

**CORRIGENDUM****EXTERNAL VACANCY NOTICE FOR THE POST OF
EXPERT IN PUBLIC POLICY ANALYSIS AND EVALUATION**

Deadline for applications	05/06/2020
Reference	Cedefop/2020/05/AD_External
Type of contract	Temporary agent 2f ⁽¹⁾
Function group/grade	AD 5
Initial contract duration	5 years renewable
Place of employment	Thessaloniki (Greece)

We are looking for two highly motivated people with experience in carrying out policy analysis and evaluation in the area of vocational education and training policy to join Cedefop's Department for Learning and Employability.

1. IS THIS JOB FOR YOU?

As expert in public policy analysis and evaluation, you will work in the Department for Learning and Employability (DLE). The Department supports the development and implementation of European policy on VET/adult learning and skills. Its work focuses on understanding better which policies and intervention models are successful in preparing young people well for their future work and life; and in ensuring adults' continuous learning and progression within the labour market in a lifelong perspective. Ensuring more effective policy implementation benefits individuals and their employability and, thus, societies as it helps increase productivity, innovation, economic development, social inclusion and responsibility.

The Department works across the following policy areas: adult learning and continuing training, apprenticeship and work-based learning, early leaving from VET, professional development of teachers and trainers in VET, labour market integration and social inclusion validation of non-formal and informal learning, or lifelong career guidance. The Department also provides statistical information and runs opinion surveys in these areas of interest.

The Department's staff (17) is composed of a Head of Department, 12 experts and 4 assistants. You will report to the Head of Department.

As expert in policy analysis and evaluation you will have the opportunity to:

(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>.

- creatively apply your theoretical background and applied research experience. To analyse and evaluate policies;
- contribute to developing survey concepts and questionnaires and take part in the analysis of surveys results.

The work in the department is project- and team-based. You will be expected to contribute to project development and planning and you will work as part of one or more teams. The job involves drafting research reports and other Cedefop publications in print and on-line. To meet the needs of stakeholders - mostly policy makers and European social partners - you will contribute to developing suitable communication means to convey complex messages in a simple manner.

Administrative tasks in the job mostly relate to public procurement procedures for outsourcing research and analysis tasks (e.g. a research report or a survey), follow-up of external contractors and monitoring the quality of their work. To be successful in this position you will have to be open to acquiring additional knowledge and expertise to further develop and grow as a professional.

2. WHY CEDEFOP?

Cedefop is one of the EU's decentralised agencies. It supports the design of well-informed European vocational education and training (VET) policies and contributes to their implementation. These policies help the citizens to acquire the skills they need in today's and tomorrow's society and labour market.

The work of the Agency includes research and policy analysis at EU level to provide innovative evidence, share data and support mutual-learning across EU countries.

Cedefop's areas of work comprise vocational education and training and apprenticeship reforms, current and future skill needs in the labour market, recognition of qualifications and the validation of work-based learning.

Cedefop works together with the European Commission, Member States and social partners. The work of the Agency is governed by a [Founding Regulation](#), which also defines its objectives and tasks.

Cedefop has its seat in Thessaloniki, Greece ([Life in Thessaloniki](#)). The Agency offers an international and stimulating workplace, with about 130 staff from EU countries.

To find out more about Cedefop, visit our [website](#).

3. WHAT ARE THE SELECTION REQUIREMENTS?

3.1. Eligibility criteria

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

General conditions:

- be a citizen of one of the Member States of the European Union ⁽²⁾;

⁽²⁾ To be able to apply, you must be a citizen of at least one EU Member State. If you are only a UK citizen, you can no longer apply after 31/01/2020.

- 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 level of education which corresponds to completed university studies of at least three years attested by a diploma.

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 ⁽⁵⁾.

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.

3.2. Selection phase

The selection will be carried out by a panel appointed by the Executive Director. The panel will assess all eligible applications against the selection criteria described in this Section 3.2, using as a reference the description of the role in Section 1 of the vacancy notice.

The panel may be assisted by an external consultant in the assessment of applications and the preparation of interviews.

3.2.1. Preselection based on the application documentation

The panel will assess your application to decide if you should be invited to a written test and interview.

It is important that you explain explicitly in the motivation and preselection form how you meet the (a) essential preselection criteria and (b) other preselection criteria. The assessment of both (a) essential preselection criteria and (b) other preselection criteria is carried out solely based on the motivation and preselection form.

(a) Essential preselection criteria ⁽⁶⁾:

- degree in social sciences;
- at least 3 years of experience in applying research methods (qualitative or quantitative) in public policy analysis and evaluation in the area of vocational education and training policy;
- at least 1 authored publication presenting own research applying research methods (qualitative or quantitative) in public policy and evaluation ⁽⁷⁾;
- excellent command (C1 ⁽⁸⁾ level) of both written and spoken English.

⁽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⁾ Satisfactory knowledge is considered level B2 or above as referenced in the Common European Framework of Reference: <https://europass.cedefop.europa.eu/editors>. Knowledge of a third EU language is necessary for the first promotion after recruitment.

⁽⁶⁾ The work experience does not have to be consecutive. There can be an overlap between the work experience.

⁽⁷⁾ At least one and up to three relevant publication(s) including PhD thesis, must be attached to your application.

⁽⁸⁾ As referenced in the Common European Framework of Reference: <https://europass.cedefop.europa.eu/editors>.

(b) Other preselection criteria:

If your application meets all the above essential preselection criteria it will be scored against the following other preselection criteria. The non-fulfilment of one or more of these other preselection criteria will not result in your exclusion from the preselection process but may affect your score and thus your chances of being invited for test and interview.

The criteria below are presented in order of priority:

- research experience in carrying out public policy analysis and evaluation in one of the following areas of work of Cedefop Department for Learning and Employability: (a) lifelong guidance ⁽⁹⁾ or (b) continuing training and vocational adult learning ⁽¹⁰⁾;
- degree in public policy, political science, economics, statistics, sociology or social policy;
- experience in research centre or public authorities (such as ministries, regional authorities, etc.) in the area of vocational education and training policy.
- advanced university degree (EQF Level 8);
- experience in developing surveys (qualitative or quantitative) and questionnaires and their implementation;
- experience working in an EU Institution, Agency or other international organisation.

In the preselection phase, candidates may be contacted in writing to verify or clarify the facts presented in the application documentation. The written clarification request is an intermediate step in the preselection. It does not entitle candidates to be invited for an interview and a written test.

Around 10 candidates, who obtain the highest scores for the above other preselection criteria will be invited for an interview and a written test.

3.2.2. Interview and written test

This stage of the selection procedure will allow you to prove your suitability for the post of Expert in public policy analysis and evaluation. The panel will conduct the competency-based interview and assess the written test, which will be evaluated anonymously.

The interview will last up to one hour and will cover the following areas of professional knowledge and competences in research and policy analysis in the area of VET:

- ability to identify suitable approaches to address public policy analysis and evaluation in the area of vocational education and training;
- ability to work constructively in a multicultural and multidisciplinary team;
- ability to communicate clearly complex research findings;
- ability to challenge established thinking and consider alternative thinking;
- ability to plan and deliver research projects in relevant areas of work of Cedefop Department for Learning and Employability;
- command of the English language.

The written test will give you the opportunity to show your skills and competencies in policy analysis and evaluation applied in the contexts of areas of work of Cedefop Department for Learning and Employability. During the written test, you will have the possibility to choose one of the following areas: (a) lifelong guidance ⁽¹¹⁾, or continuing training and vocational adult learning ⁽¹²⁾.

⁽⁹⁾ <https://www.cedefop.europa.eu/en/events-and-projects/projects/lifelong-guidance>

⁽¹⁰⁾ <https://www.cedefop.europa.eu/en/events-and-projects/projects/adult-learning>

⁽¹¹⁾ <https://www.cedefop.europa.eu/en/events-and-projects/projects/lifelong-guidance>

⁽¹²⁾ <https://www.cedefop.europa.eu/en/events-and-projects/projects/adult-learning>

The written test, which will last up to two hours, will test your:

- knowledge and understanding of research methods and techniques for public policy analysis and evaluation;
- ability to develop a research proposal to address policy questions;
- ability to summarise in English the main conclusions and policy implications of research on vocational education and training or labour market.

The outcome of the interview will count for 50% and the outcome of the written test 50% of the final score.

The tests and interviews are planned to take place in June/early July 2020. Further information on the organisation of the tests and interviews, which may take place remotely, will be provided upon invitation.

3.3. Appointment and list of suitable candidates

As a result of interviews and written tests the panel will propose the most suitable candidate(s) for the post of Expert in public policy analysis and evaluation to be placed on the list of suitable candidates. In order to be proposed to be placed on the list of suitable candidates you must obtain a minimum of 60% of the total points.

The Executive Director will appoint two successful candidates to the post of Expert in public policy analysis and evaluation from the list of suitable candidates.

A second interview with the candidates most suited for the post is likely to be organised prior to the appointment. The second interview would focus on overall suitability of the candidates for the post, covering motivation, relevant technical and behavioural competences, in line with the selection criteria established in the vacancy notice.

The appointment of the successful candidates to the post will be finalised after all necessary supporting documents have been checked. The successful candidates will undergo a probation period of 9 months.

The list of suitable candidates may be used for future recruitment for the position advertised in the notice of vacancy. Please note that inclusion in the list does not guarantee recruitment.

The list will be valid until 31 December 2021. The Executive Director may extend the validity of the list.

4. WHAT DO WE OFFER?

- temporary agent 2f with an initial duration of 5 years (renewable);
- function group/grade AD 5;
- the monthly basic salary for grade AD 5 step 1, EUR 4,883, is multiplied by the corrective coefficient for Greece (currently 81.8% and reviewed annually);
- salaries are subject to a Union tax deducted at source and are exempt from national taxation;

- depending on the individual family situation and the place of origin, the jobholder may be entitled to expatriation allowance (16% of the basic salary), household allowance, dependent child allowance, education allowance, pre-school allowance, installation allowance, reimbursement of removal costs, initial temporary daily subsistence allowance;
- example of net monthly salaries as currently applicable:

AD 5 – Step 1 Net salary		
Minimum final net salary (without any allowances)	Final net salary with expatriation allowance	Final net salary with expatriation, household, one child and education allowances
EUR 3,173	EUR 3,812	EUR 5,040

- additional financial support for the schooling of children, if applicable;
- VAT exemption allowance on certain goods for a period of a year, if applicable;
- annual leave entitlement of two days per calendar month plus additional days for age, grade, home leave if applicable, and circa 18 public holidays per year;
- EU Pension Scheme (after 10 years of service);
- EU Joint Sickness and Insurance Scheme (JSIS), accident and occupational disease coverage, unemployment, invalidity allowance and insurance;
- professional training and development opportunities;
- flexible working arrangements, including teleworking.

Further information regarding rights, conditions of employment and benefits can be found in the Staff Regulations ⁽¹³⁾.

5. HOW TO APPLY?

Please submit your application through the online system by **Friday 05 June 2020, 12:00 (noon) Greek time (CET +1)**.

The application form, motivation and preselection form, as well as the CV must be submitted in English.

We strongly recommend 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 [vacancies section on Cedefop's website](#), click on the name of the vacancy notice and follow the instructions.

In addition to filling in the application you must attach:

- the motivation and preselection form;
- a detailed CV preferably in the [Europass format](#);
- a copy of your degree(s) ⁽¹⁴⁾;

⁽¹³⁾Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union:

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

⁽¹⁴⁾ You must always attach your undergraduate degree (e.g. Bachelor). Optionally, postgraduate diplomas (e.g. Master, PhD) and certificates may also be attached.

- at least 1 authorised publication presenting own research applying research methods (qualitative or quantitative) in public policy and evaluation.

Please note that the assessment of both (a) essential preselection criteria and (b) other preselection criteria is carried out solely based on the motivation and preselection form. The motivation and preselection form is available on and should be downloaded from the website. It is compulsory to use the template provided. If this document is missing or if the wording of the preselection criteria has been altered or any of the criteria have been deleted, your application will be considered incomplete.

Your CV will be used as a supporting document to your application. It will also be used to gather further information on your career and experience.

Incomplete applications or applications received after the deadline will be rejected.

You are strictly forbidden to make any contact relating to this selection process with the selection panel, either directly or indirectly. Any infringement of this rule will lead to disqualification from the selection process.

6. EQUAL OPPORTUNITIES

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

7. 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 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002 and on the free movement of such data (<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1725>).

8. 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.

9. APPEAL PROCESS

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:

CEDEFOP
The Executive Director
EUROPE 123
'SERVICE POST'
GR – 570 01 Thermi (Thessaloniki)

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

Should the complaint be rejected, pursuant to Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials and the Conditions of Employment of Other Servants, a candidate may request judicial review of the act. For details on how to submit a judicial appeal and how to determine the deadlines, please consult the [website of the General Court](#).

Any citizen of the European Union or any natural or legal person residing in a Member State may make a complaint for maladministration pursuant to Article 228(1) of the Treaty on the Functioning of the European Union. Please consult the [website of the European Ombudsman](#) for further information on the arrangements for complaints to the Ombudsman. Please note that complaints to the European Ombudsman do not have the effect of suspending the period mentioned in Articles 90 and 91 of the Staff Regulations of Officials and Conditions of Employment of Other Servants for lodging complaints or submitting an appeal pursuant to Article 270 of the Treaty on the Functioning of the European Union. Please note also that under Article 2(4) of the [General conditions governing the performance of the Ombudsman's duties](#), any complaint lodged with the European Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.