

The ETF (European Training Foundation) is seeking to recruit statistician and data analyst officers – Creation of a reserve list (Contract Agent Function Group IV)

Is this job for you?

Do you have professional experience in collecting, verifying, storing and managing surveys and administrative data?

Are you able to perform data quality assurance, data handling and database updating?

Do you enjoy working in a dynamic international environment?

If so, this could be the job for you.

Send us your application by 13 May 2019, following the instructions on page 4 carefully.

What are we offering?

Contract: Contract Agent – Function Group IV

Contract duration: 3 years, renewable

Probation period: 9 months

Typical salary for CA FG IV: for a single employee with up to seven years of relevant work experience, with no expatriation allowance: approximately € 2,800 net/month. For an employee, with up to seven years of relevant work experience, with expat allowance and 1 child: approximately € 4,100 net/month.

Who are we?

The European Training Foundation (ETF) is a European Union agency that helps transition and developing countries¹ harness the potential of their human capital through the reform of education, training and labour market systems, and in the context of the EU's external relations policy. Based in Turin, Italy, the ETF has been operational since 1994.

Our work is based on the belief that lifelong learning makes a vital contribution to prosperity, sustainable growth, and social inclusion. We deal with complex, multi-dimensional topics, recruiting and deploying experts from many disciplines to devise strategies, develop knowledge, and share insights.

Find out more about the ETF and what we do: www.etf.europa.eu

What's life in Turin like?

Turin has about a million inhabitants and is situated in the north west of Italy. The city has a rich culture and history and is becoming increasingly known for its art galleries, restaurants, palaces, parks, museums, gardens and theatres. It's also a great place for families and for outdoor life in the surrounding mountains, and lakes as well as along the Riviera Ligure, which is nearby.

Where's the job in the organisation?

The job will be in the Analysis and Coordination Unit, which is part of the Operations Department.

The **Operations Department** (OPS) is responsible for proposing and implementing the core mission of the ETF in line with the objectives, activities and results set in the agency's strategic, multiannual and annual work programmes.

¹ The ETF partner countries are: Albania, Algeria, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Egypt, North Macedonia, Georgia, Israel, Jordan, Kazakhstan, Kosovo (this designation is without prejudice to positions on status, and is in line with UNSC 1244 and the ICJ Opinion on the Kosovo declaration of independence), Kyrgyzstan, Lebanon, Libya, Montenegro, Morocco, Palestine (this designation shall not be construed as recognition of a State of Palestine and is without prejudice to the individual positions of EU Member States on this issue), Moldova, Russia, Serbia, Syria, Tajikistan, Tunisia, Turkey, Turkmenistan, Ukraine, Uzbekistan.

Job profile

The ETF is seeking to establish a reserve list of **statistician and data analyst officers**. Reporting to a Head of Unit, the successful candidates will work on collecting, verifying, storing and managing various data, both micro-data and aggregated data, which will be collected online and via other public sources in different formats, and stored in a corporate database.

Furthermore, the statistician and data analyst officers will provide methodological advice on statistics to other units/departments, according to the requirements of the ETF work programme.

KEY ACCOUNTABILITIES

- Developing and maintaining the ETF collection of statistics and indicators in the fields of education, and/or training and/or labour market;
- Performing data quality assurance, data handling and database updating;
- Developing data collection tools;
- Evaluating data availability, validating administrative and survey data, compiling information about sources and methods of statistical data;
- Liaising with national statistical offices and international organisations operating in the above fields;
- Visualising findings from statistical work (tables, graphs, etc.).

Eligibility Criteria

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

1. Be a national of one of the Member States of the European Union;
2. Enjoy full rights as a citizen;
3. Have fulfilled any obligations imposed by law concerning military service;
4. Be physically fit to perform the duties linked to the post;
5. Have a level of education which corresponds to completed university studies of at least three years attested by a diploma, followed by at least one year of appropriate professional experience;
N.B.: Only diplomas that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities in the said Member States can be taken into consideration.
6. Have a thorough² knowledge of one of the languages of the EU and have a satisfactory³ knowledge of another language of the EU, to the extent necessary for the performance of the duties.

Moreover you must be able to serve a full three-year term before reaching the retirement age of 66.

Selection Criteria

PROFESSIONAL EXPERIENCE

Candidates must have at least three years of professional experience working with statistics in the fields of education, and/or training and/or labour market as per the job profile (see the section above).

In addition, candidates must have the key competences and skills listed below:

TECHNICAL

- Proven capacity in handling complex data sets using specialised statistical tools (e.g. SPSS, STATA, Python or similar);
- Proven experience of work with official statistical data and indicators at a national, and/or EU and/or international level;
- Proven excellent command of Excel;
- Thorough⁴ writing, reading, speaking and listening skills in English.

² Equivalent to C1 level in all dimensions as defined in the [European framework of reference for languages](#)

³ Equivalent to B2 level in all dimensions as defined in the [European framework of reference for languages](#)

⁴ Equivalent to C1 level in all dimensions as defined in the [European framework of reference for languages](#)

CORE

- Very good analytical skills;
- Very good service orientation skills;
- Very good organisational skills;
- Very good team working skills;
- Very good communication skills.

ASSETS

- University degree in statistics;
- Professional experience in the ETF partner countries;
- Satisfactory⁵ knowledge of Russian.

Selection Procedure

Please note that the Selection Assessment Board's (SAB) work and deliberations are strictly confidential and any contact with them is not allowed. Please be aware that contacting members of the SAB constitutes grounds for disqualification from the selection procedure.

The selection procedure will be carried out in three phases:

Phase 1 – Screening of CVs

1.1 ELIGIBILITY

Compliance with the **eligibility criteria and the formal requirements** will be assessed on the basis of the form and content of the requested documents (see the “Formal Requirements” paragraph in the section “Submission of applications”).

1.2 SELECTION FOR INTERVIEW

On the basis of the CV and the Selection Criteria form provided, the SAB will assess applications against the professional experience, required technical key competences and skills as well as the declared assets and the required level of English (*see footnote 4*). The most relevant applicants will be invited⁶ for phase 2.

Phase 2 –Interviews and tests

The SAB will assess the applicants' professional experience, required key competences and skills as well as the declared assets by means of an interview and written test(s). Such test(s) will involve at least an anonymous part.

The interview and technical tests will cover the following areas:

- General aptitude and language skills to the extent necessary for the performance of the duties linked to the post;
- Specific competences according to the job profile;
- Knowledge of European integration and its institutions.

This phase is expected to take place in June 2019 and will be held primarily in English.

Upon completion of this phase, the SAB will put forward a list of applicants considered the most in line⁷ with the job profile for decision of the ETF Director.

Phase 3 – Establishment of the reserve list and possible job offer(s)

The Director will establish a reserve list with the most suitable candidates.

This list will be valid for up to twelve months from the date of its establishment and its duration may be modified by decision of the Director. Inclusion in this list does not guarantee a job offer.

When a position becomes vacant or needs to be covered, the Director may offer a job to a candidate in the list whose profile best matches the ETF's needs at that time.

⁵ Equivalent to B2 level in all dimensions as defined in the [European framework of reference for languages](#)

⁶ Around 10

⁷ Having reached at least 70% of the total score (interview and written test)

Contractual Conditions

The contract of employment that may be offered to the successful candidates is a three-year contract, renewable, as Contract Agent, Function Group IV, subject to a probation period of nine months.

Contract Agent contracts are in accordance with article 3(a) of the Conditions of Employment of Other Servants (CEOS) of the European Communities.

Under this type of contract, the employee is bound by the CEOS of the European Communities as well as the relevant Implementing Rules.

The ETF will be bound to the contract of employment offered only in case the successful candidate, prior to the contract signature, has:

- Provided original or certified copies of all relevant documents proving his/her eligibility, including a clean police report;
- Undergone a compulsory medical examination that establishes s/he meets the standard of physical fitness necessary to perform the duties involved;
- Has informed the ETF of any actual or potential conflict of interest and has been considered as having no personal interest such as to impair his/her independence or any other conflict of interest.

SALARY & BENEFITS

- The salary is based on the Community scale of salaries. Pay is subject to Community tax and other deductions laid down in the Staff Regulations and CEOS of the European Communities. Remuneration is, however, exempt from any national taxation on salary;
- Various allowances, in particular family allowances and expatriation allowance (4% or 16% of basic salary) may be granted where applicable.

Submission of applications

Candidates are invited to send their applications via the ETF website, "[recruitment](#)" page.

The **closing date** for the submission of applications is **13 May 2019 at 23.59 (Central European Time)**.

Applicants are strongly advised not to wait until the last day to submit their applications since heavy internet traffic or a fault with the internet connection could lead to difficulties in submission. The ETF cannot be held responsible for any delay due to such difficulties.

FORMAL REQUIREMENTS:

The following documentation must **all** be provided **by the closing date**, preferably in English:

- A typed **motivation letter** of no more than one page, explaining why the candidate is interested in this position;
- A **curriculum vitae** using the [Europass CV format](#) (other formats will not be considered);
- The form named '**Selection criteria form**' available on the ETF website to indicate how the candidate matches each of the points under the Selection Criteria section, duly filled.

Please note that only applications submitted online through the ETF website, using the [Europass CV format](#) and comprising all information and/or documents listed under "formal requirements" above will be accepted.

If any one of the above listed documents is missing or eligibility criteria are not met, the application will not progress any further.

ADDITIONAL INFORMATION:

Due to the high volume of applications, only applicants invited for interview will be contacted further.

The application documents provided during the selection procedure will not be returned to candidates, but will be kept on file at the ETF for as long is necessary for the process and then destroyed.

EU legislation on personal data protection and confidentiality of information will apply to all personal data collected for this selection process.

More information is available in the [Privacy statement for job applicants](#) on the ETF website.

Applicants who consider that their interests have been prejudiced by any decision related to the selection procedure can take lodge a complaint following the instructions available on the ETF website under [Appeal](#).