

## VACANCY NOTICE FOR THE POSITION OF

### Expert - Training and Career Development Contract Agent (FGIV)

Reference no. EEA/CA/2024/6

Please send us your application by no later than 24 June 2024 at midnight (Copenhagen time), following the instructions in the [ANNEX](#).

The European Environment Agency (EEA) is organising an open competition with a view to establishing a reserve list of contract agents to work within the area of training and career development.

#### THE AGENCY:

The EEA is an Agency of the European Union (EU) and one of the decentralised Union bodies. The EEA aims to support sustainable development and to help achieve significant and measurable improvement in Europe's environment, through the provision of timely, targeted, relevant and reliable information to policy-making agents and the public.

#### JOB DESCRIPTION:

Under the responsibility of the Head of Group 'Human Resource Management', reporting to the Head of Programme 'Administrative Services' (see [organisational chart](#)), the Expert shall be responsible for coordinating learning and development activities across the EEA.

The position will entail the training and career development tasks carried out together with the Learning and Development Expert in line with the EEA Learning Organisation Framework, the objectives of the EEA multi annual work programme and the annual management plan. The career and career expert has responsibility and accountability for such activities within the EEA. This is a hands-on and dynamic role, which involves coordinating activities across the EEA, leading on the implementation of training initiatives and projects as well as helping promote best practice in our policies and processes to encourage focused and effective development for our staff members.

The position will entail the following tasks:

- Planning and coordinating key learning initiatives together with the Learning and Development Expert and manage the full cycle of internal training activities (incl. practical / logistic aspects for activities in-house);
- Sketching-out and maintaining the yearly training plan (incl. classroom training, e-learning, coaching, or other possible learning settings);
- Dealing with the learning management system (EU Learn and EU Academy) for EEA portfolio to create and track training activities, participant attendance, manage learner progress, and evaluate learning outcomes;
- Monitoring, following-up and reporting on training activities (incl. regular inputs to internal management systems);

- Providing timely and accurate information to staff and line managers on training-related issues and career-related topics;
- Providing advice and guidance on individual learning paths and coordinate and approve individual training requests by staff members;
- Liaising with the European Commission, EU stakeholders, and contractors on training and learning logistical matters;
- Developing and updating the agency's Learning and Development intranet page, documents, processes, workflows, forms and database;
- Developing and organising social/informal learning internally;
- Overseeing relevant Service Level Agreements and related framework contracts; registering and monitoring training budget expenditure, preparing and verifying related financial documents (order forms, invoices, etc.);
- Administering language training requests and secure compliance (leading on related procurement activities and budget)
- Coordinating the appraisal and promotion procedure;
- Coordinating and monitoring the EEA Career Development Cycle System;
- Supporting well-being activities in Human Resource Management in relation to procurement and training activities;
- Providing general support and back-up to the Human Resource Management Group.

#### ELIGIBILITY CRITERIA:

Candidates applying must satisfy the following eligibility criteria on the closing date for the submission of applications:

- a) Successful completion of university studies attested by a degree relevant in the field concerned of at least 3 years;
- b) A minimum of 3 years of relevant professional experience after achieving the qualification set out above.

In addition, in order to be eligible a candidate must:

- Be a national of one of the member countries of the EEA (Member States of the European Union plus Iceland, Liechtenstein, Norway, Switzerland and Türkiye);
- Enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by law concerning military service;
- Have a thorough knowledge of one of the languages of the EEA member countries and a satisfactory knowledge of another of these languages (corresponding to level B.2 of the [Common European Framework of Reference for languages CEFR](#));
- Meet the character requirements for the duties involved;
- Be physically fit to perform the duties linked to the post.

Candidates should assess carefully and check before submitting their application whether they fulfil all the conditions for admission laid down in the vacancy notice, particularly in terms of qualifications and relevant professional experience.

**SELECTION CRITERIA:**

*(In your application, please provide examples from current or past work experience where these competencies have been applied)*

**Essential:**

- Demonstrated professional experience in learning and development, especially with training planning and coordination;
- Demonstrated experience managing and administrating Learning Management Systems;
- Demonstrated experience coordinating different learning settings, including e-learning, social learning, self-directed learning frameworks, etc.;
- Demonstrated familiarity and confidence with learning and development related IT tools, including social media;
- Excellent command of written and spoken English language, at least at level C1 in all categories according to the [Common European Framework of Reference for Language](#).

**Advantageous:**

- Professional experience in working in European and/or International Organisations;
- Professional experience in administrating and coordinating a broad range of HR related activities.

In addition to the requirements above, candidates invited to the written test and interview stage, will also be assessed against the following behavioural competencies:

- Excellent communication and interpersonal skills;
- Diversity awareness and sensitivity;
- Capacity to understand stakeholder needs and requirements to ensure the delivery of quality results;
- Capacity to stimulate and support an environment of collaboration, sharing of information, ideas and resources;
- Confidence ensuring clear and timely communication (both written and oral), being able to translate complex and technical information into key messages for different audiences;
- Capacity to set goals, identify and manage resources needed to deliver them;
- Ability to anticipate and address issues and problems to ensure the delivery on work goals;
- Easiness with changing work plans to manage shifting priorities;

- Strong confidence towards consultation and decision-making processes, run in a participatory, engaging manner;
- Sound understanding of adult learning theories, concepts and approaches;
- Ability to seek out learning opportunities proactively.

#### **EMPLOYMENT CONDITIONS:**

The successful candidate will be offered a Contract Agent contract in accordance with Article 3a) of the [Conditions of Employment of Other Servants of the European Union](#). The selected candidate will be employed for an initial time period of four years, renewable.

Successful candidates who are recruited undergo an initial probation period of 9 months.

Please note that recruitment is done in the first step of the grade within Function Group IV to which the successful candidate qualifies, depending on the duration of the acquired professional experience.

For information on salary, please see information published under [Contract Agents](#).

The place of work will be Copenhagen, Denmark.

It is brought to the particular attention of candidates that the provisions of Articles 11 to 26 of the Staff Regulations, concerning the rights and obligations of officials, shall apply by analogy to Temporary Agents. These rules specify that:

*“An official shall carry out his duties and conduct himself solely with the interests of the Union in mind. He shall neither seek nor take instructions from any government, authority, organization or person outside his institution. He shall carry out the duties assigned to him objectively, impartially and in keeping with his duty of loyalty to the Union.*

*An official shall not without the permission of the appointing authority accept from any government or from any other source outside the institution to which he belongs any honour, decoration, favour, gift or payment of any kind whatever, except for services rendered either before his appointment or during special leave for military or other national service and in respect of such service.*

*Before recruiting an official, the appointing authority shall examine whether the candidate has any personal interest such as to impair his independence or any other conflict of interest. To that end, the candidate, using a specific form, shall inform the appointing authority of any actual or potential conflict of interest. In such cases, the appointing authority shall take this into account in a duly reasoned opinion. If necessary, the appointing authority shall take the measures referred to in Article 11a(2).”*

For further information on the Staff Regulations and the Conditions of Employment of Other Servants of the European Union see: [Staff Regulations](#)

#### **SELECTION PROCEDURE:**

A Selection Committee is set up for the selection procedure. It consists of members designated by the Appointing Authority and the Staff Committee. The Selection Committee is bound by the principle of confidentiality as enshrined in Article 6 of Annex III to the Staff Regulations. This works in two ways: first, it imposes obligations to ensure equal treatment for candidates; and second, it seeks to protect the Selection Committee to ensure that its decisions are totally impartial.

The Selection Committee adheres strictly to the conditions of admission laid down in the vacancy notice when deciding whether or not candidates are eligible. Candidates admitted to a previous selection procedure will not automatically be eligible. **Candidates are strictly forbidden to make any contact with the members of the Selection Committee, either directly or indirectly. Any infringement of this rule will lead to disqualification from the selection procedure.**

In a spirit of transparency, and in order to align our working methods with current practice in certain Member States, the administration has decided to proceed with the [publication of names of Selection Committee members](#).

Should the Selection Committee discover at any stage in the procedure that the candidate does not meet one or more of the general or special conditions for admission to the selection procedure, the candidate will be disqualified.

The Selection Committee decides on those candidates who are admitted to the selection procedure in accordance with the requirements as specified under eligibility criteria. The applications of the candidates admitted to the selection procedure are reviewed to establish whether or not they show evidence of all requirements as specified under selection criteria.

The Selection Committee will invite to the interview and to the written test phase the best qualified candidates (maximum of 8). Should the case arise that there are various candidates scoring the same number of points in the 8<sup>th</sup> ranking, the number of candidates to be invited may be increased accordingly to accommodate this.

The interview will be held in English and the candidate's knowledge of other languages will also be assessed during the interview. Candidates invited for an interview will be asked to undergo a written test in English, in the area of expertise required for the post. Candidates invited for an interview will be asked to undergo a written test in the area of expertise required for the post. The test and the interview will take place online.

At the end of the interviews the Selection Committee will submit the list of suitable candidates to the Appointing Authority who will decide on the appointment of the successful candidate and the establishment of a reserve list for the post advertised or similar posts that may become available. This usually follows from follow-up recruitment interviews conducted by the Appointing Authority with the suitable candidates. Candidates shall note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on availability of posts and budget.

The reserve list for this post will be valid until **31 December 2025** and may be extended at the discretion of the Appointing Authority.

Prior to contract signature, the successful candidate will be asked:

- to provide original or certified copies of all relevant documents proving his/her eligibility, including a police certificate confirming the absence of any criminal record;
- to undergo a compulsory medical examination to establish that he/she meets the standard of physical fitness necessary to perform the duties involved.