

Enabling officer

Join the European Training Foundation – Skills for Global Europe

The European Training Foundation (ETF) is establishing a reserve list of enabling officers to contribute to corporate and project-linked activities across the agency.

Operating within EU procurement, financial, and human resources rules, and drawing on your project management skills, you will enable the smooth and efficient delivery of corporate and project-linked activities. Your adaptability, innovation, and collaborative approach will support the continued development of the ETF as a modern European agency.

If you are passionate about making things happen, supporting a purpose-driven EU Agency, and being part of a dynamic collaborative workplace – we'd love to work with you.

-  **Selection procedure to establish a reserve list**
-  **Location:** Turin, Italy
-  **Contract:** contract agent, function group III
-  **Deadline:** 7 April 2026
-  **Ref:** ETF/REC/26/02

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

As **enabling officer**, you will play a key role by contributing actively to corporate (procurement, finance, human resources, facilities, legal, communication, etc.) or project-linked (thematic or country-specific) activities.

You will be expected to work flexibly, learn quickly, and collaborate effectively across teams.

In line with the ETF's commitment to efficiency, officers may be reassigned to different areas of work depending on organisational needs.

This position offers a chance to make a meaningful impact on the ETF and its staff by ensuring its activities run smoothly and effectively.

Your responsibilities will vary based on the assigned area of work and may include:

- **supporting the planning, implementation, and budgeting of activities** to help the ETF ensure quality of deliverables and achieve its objectives
- **managing financial flows** and carrying out financial operations and transactions such as commitments, purchase orders, payments and invoice processing, recovery orders
- **managing and implementing procurement processes, carrying out contract management activities**, including drafting requests for services and goods, evaluating offers, monitoring contract execution
- **providing hands-on administrative and organisational support**, from managing workflows and logistics to maintaining accurate documentation and databases
- **participating to the organisation** of meetings, workshops, and events, ensuring everything runs seamlessly
- **facilitating communication and engagement** with colleagues and external partners to foster collaboration
- **collaborating across teams** to improve efficiency, optimise processes, share knowledge, and align with the ETF strategic goals.

You are expected to travel occasionally to EU Member States or Countries in which ETF works.

Selection criteria

We are looking for candidates, who have:

Professional experience

- at least three years of recent professional experience (i.e. within the last six years) in a similar role as described in the section above “your role”

Very good technical skills

- planning, implementation, monitoring and reporting of activities
- budgeting and/or financial skills
- procurement and/or contract management skills
- administrative and organisational skills, including process and workflow organisation and implementation
- digital literacy and experience working with tools such as Microsoft 365
- analytical skills
- English: level C1 in all dimensions as per the CEFRL

Very good soft skills

- agility and ability to learn quickly
- anticipation and problem-solving skills
- attention to detail and accuracy
- very good oral and written communication skills, and ability to interact constructively with others
- time management and prioritisation skills

ETF values

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

Assets

- experience with event organisation
- experience with the EC financial regulations
- experience with EC IT systems, such as e-procurement tools and financial management tools SAP based or equivalent

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 7 April 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 post-secondary education attested by a diploma
Or

Have a level of secondary education attested by a diploma giving access to post-secondary education and at least three years of appropriate professional experience after that 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 [April 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. Around 30 candidates will be invited to interviews and written tests. Only short-listed candidates will be contacted by the selection team. This is expected to take place in [May 2026](#).

[Phase 3 – Interviews and written tests](#)

The board will assess the candidates’ professional experience, skills and values required for the position and for Contract 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 remotely and conducted primarily in English.

Upon completion of this phase, the board will put forward to the ETF Director a proposal for the reserve list of suitable candidates considered the most in line with the selection criteria.

Suitable candidates must obtain at least:

- 70% on soft skills and values, and
- 70% on professional experience and technical skills

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

[Phase 4 – Establishment of a reserve list](#)

Having assessed the proposal made by the board, the Director establishes a reserve list valid until 31 December 2027 (extensions possible). Inclusion in the list does not guarantee a job offer.

[Phase 5 – Meeting\(s\) with the ETF Director](#)

ETF may contact candidates on the reserve list at any time during its validity period.

When a position is potentially available, the Director may invite candidate(s) for a short interview to further assess their experience, skills and values in relation to the specific needs of the Agency. This task may be delegated to another staff member of the agency.

[Phase 6 – Appointment by the ETF Director](#)

The Director appoints the candidate best matching the organisational needs.

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

Contracts are issued under article 3(a) of the of the Conditions of Employment of Other Servants (CEOS) of the European Union and relevant Implementing Rules. They are typically for three years, renewable, or may be limited in duration for specific projects of definite duration or replacements, with possible non-renewal or termination once duties end.

Contracts of employment are subject to a 9-month probationary period.

Remuneration

The typical salary for a single employee, with three years of relevant professional experience: circa € 2,570 net/month; or for an employee, with three years of relevant professional experience, expatriation allowance and one dependent child: circa € 3,830 net/month.

Continuity of employment between EU agencies

Should the successful candidate currently hold a Contract Agent 3(a) contract, s/he may qualify for mobility under the terms of the CEOS and relevant Implementing Rules.

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](#).