

People analytics and planning specialist

Join the European Training Foundation – Skills for Global Europe

The European Training Foundation (ETF) is looking for a people analytics and planning specialist to strengthen the People and Talent Unit. In this role, you will design and implement people analytics, develop workforce planning strategies, and build internal partnerships to support the organisational transformation and institutional development.

If you are passionate about transforming data into decisions, streamlining processes, empowering teams to work efficiently smart – we'd love to work with you.

-  **Location:** Turin, Italy
-  **Contract:** temporary agent, function group AD grade 5
-  **Deadline:** 25 March 2026
-  **Ref:** ETF/REC/26/01

Who we are

The ETF is the EU agency for human capital development in neighbouring and candidate countries. We connect people, ideas, and policies to turn skills into opportunity.

From the Balkans to Ukraine, the Mediterranean and the African Union, we support reforms in education, training, and employment aligned with EU priorities such as the Union of Skills, the Pact for the Mediterranean, green and digital transitions and EU enlargement.

Based in Turin, we are a multicultural team recognised for independence, evidence-based advice, and trusted partnerships.

Your role

Guided by the People and Talent Unit's vision "People first. Talent always." and our credo "Listen. Facilitate. Drive change.", your role will help the ETF make better-informed people decisions based on evidence, insight and foresight. Your work will help us understand our workforce today, anticipate future needs, and design solutions that allow people and talent to grow. To this aim, you will develop robust people analytics, workforce planning and support evidence-based and data driven decisions. You will collaborate with a number of internal and external stakeholders.

The position encompasses a range of responsibilities, such as:

- **building people analytics capability:** design and deliver clear reports, metrics, dashboards, and snapshots to support informed and transparent decisions
- **developing multiannual workforce and skills plans:** map succession needs, talent pipelines, and mobility scenarios aligned with retirements and future needs; ensure smooth knowledge transfer and onboarding
- **creating dashboards and recurring snapshots:** e.g. recruitment cycle time, internal mobility, wellbeing, engagement - with clear definitions and data hygiene

- **using analytics for action:** identify bottlenecks, signals risks, translate insights into concrete improvements
- **supporting digital transformation and use of AI:** optimise HR processes ensuring compliance and transparency, shortening approval chains, and streamlining templates, log decisions and measure cycle-time impact
- **championing digital upskilling and responsible AI awareness:** partner with colleagues such as digital, learning and development and internal control teams, to embed digital fluency and continuous improvement into unit work

Selection criteria

We are looking for candidates, who have:

Professional experience

- at least three years of recent professional experience (i.e. within in the last six years) in human resources, with a focus on designing and delivering workforce analytics, variety of HR reports and relevant data mining, planning and process improvement, gained in the public and/or private sector

Technical skills

- HR expertise and experience in organisational development, including the ability to address the requirements and evolving challenges of modern workplace
- very good digital literacy, experience working with such tools as Microsoft 365 and/or Power BI
- excellent analytical skills, including ability to collect, read and interpret data
- very good ability to optimise processes, deliver results and assure quality
- English: C1 level in all dimensions, as per the CEFRL

Soft skills

- people advocacy to promote inclusion, wellbeing, respectful behaviour and positive workplace culture
- clear, empathetic and constructive communication skills
- agility, proactivity and anticipation skills, with a solution-oriented mindset

ETF values

- ETF staff are expected to show accountability, innovation and creativity, integrity and respect, service orientation, and teamwork and collaboration

Assets

- training or certificate in people or data analytics; certificate or university degree in human resource management, organisational development, public administration, or related field
- experience with SQL

Your application

Your application must include, preferably in English:

- Cover letter: ideally limited to one page maximum, saved as “*Surname Name CL*”
- Curriculum vitae: preferably in [Europass](#) format, saved as “*Surname Name CV*”

Apply now via the ETF website by navigating to the “about us” and then “vacancies” sections. Ensure that you complete your submission by the closing date of 25 March 2026 at 23.59 (Turin time).

Please submit your application early. The ETF is not responsible for technical delays and will only consider complete applications submitted online by the deadline.

Selection process

Board

A board is appointed by the ETF Director. Its composition is published on the ETF website together with the vacancy notice.

The board’s work and deliberations are strictly confidential. Contact with board members is not allowed and may result in exclusion from the procedure.

Five consecutive phases

Phase 1 – Screening of applications against eligibility criteria

Please note that to be considered eligible, you must meet these criteria by the application deadline

- 1 Nationality: Be a national of an EU Member State
- 2 Citizen rights: Enjoy full rights as a citizen
- 3 Military service: Have fulfilled any mandatory military service requirements
- 4 Physical fitness: Be physically fit to perform the duties linked to the post
- 5 Education: Have a level of education which corresponds to completed university studies of at least three years attested by a diploma

Only diplomas that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.

- 6 Language skills: Have a thorough knowledge (CEFRL level C1 in all dimensions) of one of the languages of the Union and have a satisfactory knowledge (CEFRL level B2 in all dimensions) of another language of the Union, to the extent necessary for the performance of the duties.

Applications meeting all formal requirements under the “Your application” and eligibility criteria sections move to the next phase. This phase is expected to take place in [March 2026](#).

Documents proving eligibility will be requested to selected candidates and assessed before employment. Please refer to the section “Your employment and benefits” for further information.

Phase 2 – Short-listing of applications: selection for interviews and written tests

The board will assess the applications based on the selection criteria. The most appropriate candidates (around six) will be invited to an interview and written tests. Only short-listed candidates will be contacted by the selection team. This is expected to take place in [end of March – beginning of April 2026](#).

Phase 3 – Interviews and written tests

The board will assess the candidates' professional experience, skills and values required for the position and for temporary agents of the EU through an interview and written tests. At least one part of the tests will be evaluated anonymously. The interviews and written tests will be held primarily in English and will be organised remotely.

Upon completion of this phase, the board will make a proposal for the appointment of the most suitable candidate in terms of professional experience, skills and values. Should more than one candidate be considered suitable, the board may propose a list.

Suitable candidates must achieve at least:

- 70% of the points allocated to soft skills and values, and
- 70% of the points allocated to professional experience and technical skills.

This phase is expected to take place in [April 2026](#).

Phase 4 – Appointment

The ETF director will appoint the most suitable candidate based on the board's proposal. Before making the appointment, the Director may decide to meet with candidate(s) for a short interview to assess further their experience, skills and values. The Director may also delegate this task.

The successful candidate is expected to take up duties by the latest on [1 September 2026](#).

Phase 5 – Establishment of a reserve list

The Director may also decide to establish a reserve list of other suitable candidates. The list will be valid until 31 December 2027, with possible extensions. Should the need arise, the reserve list may be used for other positions with a similar profile.

Inclusion in the list does not guarantee a job offer.

Before making the appointment, the Director may decide to meet with candidate(s) for a short interview to further assess their experience, skills and values. The Director may delegate this task.

Your employment and benefits

If a contract of employment is offered, the ETF will be bound **only** when the candidate, prior to the contract signature, has:

- provided proof that they meet all the eligibility criteria. They must:
 - provide original or certified copies of all relevant documents, including a clean police record
 - undergo a medical examination that establishes they are physically fit to perform the duties
- informed the ETF of any actual or potential conflict of interest, confirming no personal interest that would impair their independence.

Contract of employment

Temporary agent contracts are in accordance with article 2(f) of the Conditions of Employment of Other Servants (CEOS) of the European Union. Under this type of contract, the employee is bound by the CEOS as well as the relevant Implementing Rules.

The duration of contract is of three years, renewable. It is subject to a probation period of nine months.

Remuneration

The typical salary for a single employee, with three years of relevant professional experience, is circa €4,250 net/month; or for an employee, with three years of relevant professional experience, expatriation allowance and one dependent child: circa €6,220 net/month.

Continuity of employment between EU agencies

Should the successful candidate currently hold a Temporary agent 2(f) contract and qualify for a transfer under the terms of the CEOS, this position can accommodate levels AD 5 – AD 6.

Additional information

The ETF is committed to accommodating the needs of applicants and selected candidates who may need reasonable adjustments. If you have a disability, please inform us at recruitment@etf.europa.eu and specify the arrangements or adjustments you may need to participate equally in the selection procedure. We may ask you to provide a certificate or a note from the competent authority (e.g. a medical certificate) confirming your condition.

Documents provided during the selection procedure will not be returned to candidates but kept on file at the ETF for as long as necessary and then destroyed.

EU legislation on personal data protection and confidentiality applies. More information is available in the [privacy statement](#) on our website.

Candidates who consider that their interests have been prejudiced by any decision related to the procedure can lodge a complaint following the instructions available on the [ETF website](#).