



VACANCY NOTICE FOR THE POST OF: HEAD OF HUMAN RESOURCES

Deadline for applications	Friday 19 March 2021 – 13:00 Greek time (CET+1)
Reference	Cedefop/2021/01/AD
Type of contract	Temporary agent 2f ⁽¹⁾
Function group/grade	AD 8 ⁽²⁾
Initial contract duration	5 years renewable
Place of employment	Thessaloniki (Greece)

We are looking for a highly motivated professional with sound experience in human resources management to lead our HR team.

1. IS THIS JOB FOR YOU?

As Head of Human Resources, you shall lead the HR team, which offers agile HR services addressing ever-changing needs at individual, team and Agency level. You will also help enable, across the organisation, high staff engagement and performance and a change embracing culture through effective people management.

You will use extensively your team leadership, organisational and management skills to ensure the sound and efficient management of the human, financial and technical resources of the HR Service and for defining and achieving its objectives within the overall strategic planning framework of Cedefop. You will contribute to the HR team effort by accomplishing results, adding value both as leader and as an individual contributor of the HR Service.

The Human Resources service is part of the Department for Resources and Support. It currently counts 6 staff, a part-time assistant and one interim agent. You will report to the Head of Department.

Your key responsibilities:

- lead and inspire change in people and talent management strategies;
- partner with the Agency's management on staff planning, management and performance matters;

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

⁽²⁾ Internal and interagency mobility: Internal and interagency candidates in the grade AD8-AD9 may apply, and the selected candidate shall conclude a contract of employment in accordance with [Cedefop's rules](#).

- promote staff wellbeing and a healthy work environment;
- continuously improve HR services while developing business partnering;
- ensure compliance with the EU Staff Regulations and Rules across the Agency;
- lead the HR Service staff; organise and oversee the work of the HR Service;
- ensure internal communication with staff on HR matters and liaise with the Staff Committee on HR policies;
- liaise and cooperate with DGHR of the European Commission as well as other EU agencies and institutions.

Some of the challenges you will be asked to take on as new Head of HR are to drive the implementation of the newly adopted HR strategy of the Agency 2021-2023, to further transform Cedefop HR from a traditional HR service into a business partner, to support staff well-being and their adapting to new realities brought about by Covid-19 as well as the migration to modern HR e-solutions. In carrying out your duties, you will work within the context of the Staff Regulations and other applicable rules and regulations.

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 vocational education and training and apprenticeship reforms, current and future skill needs in the labour market, recognition of qualifications and the 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 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 ⁽³⁾ 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 ⁽⁴⁾.

Education and experience

- have a level of education which corresponds to completed university studies ⁽⁵⁾ of at least four years attested by a diploma; plus a total full-time professional experience of at least 9 years acquired after achieving the aforementioned qualification
or
- have a level of education which corresponds to completed university studies ⁽⁵⁾ of at least three years attested by a diploma; plus a total full-time professional experience of at least 10 years acquired after achieving the aforementioned qualification.

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 ⁽⁶⁾.

Non-compliance with any of these eligibility criteria will result in your exclusion from the selection process and your 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 written test and interview.

⁽³⁾ 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.

⁽⁴⁾ Before appointment, the successful candidate must undergo a medical examination.

⁽⁵⁾ 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. Degrees issued by an UK educational institution before the Brexit are valid and thus no certification of equivalency is needed.

⁽⁶⁾ 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.

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. Other application documents are used by the selection board to offer supporting evidence of the information included in 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 6 years of full-time equivalent experience in the past 10 years as HR professional;
- at least 3 years full-time equivalent experience in HR business partnering or in shaping and implementing HR strategies or policies;
- English: level C1 in all dimensions as per the CEFRL ⁽⁷⁾.

Only if your application meets all the above essential preselection criteria it will be scored against the following other preselection criteria.

(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 ⁽⁸⁾ ⁽⁹⁾:

- hands-on, extensive and recent experience in the interpretation and implementation of the Staff Regulations and Conditions of Employment of Other Servants of the EU in an EU Agency or institution in an HR position;
- experience in heading an HR unit, service or team;
- experience in financial management, control and supervision of budget execution of staff-related expenditure;
- university degree in the field of Human Resources management, Psychology, Business Administration or Law, EQF level 7 or above.

In the preselection phase, candidates may be contacted for a telephone interview or in writing to verify or clarify the facts presented in the application documentation. The telephone interview and/or 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.

⁽⁷⁾ Level C1 or above as referenced in the [Common European Framework of Reference](#).

⁽⁸⁾ 'Experience' refers to 'professional experience'

⁽⁹⁾ When recent professional experience is mentioned in a preselection criterion it refers to experience in the past 10 years.

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:

- change orientation and ability to lead and implement change in an organisation;
- ability to build trust and cooperative working relationships at all levels of the organisation;
- ability to lead and empower staff within a team;
- decision-making skills;
- ability to communicate clearly, convincingly and effectively in English.

The written test will assess your:

- ability to interpret the Staff Regulations and Conditions of Employment of Other Servants of the EU and related Implementing Rules;
- ability to think strategically about human resource and talent management matters;
- ability to summarise and draft in English.

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

The tests and interviews are planned to take place in the course of April 2021. 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

Following 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 minimum 50% for the interview and written test respectively as well as a minimum of 60 % overall.

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 provided by the candidate have been checked by Cedefop. 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 until 31 December 2022. 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 8 (or AD 9 for internal or inter-agency candidates) ⁽¹⁰⁾;
- the monthly basic salary for grade AD 8 step 1 is 7,122 EUR, and is multiplied by the corrective coefficient for Greece (currently 81.4 % 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 8 – 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
4,372 EUR	5,300 EUR	6,637 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](#).

5. HOW TO APPLY?

Please submit your application through the online system by **Friday 19 March 2021 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.

⁽¹⁰⁾ A good knowledge of a third EU language ([at least B2](#)) level is required for the first promotion to the next grade.

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 degrees(s) ⁽¹¹⁾.

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 and should be downloaded [here](#). It is compulsory to use the template provided. If the motivation and preselection form is missing or if its wording has been altered or any of the criteria have been deleted, your application is considered incomplete.

Other application documents are used by the selection board to offer supporting evidence of the information included in the motivation and preselection form, 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.

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](#).

⁽¹¹⁾ You must always attach your undergraduate degree (e.g. Bachelor). Optionally, postgraduate diplomas (e.g. Master, PhD) and certificates may also be attached.

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, he/she has the possibility 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, at the following address:

CEDEFOP
The Executive Director
EUROPE 123
'SERVICE POST'
GR – 570 01 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.