



European Centre for the
Development of Vocational Training

NOTICE OF VACANCY

REF.: 4312/15/2006

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

PROJECT MANAGER IN THE FIELD OF VET (VOCATIONAL EDUCATION AND TRAINING), LIFELONG GUIDANCE, POLICY ANALYSIS AND DEVELOPMENT

Temporary post

A*7¹

F/M

The **EUROPEAN CENTRE FOR THE DEVELOPMENT OF VOCATIONAL TRAINING** (Cedefop) is an Agency of the European Union. The aim of the Centre is to assist the Commission in encouraging, at Community level, the promotion and development of vocational education and training (VET) and of in-service training. As the European Union's reference centre for VET, Cedefop provides policy-makers, researchers and practitioners with information to allow them to have a clearer understanding of developments in VET and to take well-informed decisions on future action.

In line with the European treaties, Cedefop promotes the European and international dimensions of education and training systems by encouraging and facilitating mutual learning (between countries, professional communities and individual citizens).

Cedefop has approximately 130 staff and is based in Thessaloniki, northern Greece. For more information on the Agency, see www.cedefop.eu.int.

Work in Area "*Reporting and facilitating a concerted approach*" focuses on reporting activities on national and European VET developments including comparable up-to-date information on a range of key VET-related issues. The Area work also focuses on deepening cooperation through networking and joint reflection to achieve a common understanding of key VET concepts. This is intended, in the context of the Education and

¹ This selection procedure is being published at grade A*7 pursuant to the provisions of the Staff Regulations. Under the rules laid down in Articles 12 and 13 of Annex XIII to the amended Staff regulations and Article 1 of the Annex to the Conditions of employment of other servants of the European Communities ('CEOS'), A*7 is to be replaced from 1 May 2006 by grade AD 7.

Training 2010 work programme and the Copenhagen process, to promote debate and to enable policy makers to relate better and benchmark their activities within the European context as well as to support policy-makers to reach appropriate and well-founded decisions for future actions.

Supporting policy-makers and other stakeholders at European and national levels to improve monitoring of current VET and developments and plan future VET policies is the main aim of the Area activities.

The Area is organised in two activity fields:

1. Reporting on VET developments; and;
2. Supporting the implementation of the Education and Training 2010. Activities include technical and scientific support and expertise provided to the European Commission in the implementation of the Education and Training 2010 agenda. The VET specific component of this work is defined by the cooperation agreements between Member States and social partners (Copenhagen declaration 2002 and Maastricht Communiqué 2004).

RESPONSIBILITIES AND TASKS

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

The responsibilities and tasks of the project manager are the following:

Provide scientific and technical support to the vocational education and training (VET) and Lifelong Learning (LLL) related parts of the Education and Training 2010 process by:

- contributing to the ongoing work on lifelong guidance, in particular supporting the European Commission in: positioning guidance provision within national lifelong learning strategies; following-up the implementation of the Council Resolution² on guidance throughout life and the Maastricht Communiqué national-level priorities by promoting the use of the common European reference tools for guidance;
- facilitating the communication and cooperation of the European-level working groups in the Education and Training 2010 process, including moderation and updating of electronic platforms for relevant and interested stakeholders at all levels;
- carrying out and coordinating thematic studies and comparative analyses and disseminating their outcomes;
- organising and chairing mutual learning meetings on key aspects of lifelong guidance and disseminating related reflection papers and summary reports;

² To see the full text of the Resolution go to:

http://europa.eu.int/comm/education/policies/2010/doc/resolution2004_en.pdf

- contributing to and participating in European-level seminars and events organised by Cedefop and third parties;
- encouraging Member States to increase their cooperation in lifelong guidance through exchanges of models, methods and good practice.

In particular, support will have to be provided on:

- analysis of Member States' progress in implementing the Council Resolution on guidance throughout life, the identification of achievements made and recommendations on how the remaining challenges can best be addressed;
- deepening analysis on the four key priorities of the Resolution: broadening access to guidance provision across the lifespan; developing the competences to manage career and learning; improving quality assurance of guidance provision and strengthening structures for policy and systems development; .
- disseminating, testing and refining the draft guidance tools developed (i.e. the common aims and principles for lifelong guidance; the draft common reference points for quality assurance systems for guidance provision in Europe, the key features of a systems model of LLG for European countries) and developing necessary new tools (e.g. indicators for guidance provision);
- the development of a European Guidance Network;
- examining the contribution that guidance can make to achieving the Education and Training 2010 benchmarks;
- examining the role of guidance in supporting the validation of non-formal and informal learning.

For more information on the guidance project work done so far go to: <http://www.trainingvillage.gr> and under the "Projects and Networks" section select 'Guidance'.

Ensure overall project management from design to achievement of expected results and their dissemination in a cost-effective manner

- Define (and negotiate within the team/area and with the Head of Area) project objectives, expected outcomes and deliverables, budget, activities, timetable and planning, human resources and ensure adequate implementation and management.
- Manage public procurement procedures (with the technical support of Cedefop's competent service) including drafting terms of reference, selection and evaluation of offers, steering and follow-up of selected contractors with the aim to ensure best performance.

- Manage budgetary and financial aspects of the project(s), define budget requirements, and report to the Head of Area on the use of budget resources.
- Ensure promotion and dissemination of outcomes taking into account Cedefop's main stakeholders and target groups.

Contribute to the work of Cedefop

- Contribute to the design, planning and drafting of medium-term priorities, annual work programmes, progress and annual reports.
- Contribute to enriching internal communication and knowledge sharing within the Area and with other Cedefop services, participate in horizontal activities as appropriate.
- Develop and maintain good relations with external partner organisations in the Member States, with the Commission and other European bodies and with international organisations, including representing Cedefop and promoting its work at external meetings and conferences;
- Represent Cedefop and promote its work at external meetings, working groups and conferences.

Staff management and supervision

- Supervise, motivate and support experts, project secretarial staff and trainees to ensure the delivery of high quality outputs, a good (team) working atmosphere, effective working methods and good communication;
- Draft career development reports and act as reporting officer.

FORMAL REQUIREMENTS

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 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, political sciences, education sciences and the like);
- In addition to the formal criteria stated above, at least six years professional experience in carrying out VET policy analysis, VET-relevant studies and/or research also attested by published work (articles, books, etc.);
- Knowledge of a broad range of political, labour and education legislation and socio-economic issues, including statistics and empirical methods, related to VET and their European dimension;
- Knowledge and clear understanding of the development of European policies in vocational education and training;
- Excellent knowledge of English, including strong drafting and oral skills;
- A good command of IT user skills.

Professional competences and skills

- Sound experience and strong methodological skills in education, training and/or labour-market analysis;
- Strong analytical skills and a keen interest in, and understanding of, issues in the field of education and training and their political/social context notably on the European and international level;
- Ability to plan, coordinate, carry out and supervise projects, to set priorities and deliver results to schedule and within budget;
- Excellent communication skills, including clear and concise drafting and the ability to explain technical and complex issues to a wide range of audiences. Proven ability to lead discussion and present work accurately and participate convincingly in meetings and conferences;
- Ability to work cooperatively and effectively in a multicultural and multidisciplinary team;
- Willingness to travel and work in a highly demanding working environment;

- Ability to anticipate and accept new demands and challenges and to work constructively;
- Persistence, task focus and result-orientation;
- Ability to identify key issues and important trends related to VET and commitment to continuous professional and personal development.

THE FOLLOWING CHARACTERISTICS WILL BE CONSIDERED AS ADDITIONAL ASSETS

- A PhD;
- Knowledge of European institutions, their competences and linked policy issues;
- A good command of a third EU language, preferably French or German;
- Good understanding of public procurement procedures;
- Active involvement and experience in international or European projects or activities related to the tasks described above.

RESERVE LIST

A reserve list will be drawn up by Cedefop. The list will be used as a reserve for recruitment, should vacancies arise. Applicants should note that the inclusion to the reserve list does not guarantee recruitment.

The established reserve list may be used for recruitment on a similar post depending on the needs of Cedefop and on budget availability.

The reserve list will be valid until **31 December 2007** and may be extended.

CONTRACTUAL CONDITIONS

The initial contract is for five years with the possibility for renewal.

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 basic monthly salary of an official/temporary agent A*7 (step 1) amounts to EUR 5.020,26. The salary is subject to a salary weighting (currently 93.0%) but free of national taxation. In addition, Cedefop offers attractive benefits in line with those of the EU Staff Regulations.

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

EQUAL OPPORTUNITIES

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

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 written tests.

SUBMISSION OF APPLICATIONS

A detailed curriculum vitae (preferably European format; see our site www.cedefop.eu.int), certificates, recommendation letters and a cover letter should be sent to Cedefop by post at the following address:

Cedefop
c/o J. Kiorpelidou
Ref.: 4312/15/2006
PO Box 22427 – Finikas
GR- 55102 Thessaloniki

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

In order to be considered, applications must be received by the closing date for submission and clearly quote on the envelope the vacancy reference number.

Reference number: **4312/15/2006**

Applications should be sent **by registered post** no later than **26 June 2006** at 23:59 Central European time (date of post registration).

Applications must be sent in an official Community language, preferably accompanied by a translation in English, French or German where necessary.