

## REFERENCE (REF.561) Project Technician SOCIEUX+

The International and Ibero-American Foundation for Administration and Public Policies F.S.P. (hereinafter FIIAPP), requires the hiring of a Displaced Project Technician for one of its Public Technical Assistance Areas linked to project management

**Specifically, the hiring of a Project Officer is needed to manage the project "SOCIEUX+ Extension, experts for the improvement of social protection, employment and work" at the headquarters. Specifically with regard to the geographical extension of the program to the Western Balkans area.**

*Under the direct supervision of the Team Leader and the Deputy Team Leader, the incumbent implements tasks and duties for the processing (reception, assessment and instruction,) of requests submitted by several **Western Balkan countries** and implementation (formulation, implementation, monitoring & evaluation and closure) of short-term technical cooperation actions as per SOCIEUX+ Standard Operating Procedures.*

SOCIEUX+ recognizes the impact of social protection and employment in reducing poverty and vulnerability. It supports the efforts of EU partner countries, in particular low- and middle-income countries, in promoting inclusive and sustainable employment and social protection systems. SOCIEUX+ also complements the efforts made through other initiatives of the European Union.

SOCIEUX+ is results-oriented and solely demand-driven. It responds to direct requests from public institutions and social partner organizations in the EU partner countries. SOCIEUX+ actions can be implemented in 155 eligible countries and territories around the world. New Western Balkan countries will also have access to SOCIEUX+ support in the coming weeks. SOCIEUX+ encourages the efforts of partner countries in the reform, development and extension of their social protection and employment systems, and labor policies. Improves capacities to improve the design, management and monitoring of inclusive, effective and sustainable employment strategies and social protection systems. The Mechanism implements short-term technical cooperation actions based on peer-to-peer exchange that support cooperation between experts from public administrations of EU partner countries, social partners and authorized institutions and their peers from EU Member States. the European Union.

SOCIEUX+ also develops knowledge by capitalising on the experience of its actions.

The project has an implementation period of around 25 months and the place of provision of services and residence will be Brussels (Belgium).

The deadline for receiving applications is **27th April 2022**.

**The salary for this position is set at approximately € 60.000 gross per year.**

This announcement will take into account the principle of equal treatment between women and men with regard to access to employment, in accordance with Article 14 of the Spanish Constitution, Organic Law 3/2007, of 22 March and the Resolution of 29 December 2020 of the Secretariat-General for the Civil Service, which

approves the Third Plan for Equality Between Women and Men in the General Administration of the State and in its Public Bodies.

## FUNCTIONS OF THE POSITION

- ✓ Liaison with project institutions from the project office in Brussels.
- ✓ Evaluate and provide a recommendation on the eligibility and relevance of the applications received by the project.
- ✓ Formulation and action planning of the project and its technical cooperation activities
- ✓ Preparation and summary of the general implementation of actions.
- ✓ Identifying, selecting and mobilising suitable experts and/or supporting organisations for short-term-peer-to-peer-exchange missions in EU partner countries.
- ✓ Disseminating the project actions to the Spanish institutions indicated and promoting the participation of Spanish experts in the actions, in close coordination with FIIAPP-Madrid team.
- ✓ Support and coordination with the associative project officer in Madrid in the recruitment and mobilisation of Spanish experts, in close collaboration with the general services and following FIIAPP procedures.
- ✓ Coordinate with the members of the project team in charge of cross-cutting issues (Communication Officer and Monitoring Officer) to brief, accompany and debrief the experts mobilised. Liaise and coordinate project activities and expert missions with stakeholders in EU partner countries.
- ✓ Maintaining communication networks and contact lists of people and relevant stakeholders of the project actions.
- ✓ Reviewing and validating deliverables of mobilised experts.
- ✓ Compiling and producing action evaluation reports documenting, among others, the results of the actions, the achievement of indicators and lessons learned for knowledge development. Contribute to the reporting, monitoring and evaluation processes of the project.
- ✓ Follow-up action planning: properly report, archive and maintain relevant information on requests actions under their responsibility. Administrative closure of requests and actions.
- ✓ Close collaboration with FIIAPP's general services and overall, representing the interests of FIIAPP in situ.

## REQUIREMENTS

- ✓ Higher University Degree.
- ✓ Professional experience of at least 5 years in the field of International Relations and/or international cooperation.
- ✓ Professional experience of 3 years in technical and/or logistical management of international cooperation projects.
- ✓ Professional experience in technical management of at least 1 year in projects funded by the EU and/or other funders.
- ✓ English level C1.
- ✓ Command of the Office Suite, especially Excel and databases.
- ✓ Availability to travel internationally.

- ✓ Availability for immediate incorporation and work permit in Spain as an employee.
- ✓ Not having been laid off or dismissed by means of disciplinary sanction from serving in FIIAPP, or from any other job at the service of public administrations, public authorities and their related or dependent organisations, national or foreign, either as a civil servant or as part of the workforce; nor in absolute or special disqualification for jobs or public positions by judicial decision either in Spain or abroad.

**MERITS** (see the scale of merits in the attached table):

- ✓ Specific training in Public Policies, EU, International Cooperation and/or International Relations (CV).
- ✓ Specific training or professional experience in social protection, work and/or employment (CV).
- ✓ Professional experience in project cycle management and report preparation (CV).
- ✓ Professional experience in/with administration or public sector (CV).
- ✓ Level of Spanish equal to or higher than B1 (CV + LANGUAGE TEST).
- ✓ Language proficiency in one language of the Western Balkan languages and knowledge of the Cyrillic alphabet (CV + KNOWLEDGE TEST).
- ✓ Specific knowledge related to the duties described for the position. (TEST).
- ✓ General suitability for the position, assessing the candidate's match with the required level of technical and professional skills for the position (INTERVIEW).

Those interested in submitting an application **must submit** the following documentation:

**REQUIRED**

- **Curriculum Vitae**
- **COMPLETED form** Click on the [following link](#) to **access and complete the requirements / merits form and data protection clause** of the announcement. In order to accredit and be able to adequately assess your application, in accordance with the Terms of Reference of the announcement, the information regarding the requirements and merits must be **clearly indicated**.
- **Updated Employment History.** Certificates dated up to 3 months prior to the date of publication of this announcement will be considered up-to-date.

**OPTIONAL**

- **Official language certificates.** Applicants who have completed a selection process with FIIAPP in the five years prior to the date of this announcement will be exempt from taking the language test, **provided that the language test has been taken with the external provider** and that the required levels have been exceeded in accordance with this announcement. In addition, applications that provide **official language certificates, with a maximum date less than five years ago, counting from the date of publication of this announcement**, will be exempt from taking the language test.

The certificates obtained on taking language courses or training **are not considered official**.

In relation to the language test, **level tests will ONLY be repeated** when, having taken one within the framework of a FIIAPP selection process and not having reached the required level, a **minimum of one year** has elapsed since the previous test or when it is **documented** that the person whose language is evaluated has had a stay of at least **three months in the country**, or has undergone **intensive training** in the language.

Those applicants who have completed a selection process with FIIAPP in the five years prior to the date of this announcement, will also be **exempt** from taking the **Excel test**.

The **Form** is **automatically** received by the FIIAPP Human Resources Department once it has been **completed and the send button** has been pressed. We recommend that you carefully review the information contained in it before pressing send, since only one response per application is accepted.

The **CV, the updated employment history**, and in case of opting for the exemption from the language tests, the **official certificate(s), should be sent, preferably**, by electronic means to the address [seleccionrrhh@fiiapp.es](mailto:seleccionrrhh@fiiapp.es), indicating in the subject the REFERENCE of the position to which you are applying. You can also send your application by post to the FIIAPP headquarters, to the attention of the HR Department, Calle Beatriz de Bobadilla, 18 - Madrid 28040, indicating, also on the envelope, the REFERENCE of the position.

**ALL** documents, mandatory and optional if applicable, must be submitted before the end of the established term. Failure to submit all the documents in due **time and form** will be **grounds for exclusion from the selection process**.

Once the deadline for receiving applications has ended, people who have submitted their documentation on time will receive a **personal identification code** in their email. This code will be used throughout the selection, development and resolution process, and will safeguard your personal data.

The selection process will have different phases:

- **Curriculum screening** phase to validate compliance with the requirements established in the announcement.
- **Merits assessment** phase. Depending on the number of applications that pass the previous phase, the Selection Board may establish a minimum score in the assessment of merits to determine the number of applications that will be admitted to the next phase.
- **Test** phase: test/s of languages, knowledge and/or skills, Excel. In addition, the Selection Board may determine a cut-off mark in the knowledge test to determine the number of applicants that will be called for an interview.
- **Interview** phase: the purpose of this is to assess the general suitability of the profile for the position, assessing whether the application fits the level of technical and professional skills required in the position.

**Under normal conditions**, the selection process is sequential, that is, an application that does not meet the requirements (curriculum screening phase) will not go on to the merit assessment phase, and so on with the test phase and the interview phase. **Due to urgent needs**, some phases of the process may be carried out in parallel, for example, an applicant may be asked to take the language test with the aim of verifying compliance with the requirement while their merits are being assessed, without implying that the curricular screening phase has been passed.

**References** for the application or the **provision of documentation** confirming the veracity of certain requirements and merits may also be required throughout the selection process.

The day after the position is awarded, the **identification codes** of the person awarded it, as well as of the people on the waiting list, **will be published on the FIIAPP website**, together with the reference offer, as well as those on the waiting list, if there is one, in descending order, from highest to lowest, according to the overall score obtained in the process.

The **validity of the waiting list** of the process is **two years**, this means that if in that period, a vacancy with similar characteristics, requirements, etc. to the present one is generated, the waiting list will be used, and in the established order, to cover said vacancy, before a new selection process is carried out.

The **salary band** established in this announcement refers to the position at the origin of the execution of this selection process. In order to cover other needs with a profile similar to that of this announcement, if the waiting list is used, the salary band will be determined according to the specific position and project in question.

Any applicant who deems appropriate will have 10 business days following the day after the publication of the award to file a complaint against the selection process, which may be sent by email to the address [seleccionrrhh@fiiapp.es](mailto:seleccionrrhh@fiiapp.es). The Human Resources Department, together with the General Secretariat, will provide a reasoned response to any complaints presented.

To obtain further information, please contact the Human Resources Department of the FIIAPP via email [seleccionrrhh@fiiapp.es](mailto:seleccionrrhh@fiiapp.es)



Assets	Scoring	Maximum Score
Specific training in Public Policies, EU, International Cooperation and/or International Relations (CV).	(CV) 5 points courses/masters more than 500 hours 2 points courses up to 200 hours 1 point courses up to 100 hours	<b>5 points</b>
Specific training or professional experience in social protection, work and/or employment (CV).	(CV) 5 points courses/masters more than 500 hours 2 points courses up to 200 hours 1 point courses up to 100 hours  or (0.25 pts/month worked)	<b>7,5 points</b>
Professional experience of EU cooperation tools and processes, including project cycle management and reporting (CV).	(CV) (0.25 pts/month worked)	<b>5 points</b>
Experience working in/with public administrations (CV).	(CV) (0.25 pts/month worked)	<b>7,5 points</b>
Spanish level	(CV + PRUEBA) B1... 3 points B2... 5 points C1... 7 puntos	<b>7 points</b>
Working proficiency in one language of the Western Balkans region and knowledge of Cyrillic alphabet	knowledge test phase	<b>8 points</b>
Specific knowledge related to the duties described for the position.	TEST	<b>20 points</b>
General alignment with the position profile, especially valuing good interpersonal skills at all levels, the ability to work in a team, the ability to plan and organise and match the skills and profile relating to the job	INTERVIEW	<b>40 points</b>
<b>Scoring</b>	<b>TOTAL</b>	<b>100 points</b>