



## CALL FOR EXPRESSION OF INTEREST

### DATA ANALYST – SECONDED NATIONAL EXPERT (REF.: CEDEFOP/2019/01/SNE)

**DEADLINE FOR EXPRESSION OF INTEREST: 28 March 2019**

Cedefop wishes to set up a list of candidates interested in a fixed-term secondment (typically 2 years, renewable) as Secoded National Expert (SNE) for a position of a **data analyst** with a technical profile.

The successful candidate will be invited to work in the Department for Skills and Labour Market (DSL), in particular as part of the team on 'Big data analysis from online vacancies'.

The aim of the project is to collect and analyse labour market information (i.e. occupations, skills, type of contracts, educational requirements, etc.) from online vacancies gathered from selected job boards across 28 EU countries. The data collected are expected to help identifying skills and job requirements across occupations as well as new and emerging jobs and skills. The project is therefore expected to fill an important gap in the EU evidence on skill needs, i.e. the skills demand of employers.

#### 1. RESPONSIBILITIES AND TASKS

The successful candidate will work in the following fields:

##### **a) Research and analysis on vacancy data**

- monitor data gathering process from job boards in 28 EU countries;
- carry out data quality assessments;
- define the type of big data analyses that can be produced, taking into consideration various purposes and target audiences;
- prepare reports based on the data analysis and contribute to the dissemination of results;
- keep abreast of developments in techniques for analysing big data that are relevant to the type of data collected by Cedefop.

##### **b) Project management from design to achievement of expected results and their dissemination in a cost-effective manner**

- contribute to the definition of project objectives and expected deliverables, and ensure adequate implementation in collaboration with the team and the Head of Department;

- support the team in liaising with external stakeholders of the project (the European Commission, Eurostat, National statistical offices, etc.);
- contribute to public procurement procedures including calls for tenders, selection and evaluation of offers, steering and following up of external contractors to ensure best performance;
- contribute to the promotion and dissemination of outcomes, in cooperation with the Department for Communication (DCM), taking into account Cedefop's main stakeholders and target groups.

### **c) Contribute to other areas of work of Cedefop**

- support the Department of Skills and Labour Market in other areas of work and participate in cross-department activities as appropriate;
- support Cedefop in achieving the Agency's multi-annual objectives and work programme;
- share knowledge and expertise within the Department and with other Cedefop services;
- maintain good relations with external partners including the research community and networks, European Institutions, Member States and social partners and other international organisations.

## **2. 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 (including public research institutes, universities and statistical authorities), 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<sup>1</sup>;
- have a thorough knowledge of one official EU language and a satisfactory knowledge of a second language to the extent necessary for the performance of duties.

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<sup>1</sup> Staff Regulations Articles 5(3b): <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140501>

### **3. PROSPECTIVE APPLICANTS WILL BE ASSESSED AGAINST THE FOLLOWING COMPETENCE CRITERIA**

Education, knowledge and experience:

- a level of education which corresponds to completed university studies of at least three years;
- a minimum of five years' experience in advanced statistical analysis, including a minimum of two years' experience in big data analysis;
- a minimum of two years' experience in social statistics;
- proven knowledge of and experience in statistical techniques to analyse big data and data mining techniques (clustering algorithms, classification algorithms, etc.) demonstrated by description of tasks performed within previous work and/or by list of articles in journals, reports, etc.;
- proven knowledge of and experience in machine learning techniques proofed by description of tasks performed within previous work;
- knowledge of statistical software(s) to analyse big data (e.g. R suite, Orange, SPSS, etc.);
- knowledge of general-purpose programming languages for scripting that automate batch procedures and combine analyses and results (e.g. Python, C#, Java, etc.);
- knowledge of software(s) to visualise data (e.g. PowerBI, Orange, Tableau, etc.).

Professional competences and skills:

- very good communication skills, including proficiency in spoken English and the ability to produce high quality written material in English;
- very good analytical and problem-solving skills and capacity to convey key messages efficiently;
- excellent ability to deliver results and manage work, both independently and as part of a team.

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

- experience in handling and analysing labour market data;
- a good command of a third EU language;
- active involvement in international big data projects or activities.

## 5. ABOUT CEDEFOP

Cedefop is the European Agency to promote the development of vocational education and training (VET) in the European Union. It is a forum for policy analysis and research and is a recognised partner in the policy and scientific debates on VET.

Its strategic areas of operation are:

- a) shaping VET: support the understanding of the future of VET and foster the renewal and modernisation of VET systems and institutions in response to rapidly changing policy needs and priorities; support the development and use of European tools and principles promoting lifelong and life-wide learning;
- b) valuing VET: support the development and implementation of VET and adult learning policies creating the conditions for all people to gain the knowledge, competences and values required for employability, entrepreneurship, innovation and tolerant and inclusive society;
- c) informing VET: inform the design of VET and skills policies that ensure the availability of a qualified workforce and its continuous and effective skilling in light of marked technological and social developments shaping the future of work; promote policies that can facilitate skills utilisation of individuals in alignment with changing skill needs.

Cedefop works closely with the European Commission, EU and EFTA governments, representatives of employers and trade unions, as well as with researchers and practitioners.

Cedefop offers a challenging environment with flexible work organisation and individual responsibility. As a learning and knowledge-development and sharing organisation, Cedefop provides good opportunities for continued professional development.

For more information, please consult our website: <http://www.cedefop.europa.eu>.

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

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 home administration 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 (IO) 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 Directorate and the representative from the sending organisation.

## **7. SELECTION PROCEDURE**

Candidates must comply with all formal requirements by the closing date for applications. Non-eligible candidates will not be considered. The Selection Board will make a comparative evaluation of all submitted applications and will establish a shortlist of candidates who most closely meet the selection criteria and the additional assets. Shortlisted candidates will be invited for an interview which may take place via Skype.

A list of suitable candidates will be drawn up by Cedefop.

The Selection Board's work and deliberations are strictly confidential and any contact with the board members is strictly forbidden.

## **8. CONTRACTUAL CONDITIONS**

The place of secondment will be Thessaloniki, Greece.

The initial period of secondment may not be less than six months or more than two years, renewable.

Secondment to Cedefop does not lead to subsequent employment as a staff member, nor does it entail any right or priority with regard to an appointment in the services of Cedefop.

SNEs can apply during or after their secondment to external Cedefop selection procedures if they fulfil the advertised minimum criteria and can be offered a job following successful outcome of the procedure.

## **9. 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 and pension provisions of his/her employer, but is covered by Cedefop's accident insurance scheme during the period of secondment.

A daily subsistence allowance (currently 114.92 EUR for Greece) is paid to the SNE. Where the distance between the deemed place of origin/recruitment and the place of secondment is more than 150 Km, a monthly subsistence allowance is also granted.

Cedefop also covers the schooling fees of primary and secondary education of children of SNEs and contributes to pre-school fees in line with the rules applicable to staff members.

## **10. EQUAL OPPORTUNITIES**

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

## 11. SUBMISSION OF APPLICATIONS

Applications must be submitted to Cedefop directly by the sending organisation, via e-mail at [HR-recruitment@cedefop.europa.eu](mailto:HR-recruitment@cedefop.europa.eu), clearly stating the reference number (Cedefop/2019/01/SNE), no later than **28 March 2019** at 15.00 Greek time (CET + 1).

Applications shall include:

- a scanned copy of the candidate's university degree;
- a curriculum vitae in English (preferably using the Europass format - <https://europass.cedefop.europa.eu/cvonline>);
- a motivation letter in English of not more than two pages;
- 2 short descriptions of most relevant tasks performed within previous work (half a page per task) and/or by a list of articles in journals, reports, etc. published to demonstrate knowledge of and experience in statistical techniques to analyse big data and data mining techniques.

## 12. 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.

## 13. 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 as well as to sign a declaration in relation to interests that might be considered prejudicial to his/her independence.