



## EXTERNAL NOTICE FOR THE POST OF: DOCUMENT MANAGEMENT SPECIALIST RESEARCH SUPPORT SERVICE

Deadline for applications	<b>03 November 2020 – 13:00 Greek time (CET+1)</b>
Reference	Cedefop/2020/06/CA
Type of contract	Contract agent 3a (1)
Function group/grade	FG IV
Initial contract duration	5 years renewable
Place of employment	Thessaloniki (Greece)

We are looking for a highly motivated, service-driven and team-oriented professional with experience in document management, records management and library activities to join Cedefop's Research Support Service.

### 1. IS THIS JOB FOR YOU?

The Research Support Service contributes to Cedefop's objective of establishing the Agency as an authoritative source of information on Vocational Education and Training (VET).

The Research Support Service provides solutions for information retrieval such as a discovery tool, which allows simultaneous search through subscribed and open access resources. Cedefop's Open Access policy foresees the setting up of a repository to preserve and disseminate digital copies of Cedefop's intellectual outputs, and to promote its work to a wider community of researchers, policy makers, social partners and practitioners.

The Research Support Service also supports Cedefop staff in the operational departments by providing access to relevant scientific information services in a prompt manner.

Document management - encompassing records management and archives - is an important element of Cedefop's internal control framework and good administration. The Cedefop records management policy has a central role in establishing Agency-wide rules on the management of documented information, how it is categorised, tagged and retained, and how adherence to retention and other management policies can be assessed and enforced.

As Document Management Specialist you will support all projects and activities by maintaining the discovery tool and other electronic resources, acquiring information products on request, organising the information collected for and from all Cedefop projects in one unique access point, disseminating research results, providing training for Cedefop's staff, and ensuring long-term preservation of Cedefop outputs. The Document Management Specialist will also ensure

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(1) [Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union.](#)

that Cedefop's staff members understand and apply the records management policy, the classification plan and retention schedule.

The Research Support Service counts currently three staff members and a trainee. The service is part of the 25 staff members of the Department for Communication, which also includes External Communication, Web portal and Publications. You will report to the Head of Library and Documentation.

Your key responsibilities:

Support research and operational activities:

- monitor online resources;
- manage subscriptions to online information resources, services and databases;
- assist with the information needs of project managers and create specialised bibliographies;
- provide training and support in information retrieval and the use of referencing and citation tools;
- catalogue and coordinate cataloguing in Cedefop's bibliographical databases, e.g. by trainee, contractors or assistants.

Document management activities, such as:

- oversee the management of records, electronic and physical, and the tasks of Cedefop's Records Bank Correspondents <sup>(2)</sup>;
- oversee the mail registration system, procedures and operation;
- advise management, review and update records/archives policies and procedures to ensure alignment with relevant governance (e.g. Cedefop's founding regulation, Cedefop's financial regulation and relevant EU regulations, including privacy regulations);
- ensure the correct use of the electronic document management system (EDMC), in close collaboration with the ICT service;
- train staff on archives appraisal and records management practices;
- appraisal of Cedefop archives and transfer of historical archives <sup>(3)</sup> to the Historical Archives of the EU.

Support communication activities:

- collect data about the impact of Cedefop's publications in key EU policy documents and the scientific literature;
- advise and support the Open Access repository project;
- support the preparation of tendering procedures in the field of library and information services.

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<sup>(2)</sup> Records Bank Correspondents are staff members of Cedefop who are responsible for carrying out records management duties within a Department/Service/Function.

<sup>(3)</sup> Most historical Cedefop documents are in French.

## 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 <sup>(4)</sup> and 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 <sup>(5)</sup>.

#### Education and experience

- have a level of education which corresponds to completed university studies <sup>(6)</sup> of at least three years attested by a diploma.

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<sup>(4)</sup> To be able to apply you must be a citizen of at least one EU Member State. If you are only UK citizen you can no longer apply after 31 January 2020.

<sup>(5)</sup> Before appointment, the successful candidate must undergo a medical examination.

<sup>(6)</sup> 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.

## 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 <sup>(7)</sup>.

Contract agents from Cedefop and other EU agencies are also invited to apply in accordance with the following [Cedefop rules](#).

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 evaluated further.

### 3.2. Selection phase

The selection will be carried out by a selection panel appointed by the Executive Director. The selection 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 selection 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 selection panel will assess the information contained in your motivation and preselection form (see Section 5. 'How to apply?') 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 (a) the essential preselection criteria and (b) the other preselection criteria. The assessment of both (a) the essential preselection criteria and (b) the other preselection criteria is carried out solely based on the motivation and preselection form.

#### (a) Essential pre-selection criteria:

For your application to be considered further, you must meet all the below essential criteria:

- at least 2 years of full-time equivalent professional experience as a document management specialist, records management specialist or librarian in the past 5 years <sup>(8)</sup>;
- English: level C1 in all dimensions as per the CEFRL <sup>(9)</sup>.

#### (b) Other pre-selection criteria

Only if your application meets the above essential preselection criteria will it be scored against the following other preselection criteria. The non-fulfilment of one or more of these other

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<sup>(7)</sup> Satisfactory knowledge is considered level B2 or above as referenced in the [Common European Framework of Reference](#). Knowledge of a third language of the European Union is necessary for the first promotion after recruitment.

<sup>(8)</sup> The work experience does not have to be consecutive.

<sup>(9)</sup> Level C1 or above as referenced in the [Common European Framework of Reference](#).

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:

- professional experience <sup>(10)</sup> with library and records management standards for data input and metadata;
- professional experience with library ICT applications, discovery tools and curation of electronic resources;
- professional experience with reference or citation management tools;
- professional experience with documents and records management or digital archives;
- professional experience with open access repositories;
- professional experience in document management in a research environment;
- French: at least B1 in all dimensions as per CEFRL <sup>(11)</sup>.

In the preselection phase, candidates may be contacted to verify or clarify the facts presented in the application documentation via a telephone interview or in writing. The telephone interview and/or a 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 ten eligible candidates, who obtain the highest scores and at least 50% of the maximum score, 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 this post. The selection panel will conduct the competency-based interview and assess the written test, which will be evaluated anonymously.

The interview will cover the following areas of professional experience and competences:

- ability to effectively organise and systemise information;
- ability to efficiently manage different tasks;
- high level of service orientation;
- ability to work co-operatively in a team and across the organisation;
- ability to communicate clearly and effectively in English.

The written test will assess your:

- ability to search for and retrieve EU policy and/or academic/scientific information relevant to a query;
- ability to catalogue and classify a VET related grey literature document;
- knowledge of open access or open science;
- knowledge of documents and/or records management;
- comprehension of written French.

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<sup>(10)</sup> Experience in all the selection criteria means participation in at least one project.

<sup>(11)</sup> As referenced in the [Common European Framework of Reference](#).

The outcome of the interview will count for 60% and the outcome of the written test for 40% of the final score.

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

### **3.3. List of suitable candidates and appointment**

As a result of the interviews and written tests the selection panel will propose the most suitable candidate(s) for this post 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 the successful candidate to this post from the list of suitable candidates.

If needed, a second interview could be organised prior to the appointment. The content of the second interview will be in line with the selection criteria established in the vacancy notice.

The appointment of the successful candidate to the post will be finalised after all necessary supporting documents have been checked. The successful candidate 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 is valid 31 December 2021. The Executive Director may extend the validity of the list.

## **4. WHAT DO WE OFFER?**

- contract agent 3a <sup>(12)</sup> with an initial duration of 5 years (renewable);
- **internal and interagency mobility:** In case of internal and interagency mobility, Cedefop and the selected candidate shall conclude a contract of employment in accordance with the [Cedefop rules](#).
- function group FGIV;
- as an example, the monthly basic salary for function group FGIV/grade 13 is 3,531 EUR, and 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 and/or initial temporary daily subsistence allowance, VAT exemption allowance on certain goods for a period of a year;
- additional financial support for the schooling of children;

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<sup>(12)</sup> [Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union](#).

- annual leave entitlement of two days per calendar month plus additional days for age, grade, home leave if applicable and in addition 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 of Officials and the Conditions of Employment of Other Servants of the European Union](#).

## 5. HOW TO APPLY?

Please submit your application through the online system by **Tuesday 03 November 2020 at 13:00** Greek time (CET+1).

The online application, the motivation and preselection form and 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 online application you must attach:

- the motivation and preselection form duly filled in;
- a detailed CV preferably in the [Europass format](#);
- a copy of your diploma(s) and/or certificate(s) <sup>(13)</sup>.

Please note that the assessment of both (a) essential preselection criteria and (b) other preselection criteria (Section 3.2.1. (a) and (b) of this vacancy notice) is carried out solely based on the motivation and preselection form. The motivation and preselection form is available from [here](#) and should be downloaded from there. 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 is considered incomplete.

Your CV will be used as a supporting document to the application. It will only be used to gather further information on your career and experience, if necessary.

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

Candidates are strictly forbidden to make any contact relating to this selection process with the 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.

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<sup>(13)</sup> You must always attach your undergraduate degree (e.g. bachelor). Optionally, postgraduate diplomas (e.g. master, PhD) and certificates may also be attached.

## 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. You can find detailed information on how personal data is processed in the context of the selection procedures in the [privacy statement](#).

## 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 Themi (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.