizen.

Military service: Have fulfilled any legal obligations concerning military service.

Physical fitness: Be physically fit to perform the duties relating to the post ⁽⁵⁾.

Education and professional experience: have a level of education which corresponds to completed university studies of at least 4 years attested by a diploma ⁽⁶⁾ plus a total professional experience of at least 12 years acquired after having obtained the diploma.

OR

have a level of education which corresponds to completed university studies of at least 3 years attested by a diploma ⁽⁵⁾ plus a total professional experience of at least 13 years acquired after having obtained the diploma.

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 shall be taken into consideration.

Language skills: Have a thorough knowledge ⁽⁷⁾ of one EU language ⁽⁸⁾ and a satisfactory knowledge ⁽⁹⁾ of another EU language, as required for the performance of the duties.

6. Preselection criteria specific to the selection procedure

6.1 Exclusion (yes/no) preselection criteria

For your application to be considered further, you must meet the following criteria:

- A University Degree at least at Master's level (EQF level 7 or above)
- English ⁽¹⁰⁾: level C1 in all dimensions as per the CEFR ⁽¹¹⁾.

⁽⁴⁾ [Agreement on the European Economic Area](#).

⁽⁵⁾ Before appointment, the successful candidate must undergo a medical examination.

⁽⁶⁾ Before inclusion in a list of suitable candidates or appointment, the EQF level of the degree giving access to the post must be checked/certified.

⁽⁷⁾ Level C1 in all dimensions as per the CEFR ([Common European Framework of Reference for Languages](#)).

⁽⁸⁾ By way of derogation from Articles 12(2)(e), 82(3)(e) and 85(3) of the Conditions of Employment of Other Servants of the European Union, the languages referred to in Article 129(1) of the [Agreement](#) shall be considered by Cedefop, in respect of its staff, as languages of the Union referred to in Article 55(1) of the Treaty on European Union.

⁽⁹⁾ Level B2 in all dimensions as per the CEFR.

⁽¹⁰⁾ English is the working language of Cedefop.

⁽¹¹⁾ See [Common European Framework of Reference](#).

Only if your application meets these two exclusion preselection criteria it will be assessed against the other preselection criteria listed below.

6.2 Scored preselection criteria

The scored preselection criteria consist of essential and advantageous criteria against which your application will be assessed.

6.2.1 Essential preselection criteria

If you do not meet the minimum requirements and thus score 0 on any of the essential criteria below, your application will not be considered further.

- Minimum 3 years' cumulative full-time professional experience in the last 8 years of leading applied research or policy analysis programmes in educational science, labour economics or social science. *(If this experience has been gained in leading multidisciplinary research or policy analysis programmes, using different methodologies, or leading several programmes simultaneously, this will be assessed more favourably).*

Note: Leading a programme means coordinating and managing a portfolio of at least 3 distinct projects that run in parallel.

Note: Project management is not considered programme management.

- Minimum 3 years' cumulative professional experience in the last 8 years in a formal managerial role, i.e. managing a team of minimum 5 researchers or policy analysts and being responsible for budget management (illustrative titles: Head of Department, Manager, Head of Unit, Head of Sector, Deputy Head of Unit, Coordinator, or equivalent). *(If this experience has been gained through having formal appraisal responsibilities, formal budget accountability, having had these formal responsibilities as reporting officer or authorising officer in an EU Institution, managing a team in an internationally diverse environment, or managing a multilayered team (i.e. managing managers who in turn have their own team) will be assessed more favourably).*

Note: Project management responsibilities are not considered managerial experience.

6.2.2 Advantageous preselection criteria

If you do not meet one or more of these criteria, listed in order of priority, this will not lead to exclusion; if you do meet them, this will have a favourable effect on the overall assessment of your application and thus on your chances of being invited to the next stage of the selection process.

- Demonstrated experience over the past 8 years in business development within the research field, including securing partnerships, developing innovative products, services, or tools, or securing research funding or grants.

Note: Obtaining a scholarship is not considered as relevant experience for this criterion.

- A PhD in social science (EQF Level 8), preferably in a field directly relevant to the work of Cedefop.

7. Assessment process

The selection process will be organised in several stages.

7.1. Assessment by the pre-selection panel

The assessment of applications will be carried out by a pre-selection panel appointed by the Executive Director, based on your online application (Section 9. 'How to apply?').

It is important that you **explain explicitly how you meet each criterion** in the **respective box** of the online application form as the assessment is carried out solely based on the information you provide there.

The applications that meet the eligibility requirements (Section 5) will be assessed against the pre-selection criteria (Section 6), using as a reference the description of the role (Sections 2 and 3).

The highest-ranking candidates will be invited to an interview with the pre-selection panel. During this interview, you will have the opportunity to highlight your technical knowledge, experience and competencies for the job:

- familiarity with trends and policies in VET, qualifications, and skills in the EU, and of the broader EU policies of relevance to the activities of Cedefop;
- ability to develop a strategic and innovative vision pertinent to the work of Cedefop;
- sense of initiative, with an entrepreneurial spirit to create and embrace opportunities and to introduce change;
- planning and organisational skills and the ability to manage scarce resources effectively to deliver results and respond to stakeholder demands;
- customer and service orientation in understanding and meeting customers' needs;
- excellent oral communication skills in English.

The pre-selection panel will draw up a shortlist of applicants who most correspond to the profile sought.

Applicants placed on the shortlist will be invited to an assessment centre, and an interview with the Executive Director and at least one member of Cedefop's management.

The assessment centre will be run by an external consultancy company specialised in assessments for EU middle management positions. It will evaluate the candidates' potential and provide in-depth analysis of their managerial skills, adaptability and other core competencies expected to perform effectively in the role and enhance organisational performance.

The assessment centre may be organised online or on-site (at Cedefop or at the external consultancy premises) and will be conducted in English. It will employ multiple assessment methods and exercises (e.g. abstract reasoning exercise, personality questionnaire, competency-based interview, drafting exercise, a management role play).

Applicants who have undergone the assessment centre will be invited to an interview with the Executive Director and member(s) of Cedefop's management. A written assignment may also be given to the candidates prior to the interview. The assignment and the interview questions will be based on the selection criteria listed above, using as reference the key responsibilities of the role, and will assess the candidate motivation and fit for the position and the organisation.

8. Appointment and reserve list of suitable candidates

Taking into account the results of the selection procedure as described in the previous section, and after all supporting documents have been checked by the HR service, the Executive Director will appoint the successful candidate to the position of Head of Operational Department. The successful candidate(s) will undergo a management trial period of 9 months.

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.

The other short-listed candidates will be placed on a reserve list of suitable candidates. The list may be used for future recruitment for positions similar to the one advertised in this notice of vacancy. Inclusion in the list of suitable candidates, however, does not guarantee recruitment.

This list is valid until 31 December 2026. The Executive Director may extend the validity of the list. The status of the lists of suitable candidates can be consulted on Cedefop's webpage dedicated to [job opportunities](#).

To promote collaboration among EU agencies, Cedefop may share the reserve list with other EU agencies, having obtained candidates' consent. Cedefop will inform candidates which agency or agencies will receive their data.

9. How to apply?

Please submit your application in English through the online system by **22 January 2025 at 13:00 Greek time (CET+1)**. Only applications submitted in English will be reviewed by the pre-selection panel.

To register and apply, please go to the [vacancies section on Cedefop's website](#), click on the name of this vacancy notice and follow the instructions.

Supporting documents (diploma(s), work experience certificate(s), etc.) may be requested in the context of the selection phase.

Applicants are strongly advised to submit their applications well in advance of the deadline, since heavy internet traffic or fault with the internet connection could lead to difficulties in submission. Cedefop cannot be held responsible for any delays to your application due to such difficulties.

Candidates are strictly forbidden to make any contact relating to this selection process with the pre-selection panel and the Executive Director, or members of Cedefop's management, either directly or indirectly. Any infringement of this rule will lead to disqualification from the selection process.

For useful information for applicants, refer to the dedicated [guide for applicants](#).

If you have a query, please refer to the [Frequently Asked Questions](#).

If you cannot find the response that you need there, you may also send an email to hr-recruitment@cedefop.europa.eu.

10. Additional information

Protection of personal data

Cedefop ensures that applicants' personal data are processed in line with [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018.

More information is available on Cedefop website: [privacy statement](#).

Cooperation among EU agencies

To promote collaboration among EU agencies, Cedefop may share the reserve list with other Agencies. Prior to sharing, Cedefop would ask for consent from each candidate on the reserve list to share their application. Cedefop will also inform each candidate which agency would receive their data.