



European Centre for the  
Development of Vocational Training

## **NOTICE OF VACANCY**

**REF.4312/1/2006**

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

### **PROJECT MANAGER – RESEARCH REPORTING (AREA A)**

For temporary agents and officials for an initial period of four years  
The initial temporary contract may give rise, in the case of officials, to a transfer to  
Cedefop

A\*9

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 initial and continuing vocational training. Cedefop has approximately 130 staff and is based in Thessaloniki, northern Greece. For more information on the Agency, see [www.cedefop.eu.int](http://www.cedefop.eu.int).

Work in Area A '*Developing Research*' focuses on international research in the systems, conditions and frameworks which influence the acquisition, updating and utilisation of vocational skills, including links with the economy and labour market.

Area A is organised in two activity fields:

- (1) Research and policy analysis combining research and policy reporting as well as statistics to analyse in-depth VET research and policy development at European level; and;
- (2) Research cooperation and exchange to foster cooperation, networking and communication between researchers, policy-makers and practitioners. Work is carried out by in-house research, commissioning studies and reports, organising meetings/ conferences, and through research cooperation networks.

Providing sound research and analysis for evidence-based policy making is the aim of Area A activities.

## **RESPONSIBILITIES AND TASKS**

In the framework of Cedefop's medium-term priorities and annual work programme, the successful candidate will be appointed as a project manager (senior researcher) in the research reporting team (activity field 1).

Cedefop reports on vocational education and training research have been published every three years since 1998. They provide a comprehensive review of current socio-economic research in education, training and skill development in Europe and beyond, its results and implications for policy, practice and future research.

Candidates may find information on Cedefop's report on vocational education and training research at the following address [http://www.trainingvillage.gr/etv/Projects\\_Networks/ResearchLab/](http://www.trainingvillage.gr/etv/Projects_Networks/ResearchLab/)

The responsibilities and tasks of a project manager in Research reporting are the following:

**(1) Carry out research on the links between human capital, economic development and the labour market.**

Research work includes investigation and analysis of the relationships between education, training and skills - or in general: human capital – on the one hand, and employment, labour market and economic development on the other. Research also analyses the factors that influence education, training and skills, such as demographic, sectoral and technological change, globalisation, changing patterns of work and job requirements, and social capital and cohesion;

Results of the research should feed in the European policy debate on the modernisation of VET, by providing, to mention a few examples: evidence of the costs and benefits of education and training, including material and non-material benefits; analyses of the scope, reasons and implications of skill-related mismatch on labour markets; investigation of the contribution of human capital to economic performance at macro, meso and micro levels. Furthermore, research should assess future perspectives of learning and work, and their implications for proactive policy-making and future research.

**(2) Prepare regular reports on VET research, in close collaboration with colleagues working on related projects**

- Keep up-to-date on, and be actively involved in, developments of socio-economic research, particularly on human and social capital and VET issues, including contacts with researchers and research organisations;
- Act as scientific co-editor of the 'Background reports', which compile contributions of researchers from different fields and disciplines of VET research in Europe. This includes the selection of issues to be treated, the

preparation of contracts and the assessment, editing and follow-up of contributions;

- Synthesise main research results in a coherent way, based on these contributions and own research, including the theoretical and methodological background as well as policy implications in a synthesis report; draft executive summaries, research papers and other analytical documents for publication on-line and in print;
- Prepare regular analytical policy inputs based on research results;
- Organise, participate, animate and present findings in internal and external meetings, working groups (at EU and OECD level) and conferences as part of the project activities.

**(3) 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 deliverables, budget, activities, timetable and planning, human resources and ensure adequate implementation and management;
- Manage public procurement procedures (with technical support of the contract management service) including calls for tenders, selection and evaluation of offers, steering and follow-up of external contractors with the aim to ensure best performance;
- Manage budgetary and financial aspects of the project(s), define budget requirements, report on the use of budget resources;
- Ensure promotion and dissemination of outcomes taking into account Cedefop's main stakeholders and target groups.

**(4) Contribute to the work of Cedefop**

- Contribute to the drafting of Medium-term priorities, annual work programmes, progress reports and annual reports;
- Contribute to enrich team work, 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 European Commission and other European institutions and with international organisations, including representing Cedefop and promoting its work at external meetings and conferences.

**(5) Staff management and supervision**

- Supervise, motivate and support project's secretarial staff and trainees to ensure the delivery of high quality outputs, a good working atmosphere, effective working methods and good communication.

## **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, education sciences and the like);
- In addition to the formal criteria stated above, at least 12 years professional experience in carrying out VET-relevant socio-economic research attested by published scientific work (articles, books, etc.);
- Knowledge of a broad range of socio-economic research issues, including theories and methods, related to VET and their European dimension;
- Excellent knowledge of English, including very strong drafting and oral skills;
- A good command of IT.

### **Professional competences and skills**

- Sound experience and strong methodological skills in economics of education and/or labour market research and/or related fields;
- Strong analytical skills and a keen interest in, and understanding of, research issues in the field of education and training and their political/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, 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 convincingly in meetings and conferences;
- Ability to work cooperatively and effectively in an international, multicultural and multidisciplinary team;

- Ability to anticipate and accept new demands and challenges and to work constructively under stress;
- Persistence, task focus and result-orientation.

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

- Advanced university degree attested by a PhD;
- A good command of a third EU language;
- Knowledge - and sure judgement - of EU policies and key EU institutions in VET;
- Active involvement in international projects or activities related to the tasks described above;
- Understanding of public procurement procedures.

#### **RESERVE LIST**

A reserve list will be drawn up by Cedefop. Candidates should note that inclusion on the reserve list does not guarantee recruitment.

The reserve list will be valid until 31/12/2007 and may be extended at the discretion of the Appointing Authority.

#### **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).

Appointment could give rise to a transfer (in the case of an official) or to a 2 b temporary contract of an initial duration of maximum 4 years, renewable according to Article 8 of the Conditions of Employment of Other Servants of the European Communities.

The grade for this position is: **AD9 (new grading as from 1 May 2006)**. The basic monthly salary of an official/temporary agent in the first step at AD9 level, before any deductions or allowances, is approximately EUR 6,400.

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

The place of employment is Thessaloniki, where Cedefop has its official seat.

#### **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 may be invited for an interview and/or written tests.

### **SUBMISSION OF APPLICATIONS**

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

Cedefop  
c/o J. Kiorpelidou  
Ref.: 4312/1/2006  
PO Box 27 - Finikas  
GR- 55102 Thessaloniki

In order to be considered, applications must be sent no later than **25 April 2006** (date of post registration) and clearly quote on the envelop the vacancy reference number.

Reference number: **4312/1/2006**

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

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