



European Centre for the  
Development of Vocational Training

## **NOTICE OF VACANCY**

**REF. CEDEFOP/AD/2007/1**

Cedefop invites applications for the drawing up of a reserve list for the position of:

### **PROJECT MANAGERS – RESEARCH, ANALYSIS AND POLICY AND PROGRAMME EVALUATION**

Temporary post(s)

AD 5

M/F

The European Centre for the Development of Vocational Training (Cedefop) is an Agency of the European Union. It supports the European institutions, the governments of Member States and the social partners – employers' representatives and unions – in the development of vocational education and training (VET). Cedefop has approximately 130 staff and is based in Thessaloniki, northern Greece. For more information on the Agency, see [www.cedefop.europa.eu](http://www.cedefop.europa.eu). Cedefop offers an exciting work environment with flexible work organisation and high levels of individual responsibility. As a learning and knowledge development and sharing organisation, Cedefop promotes excellent opportunities for continued professional development of staff members.

Cedefop is calling for applications to establish a reserve list. Candidates on the reserve list may be offered a contract with a duration of 5 years. Contracts may be renewed based on the organisation's needs.

Expert posts will be offered in all operational areas which deal with VET research, analysis, statistics, monitoring, evaluation and reporting, including the links between VET and the economy, the labour market and the economic sectors. The aim is to analyse – in a European and international context – VET developments, identify new issues and demands, explore their significance for innovation and development, and thus to increase the transparency of systems and processes associated with learning and training. Enquiry is carried out in-house, by commissioning studies and reports, organising meetings and conferences, and through networking. All activities are directed to clarifying the implications of findings for, and their transfer into, policy and practice.

## **RESPONSIBILITIES AND TASKS**

In the framework of Cedefop's mission, medium-term priorities and annual work programme, the successful candidates will be appointed as project managers.

Depending on the operational area and project to which successful candidates are allocated, the tasks relating to each of the project fields are outlined below:

### **PROJECT 1: EDUCATION/TRAINING AND THE LABOUR MARKET**

- Undertake research on the links between education/training and the labour market and economy by taking into account, for example, structural and demographic change and social issues;

### **PROJECT 2: VOCATIONAL EDUCATION AND TRAINING POLICY**

- Analyse, monitor and evaluate education and training policies and programmes related to the priorities set in the Copenhagen – Maastricht – Helsinki process ([www.trainingvillage.gr/policyanalysis](http://www.trainingvillage.gr/policyanalysis)) in close collaboration with stakeholders and networks at national and European levels and considering, for example, issues such as governance, and policies for target groups;

### **PROJECT 3: ANTICIPATION OF SKILL NEEDS**

- Contribute to the analysis and anticipation of skill needs, job requirements and skill mismatch at company, sectoral, regional and national levels and ensure close links to related European education and employment policies;

### **PROJECT 4: DEVELOPMENT OF STATISTICS AND INDICATORS**

- Carry out work concerning the use, analysis and provision of relevant statistics and indicators, development and management of internal statistical databases and inventories of methodologies and classifications;

### **PROJECT 5: STUDY VISITS PROGRAMME**

- Contribute to the coordination and evaluation of study visits in the framework of the new lifelong learning programme.

## **TRANSVERSAL JOB FUNCTIONS**

- Develop and maintain working relations with relevant stakeholders, networks, partner organisations and working groups, the European Commission and other European and international institutions;
- Contribute to Cedefop's internal communication and knowledge-sharing including work programmes and progress reports;
- Ensure promotion and dissemination of outcomes taking into account Cedefop's main stakeholders and target groups;
- Supervise, motivate and support secretarial staff and trainees to ensure delivery of high quality outputs, effective working methods and good communication;
- Contribute to the sound implementation of procurement, administrative and financial procedures in compliance with the legal and financial regulations applied by Cedefop.

## **FORMAL REQUIREMENTS**

To be considered eligible, applicants must satisfy the following requirements on the closing date for the submission of applications:

- 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 when the normal period of university education is four years or more  
**or**  
a level of university education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least 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.

## **PROSPECTIVE APPLICANTS WILL BE ASSESSED AGAINST THE FOLLOWING CRITERIA**

### **Education, knowledge and experience**

- A university degree in social sciences (economics, sociology, statistics, education sciences, political sciences and the like);
- In addition to the eligibility criteria stated above, at least 2 years professional experience (full time equivalent) in carrying out education/training and/or labour market research, or analysis, or monitoring and evaluation attested by published scientific work (articles, books, etc.);
- Knowledge of socio-economic research issues related to education/training and/or the labour market and their European dimension;
- Very good knowledge of English, including drafting and oral skills;
- A good command of IT (MS-Office, Internet).

### **Professional competences and skills**

- Sound experience and methodological skills in economics/sociology of labour or education and/or labour market research, or in policy and programme evaluation or in statistics;
- Solid analytical skills and a keen interest in, and understanding of, research issues in the field of education and training and employment policy and their political, economic and social context;
- Ability to plan, coordinate, carry out and supervise projects, to set priorities and deliver results to schedule and budget;
- Ability to identify key issues and important trends related to VET and commitment to continuous professional and personal development;
- Excellent communication skills and ability to lead discussion and present work accurately and convincingly in meetings and conferences;

- Ability to work cooperatively and effectively in an international, multicultural and multidisciplinary team;
- Persistence, task focus and result-orientation;
- A good command of statistical methods and statistical software packages (for project field 4).

#### **THE FOLLOWING CHARACTERISTICS WILL BE CONSIDERED AS ADDITIONAL ASSETS**

- Advanced university degree attested by a Masters or a PhD;
- Knowledge of EU policies and research on VET;
- Good command of quantitative analysis;
- Active involvement in international activities related to the tasks described above;
- Understanding of public procurement procedures.

#### **CONTRACTUAL CONDITIONS**

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 grade for this position is: **AD5**. The basic monthly salary of an official/temporary agent in the first step at AD5 level, before any deductions or allowances, is at present approximately EUR 3,920 and not subject to national taxation.

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

The place of employment is Thessaloniki, Greece.

#### **SELECTION PROCEDURE**

Eligibility of candidates will be assessed in compliance with all formal requirements by the closing date for the submission of applications. Selected candidates will be invited for an interview and/or written tests.

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

#### **RESERVE LIST**

Further to the interviews and tests, the Selection Board will propose to the Director a reserve list of the most suitable candidates. The Director will decide on the establishment of the list. When a post becomes vacant, the Director may offer a contract of employment to a successful candidate from the established reserve list.

Candidates should note that inclusion on the reserve list does not guarantee recruitment.

The reserve list will be valid until 30/06/2008 and may be extended at the discretion of the Appointing Authority.

### **EQUAL OPPORTUNITIES**

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

### **SUBMISSION OF APPLICATIONS**

Applicants shall **clearly indicate which project (or projects) they are applying for.**

A detailed curriculum vitae (required: European format; see our site [www.cedefop.eu.int](http://www.cedefop.eu.int); no other format will be accepted), certificates, references and a motivation letter should be sent to Cedefop by post to the following address:

Cedefop  
c/o Mail Registration Agent  
Ref.: CEDEFOP/AD/2007/1  
PO Box 27 - Finikas  
GR- 55102 Thessaloniki

Applications must be sent by **registered post** no later than **23 March 2007** at 23:59 Central European Time (date of post registration) and clearly quote on the envelop the vacancy reference number.

Candidates shall send **four copies** (one original + 3 copies) of their application in order to facilitate the selection process. The four copies should be sent in sets (separate sheets, without stapling or binding).

**Reference number: CEDEFOP/AD/2007/1**

Applications must be sent in an official Community language. Where the application is not in English, a copy of the application in English must also be provided.

\*\*\*\*\*