



Cedefop is looking to establish a reserve list for

## SUPPORT EXPERTS

Type of contract and grade	Contract Agent, Function group IV
Contract duration	Depending on the needs of the service
Place of employment	Thessaloniki, Greece
Reference	Cedefop/2024/02/CA
Deadline for applications	17 October 2024 - 13:00 Greek time (CET+1)

### 1. Why Cedefop?

Cedefop is the European Union's reference centre 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, including the digital and green transitions, and to address issues like labour market integration and employability of EU citizens. This is where 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?

We are looking to establish a reserve list of suitable candidates who possess experience in VET and skills research and policy analysis project management to work as support experts under the supervision and guidance of a Cedefop expert.

Candidates with project management experience and either a quantitative or a qualitative background, are encouraged to apply.

If you are a highly motivated professional, excited to carry out projects in applied research for policy purposes, help shape policies and collaborate with high-level EU stakeholders then this job may be the right match for you.

## 3. Key responsibilities

### 3.1 Project management:

**Project development:** support the conceptualisation and drafting of technical specifications for contracting services.

**Contribute to project implementation:** develop and implement project plans, monitor, implementation, ensure quality performance, report on progress.

**Project outreach:** organise and participate to meetings, workshops, conferences, policy learning and other events (on-line, in-presence or hybrid), including preparing materials, organising logistics and coordinating participants and facilitators, managing various online platforms and tools.

**Stakeholder engagement:** communicate, exchange, facilitate collaboration with internal and external stakeholders.

### 3.2 Research and policy analysis:

**Data collection:** help collect statistical information and indicators which are relevant to analyse education, training, skills, and employment policies in EU and/or specific Member States.

**Data analysis:** support conducting state-of-the-art research and policy analysis on VET, skills, and lifelong learning and translate it into insights and advice to inform policy-making.

**Reporting and dissemination** contribute to drafting quality reports, papers, and other publications and communication materials relevant to European VET and skills policies and practices, as well as support promotion and dissemination of products and outcomes.

## 4. Cedefop as an employer of choice

We offer a vibrant multicultural work environment with 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](#).

## 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 one of the Member States of the European Union.

**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 <sup>(1)</sup>.

**Education:** have a level of education which corresponds to completed university studies of at least 3 years attested by a diploma <sup>(2)</sup>.

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 <sup>(3)</sup> of one EU language and a satisfactory knowledge <sup>(4)</sup> of another EU language as required for the performance of the duties.

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<sup>(1)</sup> Before appointment, the successful candidate must undergo a medical examination.

<sup>(2)</sup> 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.

<sup>(3)</sup> Level C1 in all dimensions as per the CEFR ([Common European Framework of Reference for Languages](#)).

<sup>(4)</sup> Level B2 in all dimensions as per the CEFR.

## 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 <sup>(5)</sup> in economics, sociology, education science, statistics, public policy or political science;
- English <sup>(6)</sup>: level C1 in all dimensions as per the CEFR.

Only if your application meets these two *Exclusion* preselection criteria it will be assessed against the scored 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 the essential criterion below, your application will not be considered further.

- at least 3 years work experience <sup>(7)</sup> in the past 10 years in project management of research and policy analysis projects (as per Section 3, point 3.1).

#### 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.

- experience in conducting qualitative and/or quantitative research in public policy and data analysis relevant to Cedefop's [Strategic area of operation 2: Valuing VET and skills](#) <sup>(8)</sup>.
- experience working as staff member in an EU Institution or other public international organisations;
- advanced university degree (EQF Level 8).

## 7. Assessment process

The selection process will be organised in several stages.

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<sup>(5)</sup> It can be Bachelor, Master, or PhD.

<sup>(6)</sup> English is the working language of Cedefop.

<sup>(7)</sup> PhD studies are considered as professional experience for up to three years, even when unpaid, provided that the PhD has been successfully completed.

<sup>(8)</sup> See Cedefop SPD 2024-26: <https://www.cedefop.europa.eu/en/about-cedefop/what-we-do/work-programme>

### **7.1. Assessment applications by the selection board**

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

It is important that you **explain explicitly how you meet each preselection 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 criteria described in Section 6, using as a reference the description of the role in Sections 2 & 3 of this vacancy notice.

Around 15 eligible candidates, who obtain the highest scores in this phase and at least 50% of the maximum score for the scored preselection criteria, will be invited for a written test.

### **7.2 Written test and interview**

This stage of the selection procedure will allow you to prove your suitability for this post. You will have the opportunity to demonstrate your technical and soft skills relevant for the job, as follows.

- project management skills;
- research and policy analysis competencies;
- analytical and critical thinking;
- ability to collaborate constructively in a multicultural and multidisciplinary team;
- self-organisation, perseverance and strong sense of commitment;
- ability to communicate clearly (orally and in writing) in English and to adapt the communication style to match the specifics of the audience.

The written test will be organised remotely (proctoring method) and assessed by the selection board anonymously (i.e. the candidate is assigned a code and the selection board is not aware of the candidates' identity when correcting the written test).

Only candidates who obtain at least 60% of the maximum score for the written test will be invited to take part in an interview with the selection board. The interviews too, will take place remotely.

In the final score, the written test will have a weight of 35% and the interview 65%.

## **8. Reserve list of suitable candidates and appointment**

Following the tests and interviews, the selection board will propose candidates to be included in a reserve list. In order to be proposed to be placed on this list, you must obtain a minimum of 60% overall score and minimum 60% of the scores for the written test and the interview, respectively.

Contract agent contracts are in accordance with article 3(a) of the Conditions of Employment of Other Servants (CEOS) of the European Union. Under this type of contract, the employee is bound by the CEOS, as well as the relevant Implementing rules. The duration of contract(s) offered may vary according to Cedefop needs. The initial contract may be renewable.

Job offer will be made only after the necessary supporting documents have been provided by the candidate(s) and Cedefop's HR service has confirmed their completeness.

The successful candidate(s) 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 appointed candidate(s) will undergo a probation period of 9 months.

Inclusion in the list does not guarantee recruitment.

This list is valid for at least two years from its signature. 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](#).

## 9. How to apply?

Please submit your application in English through the online system by **17 October 2024 at 13:00 Greek time (CET+1)**.

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.

Candidates are strictly forbidden to make any contact relating to this selection procedure with the selection board 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 first 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](mailto: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 will 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.