



## VACANCY NOTICE FOR: EXPERT IN RESEARCH AND POLICY ANALYSIS (VET AND SKILLS)

drawing up a list of suitable candidates

Deadline for applications	<b>Wednesday 03/05/2023 - 13:00 Greek time (CET+1)</b>
Reference	Cedefop/2023/02/AD
Type of contract	Temporary Agent 2f <sup>(1)</sup>
Function group/grade	AD 5 <sup>(2)</sup>
Initial contract duration	5 years renewable
Place of employment	Thessaloniki (Greece)

We are looking for highly motivated and professional candidates with a background in social sciences to join Cedefop's Department for VET and Skills.

The experts will work in teams and contribute to the department research and policy analysis in vocational education and training (VET) with a view of supporting European policy making in this area. The centre is looking for profiles with research experience. Candidates with a quantitative, qualitative, or mixed-methods research profile are invited to apply.

With this vacancy notice, Cedefop aims to fill several posts. Successful applicants will be placed on a list of suitable candidates and may be offered a position of expert in research and policy analysis in VET and skills as the need arises in the Agency.

### 1. WHY CEDEFOP IS AN EXCITING PLACE FOR A RESEARCH AND POLICY ANALYST?

Cedefop can offer several opportunities for you to engage in exciting research projects.

As expert in research and policy analysis in VET and skills, you will work in the Department for VET and Skills (DVS). The department produces state-of-the-art evidence to identify and reflect on trends in the worlds of education, training and work and their implications to support the European institutions, EU Member States and Social Partners in addressing policy gaps and managing just transitions. Its work focuses on understanding which policies and intervention models are successful in preparing young people well for their future work, career

<sup>(1)</sup> [Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union](#)

<sup>(2)</sup> Internal and interagency mobility: Internal and interagency candidates in the grade AD5-AD6 may apply, and the selected candidate shall conclude a contract of employment in accordance with [Cedefop's rules](#).

and life; and in enabling adults' continuous learning and progression within the labour market in a lifelong perspective.

Teamwork in the department is multidisciplinary and covers the following policy areas: adult learning and continuing training, apprenticeships and work-based learning, early leaving from VET, professional development of teachers and trainers in VET, incentives and support to training provision, and lifelong career guidance. The department also provides statistical information and runs opinion surveys on VET. In its work, the department covers the development of people's skills in all its phases and dimensions, and supports policy development and implementation.

As expert in research and policy analysis in VET and skills you will have the opportunity to:

- creatively apply your theoretical knowledge, skills, and applied research experience to analyse policy-relevant VET issues, trends and challenges;
- contribute to the identification of new areas of interest that could become future research topics and innovative research projects.

Your contributions can contribute to different outputs. Cedefop produces various types of publications, reports, policy briefs and booklets that typically require the contribution of several colleagues and are mainly targeted at Cedefop stakeholders. The Centre also encourages its experts to produce more targeted publications in their name via the Cedefop Working Paper series.

The staff of DVS is composed of a Head of Department, 2 thematic area coordinators, 23 experts and 7 research and administrative assistants. You will report to the Head of Department.

The work in DVS is project- and team-based. Each area of research is followed by a small team of experts. You will be expected to contribute to project development and planning and you will work as part of one or more teams. Cedefop supports its experts in their work by allocating budget to main projects which can be used for contracting-out background work, collecting primary data or other complementary work that the team alone would not be able to accomplish.

Administrative tasks in the job mostly relate to public procurement procedures for outsourcing research and analysis tasks (e.g. a research report or data collection), follow-up of external contractors and monitoring the quality of their work.

To meet the needs of stakeholders – mostly policy makers and European social partners – you will use and develop suitable communication formats to convey complex messages in a targeted and clear manner.

You will shape and participate in Cedefop events (conferences, workshops or policy learning fora) and EU and/or national events to present Cedefop work to a variety of stakeholders.

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 Union policies on vocational education and training (VET), skills and qualifications and

contributes to their implementation. These policies help 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 VET and apprenticeship reforms, current and future skill needs in the labour market, recognition of qualifications and validation of non-formal and informal 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 120 staff from EU countries.

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

### 3. ELIGIBILITY CRITERIA

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

- be a citizen of one of the Member States of the European Union <sup>(3)</sup> and enjoy full rights as a citizen;
- Have a level of education which corresponds to completed university studies of at least three years attested by a diploma <sup>(4)</sup>;
- have a thorough knowledge of one of the languages of the European Union and a satisfactory knowledge <sup>(5)</sup> of another language of the European Union <sup>(6)</sup>;
- have fulfilled any obligations imposed by the laws on military service;
- be physically fit to perform the duties relating to the post <sup>(7)</sup>;
- be able to communicate well in English <sup>(8)</sup>.

For your application to be evaluated further you need to meet all of the above eligibility criteria.

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<sup>(3)</sup> In accordance with the Article 127, paragraph 7(c) of the [Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community](#) (OJ 2019/C 384 I/01).

<sup>(4)</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.

<sup>(5)</sup> As defined in the [European Language levels – Self-assessment Grid](#), thorough knowledge is considered level C1 or above and satisfactory knowledge is considered level B2 or above.

<sup>(6)</sup> Knowledge of a third language of the European Union is necessary for the first promotion after recruitment.

<sup>(7)</sup> Before appointment, the successful candidate must undergo a medical examination.

<sup>(8)</sup> English is the working language of Cedefop.

## 4. SELECTION PHASE

The selection will be carried out by a selection board appointed by the Executive Director.

The selection board will assess all eligible applications (see Section 3) against the selection criteria described in this Section 4, using as a reference the description of the role in Section 1 of this vacancy notice.

The selection procedure will be organised in several stages.

### **4.1. Preselection based on the application documentation**

Your application will be assessed by the selection board, based on the information provided in your online application (see Section 7. 'How to apply?').

It is important that you explain explicitly how you meet (a) each of the essential preselection criteria and (b) each of the other preselection criteria. The assessment of both (a) and (b) is carried out solely based on the information you will provide for each criterion.

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

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

- a university degree in social sciences;
- at least 3 years of work experience in research and policy analysis (qualitative or quantitative) in the area of VET and skills policy;
- English: level C1 in all dimensions as per the CEFR <sup>(9)</sup>.

Only if your application meets all the above essential preselection criteria it will be scored against the other preselection criteria listed below under 4.1 (b).

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

- experience in carrying out research and policy analysis in one of the following and closely related areas of work:
  - [VET for Youth - teachers and trainers](#);
  - [VET for adults and apprenticeship](#);
  - [VET support policies - financing, guidance, validation](#);
  - [VET Statistics and Indicators](#);
- professional experience in carrying out research and policy analysis in an area closely related to the areas indicated under the first bullet <sup>(10)</sup>;
- university degree in economics, sociology, statistics, public policy or political science;

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<sup>(9)</sup> See [Common European Framework of Reference](#).

<sup>(10)</sup> PhD studies are considered as professional experience for up to three years, even when unpaid, provided that the PhD has been successfully completed

- experience working in EU Institutions or other public international organisations;
- list of relevant authored publication(s) in one of the areas indicated under the first bullet;
- advanced university degree (EQF Level 8).

Around 12 eligible candidates, who obtain the highest scores in this phase and at least 50% of the maximum score for the above other preselection criteria, will be invited for a written test.

#### **4.2. *Written test and interview***

This stage of the selection procedure will allow you to prove your suitability for this post.

##### **(a) Written test**

The written test will give you the opportunity to show your skills and competencies in research and policy analysis in the contexts of areas of work of DVS. It will test your:

- knowledge and understanding of methods and techniques for carrying out research and policy analysis in VET;
- ability to develop a research proposal that uses research and policy analysis in VET to inform policy-making;
- ability to summarise in English the main conclusions and policy implications of a particular piece of research and policy analysis on VET.

The selection board will assess the written test anonymously. Only candidates who obtain at least 50% of the maximum score for the written test will be invited to take part in interviews with the selection board.

The written tests are planned to take place in May 2023, but this may be subject to change.

##### **(b) Interview**

The interview will cover the following areas of professional knowledge and competences in research and policy analysis in VET and skills policy. It will test your:

- ability to identify suitable approaches to design and carry out research and policy analysis in VET to inform policy-making;
- 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 organise research projects in relevant areas of work of DVS;
- command of the English language.

The interviews are planned to take place in June 2023, but this may be subject to change.

Further information on the organisation of the written test and interviews, which will take place remotely, will be provided upon invitation.

##### **(c) Final score**

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

## 5. LIST OF SUITABLE CANDIDATES AND APPOINTMENT

Following the tests and interviews, the selection board will propose the list of the most suitable candidate(s) for this post.

In order to be proposed to be placed on this list, you must obtain a minimum of 60% overall score and minimum 50% of the scores for the written test and the interview, respectively.

A second interview may also be organised with candidates placed on this list prior to taking the final decision. The second interview will assess further the suitability of the candidate for the post in view of the main functions and duties it entails.

The job offer to the successful/most suitable candidate will be made only after the necessary supporting documents have been provided by the candidate and Cedefop's HR service has confirmed their completeness.

The appointed candidate will undergo a probation period of 9 months.

The list may be used for future recruitment for the position advertised in the notice of vacancy, however, inclusion in the list does not guarantee recruitment.

The list of suitable candidates may be shared with other Agencies, upon request and after written consent of the listed candidates to share their data.

This list is valid until 31 December 2024. The Executive Director may extend the validity of the list. The status of the lists of suitable candidates can be consulted on [Cedefop's website](#).

## 6. WHAT DO WE OFFER?

- temporary agent 2f with an initial duration of 5 years (renewable);
- function group/grade AD 5 (or AST 6 for internal or inter-agency candidates);
- the monthly basic salary for grade AD 5 step 1 is 5,362 EUR, and is multiplied by the corrective coefficient for Greece (currently 89.4 % 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, VAT exemption allowance on certain goods for a period of a year;
- 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
3,793 EUR	4,560 EUR	5,754 EUR

- additional financial support for the schooling of children;

- 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](#). Information on working conditions at Cedefop can be downloaded [here](#).

## 7. HOW TO APPLY?

Please submit your application through the online system by **Wednesday 03 May 2023 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 the vacancy notice and follow the instructions.

The online application must be completed in English.

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

Please note that the assessment of both (a) essential preselection criteria and (b) other preselection criteria (Section 4.1. (a) and (b) of this vacancy notice) is carried out solely based on the information provided for each criterion in the online application form.

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 last minute.

If you have a query, please refer first to the [Frequently Asked Questions](#). You may also send an email to [hr-recruitment@cedefop.europa.eu](mailto:hr-recruitment@cedefop.europa.eu).

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

## 8. EQUAL OPPORTUNITIES

Being European Union Agency, Cedefop believes in equality and diversity and is committed to providing equal opportunities to all its employees and applicants for employment and to preventing discrimination on any grounds.

Cedefop actively welcomes 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.

Cedefop wishes to further increase the diversity of our talent pool to be representative of the diversity of the EU citizens we serve.

## 9. 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](#).

## 10. 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.

## 11. APPEAL PROCESS

If a candidate considers that s/he has been adversely affected by a particular decision, he/she has the possibility, **within 3 months** after being informed of the decision concerning his/her application, to lodge a complaint under Article 90(2) of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union.

Complaints must be addressed by email to the Chairperson of Cedefop's Appeals Committee using the following email address: [selections-appeals@cedefop.europa.eu](mailto:selections-appeals@cedefop.europa.eu).

Should the complaint be rejected, pursuant to Article 270 of the Treaty on the Functioning of the European Union and Article 9d1 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;
- 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.