



## VACANCY NOTICE FOR THE POST OF: ASSISTANT IN OPERATIONAL DEPARTMENTS

Deadline for applications	<b>Thursday 03 June 2021 – 13:00 Greek time (CET+1)</b>
Reference	Cedefop/2021/02/AST
Type of contract	Temporary agent 2f <sup>(1)</sup>
Function group/grade	AST 2 <sup>(2)</sup>
Initial contract duration	5 years renewable
Place of employment	Thessaloniki (Greece)

Cedefop is organising a selection procedure to draw up a reserve list <sup>(3)</sup> for the position of Assistant in Operational Departments.

With this vacancy notice, Cedefop aims to make two job offers in 2021. Other successful applicants will be placed on a reserve list and may be offered a position of assistant in one of the operational departments should the need arise in the Agency <sup>(4)</sup>.

### 1. IS THIS JOB FOR YOU?

Successful candidates will be recruited to cover staffing needs in any of the operational departments of Cedefop, i.e. the departments that deliver the core business of the Agency <sup>(5)</sup>.

Working together with project managers and under the supervision of the Head of Department, you will:

- provide administrative support in the organisation of meetings and different types of events such as physical, virtual and hybrid workshops, seminars or conferences (contact with participants, preparation of event's material, logistics, etc.);
- draft, format and check the quality of a variety of documents using MS Office; including administrative quality checks on files for signature;

<sup>(1)</sup> [Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union](#)

<sup>(2)</sup> Internal and interagency mobility: Internal and interagency candidates in the grade AST2-AST3 may apply, and the selected candidate shall conclude a contract of employment in accordance with [Cedefop's rules](#).

<sup>(3)</sup> the successful candidate(s) will be appointed from the reserve list after it has been established.

<sup>(4)</sup> In line with art. 2(2) of [Cedefop/DGE/40/2019](#) governing conditions of employment of contract staff under the terms of Article 3a of the CEOS, the Appointing Authority may also, following due consideration of the needs of the service, offer to suitable candidate(s) a Contract Agent post of Function Group II.

<sup>(5)</sup> Information on the 4 operational departments is available under Section 2.

- provide administrative support during the preparation and follow-up of calls for tenders/contracts, in monitoring work in progress and deadlines, and in the follow-up of invoices and payments related to project activities;
- provide administrative support to department experts, including but not limited to the organisation of business travels (missions) and follow-up;
- prepare, register and file electronic and paper records as well as incoming and outgoing correspondence;
- support the online publication of information and results.

## 2. WHY CEDEFOP?

Cedefop is one of the EU's decentralised Agencies. It supports the design of well-informed Union policies on vocational education and training (VET), skills and qualifications and contributes to their implementation. These policies help citizens to acquire the skills they need in today's and tomorrow's society and labour market.

The work of the Agency includes research and policy analysis at EU level to provide innovative evidence, share data and support mutual-learning across EU countries.

Cedefop's areas of work comprise vocational education and training and apprenticeship reforms, current and future skill needs in the labour market, recognition of qualifications and the validation of non-formal and informal learning.

In Cedefop, operational departments are organised according to their thematic focus:

- the Department for Systems and Institutions monitors VET systems across EU Member States, explore trends and develops scenarios on the future of VET. It supports the development and use of the European tools, such as the European Qualifications Framework or the European Quality Assurance for VET;
- the Department for Learning and Employability supports the development and implementation of VET policies and programmes that helps citizens in acquiring the skills and competences required for work, employability and lifelong learning;
- the Department for Skills and Labour Market identifies current and future job needs and the skills they require. The Department supports the design of well-informed education and employment policies to match better skills and jobs;
- the Department for Communication's aim is to make Cedefop's work known to policy-makers across Europe by collecting, processing and disseminating information on VET, with emphasis on Cedefop's own contribution to policy-making, and by providing clear and well-targeted communication.

Cedefop works together with the European Commission, Member States and social partners. The work of the Agency is governed by a Founding Regulation, which also defines its objectives and tasks.

Cedefop has its seat in Thessaloniki, Greece ([Life in Thessaloniki](#)). The Agency offers an international and stimulating workplace, with about 130 staff from EU countries.

To find out more about Cedefop, visit our [website](#).

## 3. WHAT ARE THE SELECTION REQUIREMENTS?

### 3.1. Eligibility criteria

For your application to be considered eligible, you must fulfil all the following requirements on the closing date for submission of applications:

#### General conditions

- be a citizen of one of the Member States of the European Union <sup>(6)</sup> and 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 <sup>(7)</sup>.

#### Education and work experience

- have a level of post-secondary education attested by a diploma <sup>(8)</sup>

OR

- have a level of secondary education attested by a diploma giving access to post-secondary education and after having obtained the diploma, appropriate full-time professional experience of minimum 3 years.

#### Language skills

- have a thorough knowledge of one of the languages of the European Union and a satisfactory knowledge of another language of the European Union <sup>(9)</sup>.

Non-compliance with any of these eligibility criteria will result in your exclusion from the selection process and your application will not be evaluated further.

### 3.2. Selection phase

The selection will be carried out by a selection board appointed by the Executive Director. The selection board will assess all eligible applications against the selection criteria described in this Section 3.2, using as a reference the description of the role in Section 1 of the vacancy notice.

The selection board may be assisted by an external consultant in the assessment of applications and the preparation of interviews.

The selection procedure will be organised in several stages.

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<sup>(6)</sup> In accordance with the Article 127, paragraph 7(c) of the [Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community](#) (OJ 2019/C 384 I/01).

<sup>(7)</sup> Before appointment, the successful candidate must undergo a medical examination.

<sup>(8)</sup> Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities (e.g. Naric) will be accepted. Degrees issued by an UK educational institution before Brexit are valid and thus no certification of equivalency is needed.

<sup>(9)</sup> Satisfactory knowledge is considered level B2 or above as defined in the [European Language levels – Self-assessment Grid](#). Knowledge of a third language of the European Union is necessary for the first promotion after recruitment.

### 3.2.1. Preselection based on the application documentation

The selection board will assess the information contained in your **motivation and preselection form** (see Section 5. 'How to apply?') to decide if you should be invited to written test and interview.

It is important that you explain explicitly in the motivation and preselection form how you meet (a) the essential preselection criteria and (b) the other preselection criteria. The assessment of both (a) and (b) is carried out solely based on the motivation and preselection form. Other application documents may be reviewed by the selection board to offer supporting evidence of the information included in the motivation and preselection form.

#### (a) Essential pre-selection criteria

For your application to be considered further, you must meet all the below essential criteria:

- minimum of 3 years full-time equivalent professional experience in tasks related to the provision of administrative and secretarial support (see Section 1), in addition to the formal requirements described in Section 3.1.;
- minimum of 2 years full-time equivalent professional experience in using a document management system (electronic filing methods and/or record management);
- English: at least level C1 in all dimensions as per the CEFRL <sup>(10)</sup>.

Only if your application meets all the above essential preselection criteria it will be scored against the following other preselection criteria.

#### (b) Other pre-selection criteria

The non-fulfilment of one or more of these other preselection criteria will not result in your exclusion from the preselection process but may affect your score and thus your chances of being invited for the written test and interview.

The criteria below are presented in order of priority:

- professional experience in administrative support during the preparation and follow-up of call for tenders/contracts, including monitoring work in progress and deadlines, and in the follow up of invoices and payments;
- professional experience in the organisation of physical, virtual or hybrid events;
- professional experience in updating content online (webpages, intranet);
- relevant professional experience in an international or European environment;
- Knowledge of a third EU language, at least level B2 in all dimensions as per the CEFRL <sup>(11)</sup>.

Up to 20 eligible candidates, who obtain the highest scores in this phase and at least 50% of the maximum score, for the above other preselection criteria will be invited for the test phase.

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<sup>(10)</sup> Level C1 or above as referenced in the [Common European Framework of Reference](#).

<sup>(11)</sup> Level B2 or above as referenced in the [Common European Framework of Reference](#).

### 3.2.2. *Written test and Interview*

This stage of the selection procedure will allow you to prove your suitability for this post and will be organised in two phases: (1) a written test (weighting 50% of the total score) and (2) an interview (weighting 50% of the total score).

The first phase will consist of a written test, the result of which will be evaluated anonymously by the selection board.

The written test will assess your:

- ability to draft clearly and in a well-structured manner in English;
- use of MS Office;
- organisational skills;
- attention to detail.

The second phase will consist of an interview. Only candidates who have scored at least 50% at the written test will be invited for the interview. Candidates who do not pass the written test will be excluded from the next phase of the selection procedure.

The selection board will conduct the competency-based interview which will cover the following areas of professional experience and competences:

- interpersonal skills and ability to work in a team;
- ability to organise work effectively and efficiently;
- effective problem-solving skills;
- ability to work independently;
- sense of accountability for one's work;
- ability to communicate clearly and effectively in English.

Only candidates who have scored at least 50% at the interview will be considered for the next phase (Section 3.3). Candidates who do not pass the interview will be excluded from the next phase of the selection procedure.

The written tests and interviews are planned to take place remotely in September 2021.

Further information on the organisation of the written tests and interviews will be provided to shortlisted candidates upon invitation.

### **3.3. Reserve list and appointment**

Following the test phase, the selection board will propose the most suitable candidate(s) for this post to be placed on the reserve list. In order to be proposed to be placed on the reserve list you must obtain a minimum of 60% overall.

If needed, a second interview could be organised prior to the appointment. The content of the second interview will be in line with the selection criteria established in the vacancy notice.

The Executive Director will appoint the successful candidate(s) to this post from the reserve list.

The appointment of the successful candidate(s) to the post will be finalised after all necessary supporting documents have been checked by Cedefop.

The successful candidate(s) will undergo a probation period of 9 months.

The reserve list may be used for future recruitment for the position advertised in the notice of vacancy. Please note that inclusion in the list does not guarantee recruitment.

The list is valid until 31 December 2022. The Executive Director may extend the validity of the list. The status of the reserve list can be consulted on [Cedefop's website](#).

## 4. WHAT DO WE OFFER?

- temporary agent 2f with an initial duration of 5 years (renewable);
- function group/grade AST 2 (or AST 3 for internal or inter-agency candidates) <sup>(12)</sup>;
- the monthly basic salary for grade AST 2 step 1 is 3,395 EUR, and is multiplied by the corrective coefficient for Greece (currently 81.4 % and reviewed annually);
- salaries are subject to a Union tax deducted at source and are exempt from national taxation;
- depending on the individual family situation and the place of origin, the jobholder may be entitled to expatriation allowance (16% of the basic salary), household allowance, dependent child allowance, education allowance, pre-school allowance, installation allowance, reimbursement of removal costs, initial temporary daily subsistence allowance, VAT exemption allowance on certain goods for a period of a year;
- example of net monthly salaries as currently applicable:

<b>AST 2 – Step 1 Net salary</b>		
Minimum final net salary (without any allowances)	Final net salary with expatriation allowance	Final net salary with expatriation, household, one child and education allowances
2,421 EUR	2,716 EUR	3,864 EUR

- additional financial support for the schooling of children;
- annual leave entitlement of two days per calendar month plus additional days for age, grade, home leave if applicable, and in addition circa 18 public holidays per year;
- EU Pension Scheme (after 10 years of service);
- EU Joint Sickness and Insurance Scheme (JSIS), accident and occupational disease coverage, unemployment, invalidity allowance and insurance;
- professional training and development opportunities;
- flexible work arrangements, including telework.

Further information regarding rights, conditions of employment and benefits can be found in the [Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union](#).

<sup>(12)</sup> A good knowledge of a third EU language (at least B2) level is required for the first promotion to the next grade.

## 5. HOW TO APPLY?

Please submit your application through the online system by **Thursday 03 June 2021 at 13:00 Greek time (CET+1)**.

We strongly recommend that you read the instructions to applicants and the [frequently asked questions](#) before you start filling in your application.

To register and apply, please go to the [vacancies section on Cedefop's website](#), click on the name of the vacancy notice and follow the instructions.

In addition to filling in the online application you must attach:

- the motivation and preselection form duly filled in;
- a detailed CV preferably in the [Europass format](#);
- a copy of your diploma/degree <sup>(13)</sup>.

The online application, the motivation and preselection form and the CV must be submitted in English.

Please note that the assessment of both essential preselection criteria and other preselection criteria (Section 3.2.1. (a) and (b) of this vacancy notice) **is carried out solely based on the motivation and preselection form**. The motivation and preselection form should be downloaded [here](#). It is compulsory to use the template provided. If the motivation and preselection form is missing or if its wording has been altered or any of the criteria have been deleted, your application is considered incomplete.

Other application documents are used by the selection board to offer supporting evidence of the information included in the motivation and preselection form, if necessary.

Incomplete applications, applications received after the deadline or sent by e-mail/post, will be rejected.

Candidates are strictly forbidden to make any contact relating to this selection process with the selection board and the Executive Director, or members of Cedefop's management, either directly or indirectly. Any infringement of this rule will lead to disqualification from the selection process.

## 6. EQUAL OPPORTUNITIES

Cedefop applies a policy of equal opportunities and accepts applications without distinction on any grounds.

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<sup>(13)</sup> You must always attach your secondary diploma or undergraduate degree (e.g. bachelor) depending on which one gives you access to the selection process. Optionally, other degrees (e.g. Master, PhD) and certificates may also be attached.

## 7. PROTECTION OF PERSONAL DATA

Cedefop ensures that applicants' personal data are processed in line with [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. You can find detailed information on how personal data is processed in the context of the selection procedures in the [privacy statement](#).

## 8. DECLARATION OF COMMITMENT TO SERVE PUBLIC INTEREST INDEPENDENTLY

The successful candidate will be required to sign a declaration of commitment to act independently in the public interest and to sign a declaration in relation to interests that might be considered prejudicial to his/her independence. Applicants must confirm their willingness to do so in their application.

## 9. APPEAL PROCESS

If a candidate considers that s/he has been adversely affected by a particular decision, he/she has the possibility to lodge a complaint under Article 90(2) of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union, at the following address:

CEDEFOP  
The Executive Director  
EUROPE 123  
'SERVICE POST'  
GR – 570 01 Thessaloniki)

Any complaint must be lodged within three months after the candidate has been informed of the decision concerning his/her application.

Should the complaint be rejected, pursuant to Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials and the Conditions of Employment of Other Servants, a candidate may request judicial review of the act. For details on how to submit a judicial appeal and how to determine the deadlines, please consult the website of the [General Court](#).

Any citizen of the European Union or any natural or legal person residing in a Member State may make a complaint for maladministration pursuant to Article 228(1) of the Treaty on the Functioning of the European Union. Please consult the website of the [European Ombudsman](#) for further information on the arrangements for complaints to the Ombudsman.

Please note that complaints to the European Ombudsman do not have the effect of suspending the period mentioned in Articles 90 and 91 of the Staff Regulations of Officials and Conditions of Employment of Other Servants for lodging complaints or submitting an appeal pursuant to



Article 270 of the Treaty on the Functioning of the European Union. Please note also that under Article 2(4) of the [General conditions governing the performance of the Ombudsman's duties](#), any complaint lodged with the European Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.