

**INTER-INSTITUTIONAL/EXTERNAL NOTICE OF VACANCY****Permanent Post¹**

Cedefop invites applications for drawing up a list of suitable candidates for the position of a

HEAD OF AREA RESEARCH AND POLICY ANALYSIS

Initial contract period: 4 years

AD 10

The employer: Cedefop

Cedefop is the European Agency to promote the development of vocational education and training (VET) in the European Union. It provides policy analysis and research and supports European VET policy development and implementation and is a recognised partner in the policy and scientific debates on VET.

Cedefop provides advice, research, analysis, information, and stimulates European cooperation and mutual learning. It supports the development of VET and evidence-based policy-making policy in areas such as, for example, anticipation of skill needs, improving understanding about qualifications and skills to support mobility across borders and investing in VET.

Cedefop works closely with the European Commission, governments, representatives of employers and trade unions, as well as with researchers and practitioners. It provides them with up-to-date information and analysis on developments, experience and innovation in VET, and forums for policy debate.

Cedefop was founded in 1975 and since 1995 is located in Thessaloniki, Greece. It has approximately 130 staff. Cedefop's working language is English.

Cedefop offers a challenging environment with flexible work organisation and individual responsibility. As a learning and knowledge development and sharing organisation, Cedefop promotes excellent opportunities for continued professional development.

For more information on the Agency, see www.cedefop.europa.eu

(¹) See the section on contractual conditions

Area Research and Policy Analysis (RPA)

Area RPA provides sound research and analysis for evidence-based and informed policy making in vocational education and training (VET).

VET research analyses, reviews and reports on current issues and trends in VET and related fields. It investigates the links between VET, the labour market and the economy. VET research also promotes cooperation and exchange with the research community and fosters networking and communication between researchers, policy-makers and practitioners.

VET policy analysis monitors progress towards EU policy goals for VET set by Member States, the European Commission and the social partners and reports on developments and achievements in major policy areas. Work includes comparative analysis of information provided by Cedefop's European network of reference and expertise in VET (ReferNet), insights from stakeholders, academic research as well as of studies undertaken by Cedefop, the European Commission and other national and international organisations.

Area RPA provides much needed analysis of current and future skill needs in Europe. It undertakes various European-level research activities and produces regular skill supply and demand forecasts. Cedefop also investigates skill and competence needs in selected sectors and currently explores a common European approach to employers' surveys on skill and training needs.

The job profile

We are looking to recruit a Head of Area Research and Policy Analysis who combines an outstanding research track record with leadership skills and sound management experience.

Key accountabilities

Reporting to the Deputy Director, the Head of Area Research and Policy Analysis provides the necessary expertise and leadership to focus work on achieving the strategic, specific and operational objectives of Cedefop and to support the agency's further development and success.

The Head of Area leads and supervises the Area Research and Policy Analysis work programme and sets specific and operational objectives for policies and actions.

The Head of Area co-operates with and supports the Directorate in strategic decision making, as well as in the implementation and evaluation of Cedefop's priorities and programmes. S/he is directly responsible for managing the human and financial resources of the Area ⁽²⁾ as well as for the performance management of Area Research and Policy Analysis Area staff. S/he also monitors the overall Area performance, using Cedefop's performance measurement system.

⁽²⁾ Area Research and Policy Analysis currently has about 27 staff members (19 of whom are experts/senior experts)

Specific responsibilities include:

Area management

- Programme, organise and supervise the correct functioning of the Area, including management of human and financial resources;
- Define, coordinate and implement the strategies and policies of the Area, on the basis of Cedefop's medium-term priorities and work programme;
- Ensure that human and financial resources are allocated and used in an efficient, effective, transparent and economic manner;
- Provide regular feedback on staff performance and ensure human resources development.

Project management

- Define, plan, coordinate and supervise research and policy analysis activities in the Area;
- Coordinate and supervise, within the scope of his/her responsibilities, the launch of calls for tender, evaluation and selection of proposals;
- Ensure the dissemination and promotion of project results;
- Present Cedefop's activities at meetings, public conferences and other occasions.

Internal cooperation and coordination

- Contribute to internal communication and knowledge sharing within Area Research and Policy Analysis and with the two other Cedefop operational areas ⁽³⁾ and services and the Directorate;
- Contribute to Cedefop's annual work programme, medium-term priorities, management planning, internal strategies and progress reporting.

Budget planning, supervision and reporting

- Define budget requirements and priorities and internal allocation within the Area's projects and budget lines;
- Verify and validate in his/her capacity as authorising officer the financial and budgetary aspects of projects carried out under his/her responsibility, and as laid down in the act of delegation.

⁽³⁾ Area Enhanced Cooperation in VET and Lifelong Learning (ECVL) and Area Communication, Information and Dissemination (CID)

Eligibility criteria

To be considered eligible, applicants must:

- Be a citizen of one of the member states of the European Union;
- Have a level of education which corresponds to completed university studies attested by a diploma and, at least 12 years proven full-time equivalent professional experience, after having obtained the university degree, when the normal period of university education is four years or more

or

a level of education which corresponds to completed university studies attested by a diploma and, at least 13 years proven full-time equivalent professional experience after having obtained the university degree, when the normal period of university education is three years;

- Have a thorough knowledge of one of the languages of the Communities and satisfactory knowledge of another language of the Communities;
- 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).

Selection criteria

Education and experience

- The 12 (or respectively 13, see above) years of full-time equivalent professional experience must have been acquired in positions with increasing responsibility and which combined at least:
 - 8 years full-time equivalent relevant professional experience at a senior level (as indicated by the responsibilities listed above) in education/training/employment research and policy analysis, documented by three or four relevant recent publications (copies of publications should be attached either in hardcopy or electronic form) and
 - 3 years of human and financial resource management experience;
- A university degree in economic/social sciences;
- Recognised expertise in the field of education, training and employment policies, as evidenced by publications, public speeches etc;
- Experience of working in a multidisciplinary approach.

⁴ Before the appointment, the successful candidate must undergo a medical examination to establish that s/he is physically fit to perform the duties of the post.

Specialist knowledge and skills

- The capacity to innovate and bring new insights, based on an excellent understanding of economic and social science research;
- Knowledge of EU policies and programmes covered by the Area.

General management skills, including:

- Proven capacity to lead at strategic and internal management levels and deliver results;
- The ability to build productive and cooperative working relationships in an intercultural and/or multidisciplinary context;
- Negotiation, problem solving and conflict resolution skills.

Communication skills

- Excellent drafting and presentation skills to convey the contents and implications of the outcomes of Cedefop's and the Area's work to different stakeholders, in oral and written form;
- Excellent knowledge of English, including very strong drafting, editing and oral skills;
- Very good language skills – oral and written – in at least one other EU language;
- Strong communication and interpersonal skills, enabling the candidate to lead discussions, chair meetings and communicate clearly.

Technical knowledge:

- Good knowledge of administrative and financial issues related to staff and project management and procurement;
- Very good ability to operate standard computer applications.

Additional assets

- Proven experience of transnational policy analysis and research projects;
- Proven experience in leading intercultural and/or interdisciplinary teams;
- Knowledge of EU financial regulations and procurement procedures;
- A good command of a third EU language.

Selection procedure

Eligibility of candidates will be assessed according to compliance with all eligibility criteria by the closing date for the submission of applications. Candidates who most closely meet the selection criteria will be invited for written tests and an interview.

The Selection Board's work and deliberations are strictly confidential and any contact with the board members is strictly forbidden.

Please note: It is intended to hold tests and interviews in **Thessaloniki, on 20-21 April 2010** (subject to change).

A list of suitable candidates will be drawn up by Cedefop. Candidates must obtain a minimum score of 60% in the written tests and interviews to be proposed for admission to the list of suitable candidates.

The list may be used as a reserve for recruitment, should vacancies arise. Applicants will be informed that they are on the list. Inclusion in the list does not guarantee recruitment.

The list will be valid until 30/12/2011 and may be extended.

Contractual conditions

The contract is for four years with the possibility of renewal. Candidates should note that a permanent post provides an opportunity for EU officials to transfer to Cedefop. For candidates who are not EU officials, the contract is for four years with a possible renewal of a further two. However, the possibility does exist that a successful candidate who is not an EU official can be offered an indefinite contract after the renewal of two years.

The terms of employment are those described in the Staff Regulations of the European Communities and in the Conditions of Employment of Other Servants of the European Communities (cf. articles 8 to 50a referring to temporary staff).

The successful candidate will be recruited in the grade AD 10. The basic monthly salary for the grade AD 10 (Step 1) is approximately 7,800€. In addition to the basic salary, the staff member may be entitled to various allowances, in particular a management allowance, a household allowance, expatriation allowance (16% of basic salary + household allowance), dependent child allowance and education allowance. The salary is subject to a Community tax deducted at source and it is exempt of national taxation.

Example: a staff member with 2 dependent children who is entitled to expatriation allowance will have a net salary of approximately 8,100€.

Cedefop also offers a comprehensive welfare package including pension scheme, medical, accident and occupational disease insurance coverage, unemployment and invalidity allowance. Under certain circumstances, in particular where staff members are obliged to change their place of residence in order to take up employment, the Agency may also reimburse various expenses incurred on recruitment, notably removal expenses.

For any further information on the contractual and working conditions please refer to the Staff Regulations of Officials of the European Communities and the Conditions of Employment of other Servants of the European Communities which is accessible at the following address:

http://ec.europa.eu/civil_service/docs/toc100_en.pdf

Recruitment will take place under the condition that corresponding budget appropriations and a vacant post are available.

The place of employment is Thessaloniki where Cedefop has its official seat.

Please note: For operational reasons, the successful candidate is expected to **take up duties on 1 September 2010.**

Equal opportunities

Cedefop applies a policy of equal opportunities and takes care to avoid any form of discrimination.

Submission of applications

A detailed curriculum vitae preferably using the European format (see our website www.cedefop.europa.eu), copies of diploma, certificates, recommendation letters and a letter of motivation of not more than 2 pages as well as copies of 3-4 recent and relevant publications (publications, preferably electronically: i.e.: on CD ROM) should be sent to the following address:

Cedefop
European Centre for the Development of Vocational Training
c/o Mail Registration Agent
Ref.: CEDEFOP/2010/1/AD
P.O. Box 22427
GR- 55102 Finikas (Thessaloniki)
GREECE

Candidates should send four copies of their application set: CV and all supporting documents, in order to facilitate the selection process. With the exception of the publications, the documents should be sent as separate sheets, without stapling or binding. Candidates should not send original diplomas or certificates.

In order to be considered, the application documents **must** clearly quote on the envelope the vacancy reference number and be sent by registered post no later than

1 March 2010 at 23:59 Central European Time (date of post registration).

Candidates must be able to produce proof of registration if requested. Applications delivered via e-mail will not be accepted.

Reference number: CEDEFOP/2010/1/AD

Appeal procedures

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 of the European Communities and Conditions of employment of other servants of the European Communities, at the following address:

The Director
CEDEFOP
P.O. Box 22427
GR-55102 Thessaloniki (Pylea)
Greece

The complaint must be lodged within 3 months after information of the candidate on the final outcome of the procedure.
