



CALL FOR EXPRESSION OF INTEREST

SECONDED NATIONAL EXPERT (SNE) (REF.: CEDEFOP/2021/04/SNE)

DEADLINE FOR EXPRESSION OF INTEREST: 26 MAY 2021

Cedefop wishes to set up a list of candidates interested in a fixed-term secondment as SNE to Cedefop in the field of **VET policies and systems**.

1. 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.

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](#).

2. THE ROLE AND STATUS OF SECONDED NATIONAL EXPERTS (SNEs)

The Seconded National Expert (SNE) will work in the Department for VET Systems and Institutions, under the supervision of the Head of Department.

In cooperation with colleagues working in Cedefop's policy analysis and reporting team, the SNE will contribute to Cedefop's research, analysis and reporting on VET policies and systems.

Seconded National Experts (SNEs) have a dual role: they bring to Cedefop their experience of the issues they are used to dealing with and take back to their employer the knowledge of EU issues which they acquire during their period of secondment.

Typically, SNEs are seconded to Cedefop from the administrations of the EU Member States as well as from Norway and Iceland. Civil servants, experts employed in an international organisation or from an employers' or employees' organisation can also be seconded to Cedefop, especially in departments where their unique skills and knowledge are specifically required by Cedefop.

The secondment is formalised by an exchange of letters between the Executive Director's office and the representative from the sending organisation.

Expected benefits for the expert

- familiarisation with challenges faced by other countries in reforming VET and of the institutional set up of VET systems across the EU;
- contacts with the most prominent VET institutions and agencies across the EU;
- a deep understanding of Cedefop's activities in VET;
- professional experience in a multicultural environment;
- participation in Cedefop conferences, seminars and workshops relevant to the areas of interest of the sending authority.

3. KEY RESPONSIBILITIES AND TASKS

Collect, analyse and synthesise qualitative and quantitative information on VET policies and systems in different EU countries from different in-house and external sources in order to:

- monitor trends and developments in VET policies, with a particular focus on the priority areas and objectives of the [Council Recommendation on VET](#) and the [Osnabruck Declaration](#);
- draft thematic and country-specific reports and articles to be shared with the European Commission, Directors General for Vocational Training (DGVT), Advisory Committee for Vocational Training (ACVT) and other stakeholders;
- collaborate with [ReferNet](#), Cedefop's European network of VET institutions, and other external partners in each Member State.

In cooperation with team members, contribute to the coordination of tasks and deliverables (e.g. ReferNet news, updating spotlights, preparing short descriptions on VET in Presidency countries) as well as support team members and contribute to their tasks.

Keep up-to-date on the findings of Cedefop work, national VET-related policy developments and those at EU level.

4. FORMAL REQUIREMENTS

To be considered eligible, applicants must:

- be a citizen of one of the Member States of the European Union, or Iceland or Norway;

- be employed by a national, regional, or local public administration, an international organisation or an employers' or employees' organisation on a permanent or contract basis for at least 12 months before the secondment and remain in the service of that employer throughout the period of secondment;
- have at least three years of experience in functions which can be regarded as equivalent to those of category AD as defined in the Staff Regulations of the European Union;
- have a thorough knowledge of one EU language and a satisfactory knowledge of a second language to the extent necessary for the performance of the duties.

5. PROSPECTIVE APPLICANTS WILL BE ASSESSED AGAINST THE FOLLOWING COMPETENCE CRITERIA

- a university degree;
- at least five years of professional experience in education and training policy or research;
- a good knowledge of the EU VET policy context, awareness of developments in VET at national and European level;
- good communication skills, including a very good level of spoken English and the ability to produce high quality written material in English as well as a satisfactory knowledge of another EU language;
- strong analytical skills and the capacity to synthesize large amounts of information;
- strong presentation skills to present work effectively in meetings, seminars or conferences;
- ability to deliver results and organise work, both independently and as part of a team.

6. CONTRACTUAL CONDITIONS

- The duration of the secondment is 2 years, renewable up to a maximum period of 4 years. Exceptionally, up to 6 years.
- The expert will work at Cedefop premises ⁽¹⁾ but continue to be employed and paid by the sending authority. The expert will also continue to be covered by the social security system of the employer. A flexible timetable may be agreed upon to allow the seconded expert to remain in touch with his/her permanent place of work.
- For more information, please refer to Cedefop rules for Seconded National Expert.

⁽¹⁾ Due to the exceptional circumstances related to Covid-19 and relevant imposed restrictions, it may be necessary for the seconded national expert to exceptionally telework from his/her place of origin. In this case, the subsistence allowances shall not be paid until such time where it is possible to take up duty at Cedefop's premises.

7. ALLOWANCES AND BENEFITS

SNEs remain in the service of their employer throughout the period of secondment and continue to be paid by that employer. The SNE also remains covered by the social security provisions of his/her employer, but is covered by Cedefop's accident insurance scheme during the period of secondment.

A daily allowance (currently 117.47 EUR) is paid to the SNE where the distance between the deemed place of residence and the place of secondment is more than 150 Km. In addition, an SNE may receive a monthly travel allowance depending on the place of origin.

Cedefop also covers the school fees of pre-school, primary and secondary education of children of SNEs in line with the rules applicable to officials and temporary staff.

Contact point for further administrative clarifications: Trine Pedersen, Human Resources (trine.pedersen@cedefop.europa.eu).

8. HOW TO EXPRESS INTEREST

The employer/authority concerned should inform Cedefop directly by sending the **CV and motivation letter** of the relevant candidate(s) to the following email address: hr-recruitment@cedefop.europa.eu by **26 May 2021** at the latest.

9. EQUAL OPPORTUNITIES

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

10. DATA PROTECTION

Any information provided in the documentation related to candidates for secondment application is subject to EU legislation on protection of personal data and confidentiality of information.

11. 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 a declaration in relation to interests that might be considered prejudicial to his/her independence.