

VACANCY NOTICE

DIRECTOR (Grade AD14) OF THE EUROPEAN TRAINING FOUNDATION (ETF)

Turin, Italy

COM/2008/10118

The European Commission has decided to invite applications for the post of Director (grade AD 14) of the European Training Foundation.

We are:

The European Training Foundation (ETF), a European Union agency, was established through Council Regulation 1360/90 of 7 May 1990 (amended by 2063/94 of 27 July 1994 and 1572/98 of 17 July 1998). The ETF is located in Turin, Italy, and has a staff of around 130. The working language of the agency is English.

The ETF provides support to the European Commission, EU partner countries and EU Member States in the framework of the Union's external policy instruments and undertakes information, coordination, advice and development activities.

Since its operations began in 1994, the ETF has become a centre of expertise in the development and reform of vocational education and training systems in the candidate and partner countries of the EU, promoting the development of human capital and, thus, fostering sustainable growth and social inclusion in such countries.

Specific details on the objectives and functions of the ETF are set out in the above-mentioned Regulation and more information can be found on the following web site: <http://www.etf.europa.eu/>.

We propose:

The Director is the legal representative and public face of the agency and is accountable to the Governing Board. His/her duties and responsibilities include:

- Developing and achieving strategic objectives in accordance with its functions and the procedures laid down in the Regulation;
- Preparation and implementation of annual and multi-annual work programmes;
- Day to day management of the agency's staff including recruitment;
- Preparation and organisation of Governing Board meetings and the implementation of Governing Board decisions;
- Preparation and execution of the Agency's budget and ensuring that it is managed efficiently and according to the principles of sound financial management;
- Facilitating cooperation between the Agency, the European institutions, Member States and stakeholders of the Agency;
- Direct and indirect communication with the public in relation to all matters within the agency's mission.

These tasks are also described in the above-mentioned Regulation, in particular article 7.

We look for candidates, who should have

- Capacity to lead an organisation, both at strategic and internal management level, and to fulfil the mandate of the agency;
- Ability to lead and motivate a large team in a European, multicultural and multilingual environment;
- Experience of budgetary, financial and human resources management in a national, European and/or international context;
- Knowledge and experience in policy development and practice concerning vocational education and training and/or external relations;
- Ability to communicate to the public and cooperate with stakeholders (European, International, National and Local Authorities, international organisations, etc);
- Understanding of the EU Institutions, their functioning and interaction as well as EU policies and international activities of relevance to the activities of the Agency.

Applicants must:

- Be a national of a Member State of the European Union;
- Have a university degree or diploma giving access to postgraduate studies, preferably in a field relevant to the mission of the agency;
- Have at least 15 years professional experience in the public or private sector (following award of the above mentioned university degree or equivalent), 5 of which in the field of activity of the agency;
- Have at least five years of professional experience gained in a management function at high level, including experience in the management of people and finance (candidates are explicitly requested to give details of the size, number of staff, budget and nature of departments which they have previously managed);
- Possess thorough knowledge of at least one of the official languages of the European Union and a satisfactory level in a second of these languages. Good command of English is essential. Knowledge of French would be an asset;
- Be able to carry out the entire five year mandate before reaching retirement (i.e. the end of the month in which the person reaches the age of 65 years).

Independence and declaration of interests

The Director will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to any interests which might be considered prejudicial to his/her independence. Candidates must confirm their willingness to do so in their application.

Selection and appointment

A pre-selection Panel composed of three Commission's senior officials of grade and function at least equivalent to that of the vacancy post will be set up for the selection process. This Panel will invite those candidates who have the best profile for the specific needs to an interview, selected on the basis of their merits relevant to the post according to the criteria set out above. Candidates short-listed by the pre-selection panel will then be called for an interview with the Commission's Consultative Committee on Appointments (CCA) and will have to pass an assessment centre run by external recruitment consultants. Candidates, who have been short-listed by the CCA, will afterwards be interviewed by the Commissioner for education, training, culture and youth and eventually by the Commissioner responsible for administrative affairs, audit and anti-fraud.

Following these interviews, the Commission adopts a short list of successful candidates, which will be communicated to the Governing Board of the ETF. The latter will appoint the Director from among the candidates short-listed. Inclusion on the shortlist does not guarantee appointment.

Candidates may be required to undergo further interviews and/or tests in addition to those indicated above. This might include a statement before the competent committee(s) of the European Parliament.

The post is available from 1st July 2009.

Equal opportunities

The regulatory agency applies a policy of equal opportunities.

Conditions of employment

The Director will be appointed as a member of the temporary agent at AD14 grade pursuant to Article 2a of the Conditions of employment of other servants of the European Communities¹ for a 5 year period.

The place of employment is Turin (Italy), where the Agency is based.

Application procedure

For applications to be valid, candidates must submit a duly completed application form, a letter of motivation and curriculum vitae. The CV should be drafted using the European CV format². The applications will be rejected if the dossier is incomplete.

Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience etc.) should not be sent at this point but must be submitted at a later stage of the procedure if requested.

In order to facilitate the selection process, all communications to candidates concerning this vacancy will be in English language.

¹ OJ L 124, 27 April 2004, p.1 <http://eur-lex.europa.eu/en/index.htm>

² The European CV can be downloaded from the website <http://europass.cedefop.europa.eu/htm/index.htm>

Applications, preferably in English, should be sent *by e-mail* to:

EAC-ETF-VACANCY@ec.europa.eu

Applicants who are not able to send their application by e-mail may send it by registered post or express courier service to:

Ms Belén Bernaldo de Quirós
European Commission
Directorate General for Education and Culture
Office MAD0 7/03
BE 1049 Brussels (Belgium)

Candidates are asked to report any potential change of address in writing without delay to the address above.

For further information concerning the vacancy you can contact Ms Bernaldo de Quirós, Head of Unit EAC.A.3 (e-mail: belen.bernaldo-de-quiros@ec.europa.eu, telephone +32-2-296 03 12)

Closing date

Applications must be sent by e-mail and by registered post no later than **10 November 2008** (date of e-mail or date as postmark for registered mail).

Applications sent by express courier service must be delivered to the address above before 17.00 hrs (Brussels time) on **10 November 2008**.

The Commission reserves the right to prolong the closing date of this vacancy by publication in the Official Journal of the European Union only.

Important information for candidates

Candidates are reminded that the different selection committee's works are confidential. It is forbidden for candidates to make direct or indirect contact with their members or for anybody to do so on their behalf.

Protection of personal data

The Commission will ensure that candidates' personal data are processed as required by Regulation (EC) N°45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data. This applies in particular to the confidentiality and security of such data (Official Journal of the European Union L8 of 12 January 2001).