RECRUITMENT PROCEDURE
REF.: ETF/REC/04/67

The ETF (European Training Foundation) is seeking to recruit for its Personnel Unit an:

ADMINISTRATIVE ASSISTANT
Temporary Agent (B*3)
F/M

The ETF is an agency of the European Union (EU) and one of the decentralised Community bodies. As a centre of expertise, the ETF contributes to sustainable socio-economic development by enabling our partner countries¹ to reform their vocational education and training systems mainly through the EC Phare², CARDS³, Tacis⁴ and MEDA⁵ Programmes. It also provides technical assistance to the European Commission for the implementation of the Tempus Programme in the field of higher education. It is based in Turin, northern Italy and has a staff of approximately 100. Further details about the ETF can be found on our website: http://www.etf.eu.int

CONTEXT
The Personnel Unit, which is part of the Administration and Central Services (ACS), is responsible for developing HR policies and for providing guidelines and tools to implement them, and for all activities in the area of personnel administration. The Unit provides advice and support to the Directorate and line managers on HR matters, and has close relations with the staff. The Unit has an annual budget of about 11 millions Euro and a staff of 5.

The ETF offers an exciting work environment with flexible work organisation and high levels of individual responsibility. As a learning and knowledge sharing organisation, the ETF promotes and offers excellent opportunities for continued professional development of its staff.

The European Training Foundation is an equal opportunities employer.

RESPONSIBILITIES
Reporting to the Head of Personnel, the successful candidate will:

- Provide assistance in the implementation of recruitment procedures (administrative support to the organisation of recruitments, ad hoc participation in recruitment panels …);
- Provide assistance in the area of personnel administration (staff individual rights, implementation of the medical scheme, management of staff personal files…);
- Contribute in the area of Human Resources Development (especially in the administrative organization of ETF internal staff development activities);
- Contribute in financial and procurement issues (budgetary financial transactions, management of contracts…);
- Contribute to ad hoc development projects to increase the service level of the Unit;
- Provide overall support to the functioning of the Unit.

¹ The ETF partner countries and territories are: Albania, Algeria, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, Egypt, Former Yugoslav Republic of Macedonia, Georgia, Israel, Jordan, Kazakhstan, Kyrgyzstan, Lebanon, Moldova, Morocco, the Palestinian Authority, Romania, Russian Federation, Serbia and Montenegro, Syria, Tajikistan, Tunisia, Turkey, Turkmenistan, Ukraine, and Uzbekistan.
² http://europa.eu.int/comm/enlargement/pas/phare/
³ http://www.europa.eu.int/comm/external_relations/see/index.htm
⁴ http://www.europa.eu.int/comm/external_relations/ceeca/index.htm
⁵ http://europa.eu.int/comm/external_relations/med_mideast/intro/
REQUIRED COMPETENCES AND SKILLS

- Good communication and interpersonal skills, and the ability to establish and maintain effective working relations with people of different national and cultural backgrounds;
- Ability to work in a small multi-service unit;
- Good organisational skills, accuracy and a high sense of responsibility;
- Good knowledge of computerised office tools (Ms-Office applications such as Word, Excel);
- Capacity to maintain effective document and record management;
- Familiarity with using databases as an end user;
- Familiarity with using the Internet as a information resource tool;
- Very good knowledge of English and good knowledge of both Italian and French;
- Very high sense of confidentiality.

ADDITIONAL ASSETS

One or more of the following will be considered as assets:

- Relevant professional experience;
- Ability to analyse large volumes of data;
- Ability to meet deadlines and have an eye for detail;
- Knowledge of European Commission HR systems;
- Knowledge of EU Staff Regulations;
- Knowledge of Lotus Notes as a e-mail and groupware platform;
- Knowledge of monitoring and management information systems;
- Knowledge of Document / Record management principles;

FORMAL REQUIREMENTS

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

1. Be a national of an EU Member State⁶, or a national of an Acceding Country⁷;
2. Enjoy full rights as a citizen;
3. Have fulfilled any obligations imposed by law concerning military service;
4. Have a level of post-secondary education, of at least three years, attested by a diploma and at least two years of appropriate professional experience after that diploma, or have a level of secondary education attested by a diploma giving access to post-secondary education and at least five years of appropriate professional experience after that diploma;
5. Have a thorough knowledge of one of the languages of the Communities and satisfactory knowledge of another language of the Communities.

CONTRACTUAL CONDITIONS

The ETF is seeking to fill a vacant Temporary Agent (B*3) position. The successful candidate will be offered a Temporary Agent contract, which has a three-year duration, according to article 2(a) of the Conditions of Employment of Other Servants of the European Communities. The contract might be extended according to article 8 of the CEOS.

The basic monthly salary of a Temporary Agent B*3 (step 1) amounts to € 2,976.76. The salary is free of national taxation. In addition, ETF offers attractive benefits in line with those of European Union Civil Servants. Further details about the contractual conditions offered by the ETF can be found in the How to apply section of the ETF website.

SELECTION PROCEDURE

Eligibility of candidates will be assessed according to compliance with all formal requirements by the closing date for the submission of applications.

Eligible candidates whose application shows evidence of all required competences and skills may be invited for an interview, which will be held for the most part in English. Candidates invited for an interview may be asked to undergo a written test.

⁶ EU Member States are: Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, United Kingdom.
⁷ The Acceding Countries are: Bulgaria and Romania.
The interviews will take place on 4 October 2004.

Selection committee members: Nadège Perrine, Rita Szettele, Andrew Martin. Please note that the selection committee’s work and deliberations are strictly confidential and that any contact with the selection committee members is strictly forbidden.

Prior to contract signature, the successful candidate will be asked:
- to provide original or certified copies of all relevant documents proving his/her eligibility, including an extract from his/her police file;
- to undergo a compulsory medical examination to establish that he/she meets the standard of physical fitness necessary to perform the duties involved.

Please note that this call may be used for the recruitment of a similar post, for a period of 18 months following the closing date stipulated. Therefore candidates whose names are put on a reserve list could be offered a contract during this period of time.

SUBMISSION OF APPLICATIONS
Interested candidates are invited to send their application through the Job vacancies section of the ETF website. The following documents, preferably in English, must be provided:
- a motivation letter (free format),
- a curriculum vitae in European format, available on the ETF website.

Alternatively, applications may also be sent by fax to the ETF Personnel Unit at the following number: (+39) 011 630 23 88.

In order to be considered, applications must be received by the closing date for submission and, if sent by fax, clearly quote the reference number ETF/REC/04/67

Closing date for the submission of applications: 10 September 2004 at 23.59 (Central European Time)

ETF is an equal opportunities employer. Applications from qualified candidates of both genders are encouraged.

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