



Ref.: 2024-01-LD-14 AB-pa

Brussels, 23 January 2024

FOR THE ATTENTION OF THE HEADS OF DELEGATION OF THE BOARD OF GOVERNORS OF THE EUROPEAN SCHOOLS

Subject: Vacancy of the of Educational Data Analyst at the “Pedagogical Development” Unit in the Office of the Secretary-General as from 1st January 2024

Dear Madam,

Dear Sir,

I have to inform you that the Selection committee, which convened in Brussels on 8 December 2023, unanimously decided not to appoint the only candidate.

Consequently, I have decided to invite again national delegations of the Board of Governors as well as the European Commission to advertise the aforementioned post, if they wish to propose candidates, and to forward suitable applications to OSG-SELECTIONS-MANAGEMENT@eursc.eu and OSG-SECRETARY-GENERAL@eursc.eu.

The job description which gives further details of the post is attached to this letter.

The candidates' file must consist of a cover letter and Curriculum vitae (in “Europass format”) and contain the following information:

- date of birth,

- civil status,
- educational background and qualifications,
- professional experience,
- knowledge of languages (to be documented and assessed on the basis of the Common European Framework of Reference for Languages self-assessment grid produced by the Council of Europe),
- special abilities, skills and achievements.

Official documents that must be attached to the Curriculum Vitae are the following:

- copies of diplomas, certificates and other evidence of formal qualifications,
- an official document testifying that the candidate has no criminal convictions which would be incompatible with the post,
- a medical certificate attesting to the candidate's physical capacity to perform the function.

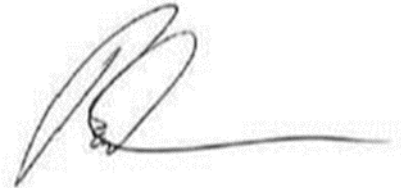
Candidates should **send their applications to their own delegation** in the first place, and **not** directly to the Secretary-General.

I have to underline that those delegations proposing candidates are asked also to confirm that:

- **they would be willing to second the successful candidate for a minimum of three years and**
- **that they would be willing to continue to pay the national salary for the period of the appointment.**

I should be grateful to receive your applications no later than **23 February 2024**. If you require any further information, please let me know.

Yours faithfully,

A handwritten signature in black ink, consisting of a large, stylized 'A' followed by a horizontal line.

Andreas BECKMANN,

Secretary-General
of the European Schools

cc Members of the Joint Board of Inspectors
 Members of the Budgetary Committee
 Directors of the European Schools

**EDUCATIONAL DATA ANALYST
“PEDAGOGICAL DEVELOPMENT” UNIT
OFFICE OF THE SECRETARY-GENERAL OF THE EUROPEAN SCHOOLS
JOB DESCRIPTION**

Requested profile:

- Relevant University degree at a Masters’ degree level
- Proven experience and knowledge related to data analysis in an educational context
- Proficiency in using IT tools and resources such as BI tools or others
- Experience in using statistical tools, methodologies, and
- Skilled in data visualization and communication
- Excellent command of English or French (minimum level C1 according to the Common European Framework of Reference for languages- CEFR standard or equivalent)

Assets:

- Experience in psychometrics
- Experience in STEM education and training
- Knowledge of programming languages (E.g.: Python or others) to develop specific IT tools
- Good command (minimum level B2) of the other respective language (English or French) or German

Job description:

The Educational Data Analyst (EDA) will be a member of the Pedagogical Development Unit (PDU) but would perform some tasks for other units as well, mainly to the European Baccalaureate Unit, in the area of data analysis.

The EDA will support the European Schools by dealing with data and helping to make fact-based and data driven decisions. The EDA will support the PDU by collecting, processing and analysing data, as well as preparing reports or communicating findings to the Boards of Inspectors and other governing bodies. The EDA will also provide assistance for some working groups that need input based on statistical data. Another important responsibility will be to manage pedagogical surveys.

Besides the above-mentioned core statistical tasks, the EDA will also assist in curating and elaborating Continuous Professional Courses in the scientific area to promote STEM teacher education. This person will also provide training for other staff members in data interpretation and analysis.

His/her main tasks are the following:

- Performing quantitative and qualitative analysis in different areas (Repeat Rates, analysis of pupils' results, examinations, Baccalaureate results, Educational Support statistics)
- Writing reports in the related areas
- Creating and delivering presentations to working groups, the boards of inspectors and other organs of the European Schools
- Supporting schools by proposing procedures, templates etc. for data analysis at school level
- Designing and organizing surveys
- Reporting of the findings of the surveys

- Performing impact analysis and making estimates and projections
- Curating and producing training material in science education in collaboration with the inspectors and other members of the unit in charge of CPD
- Providing training for the staff on data analysis and interpretation
- Cross-referencing and analysis of external surveys (E.g.: PISA-based Test for Schools) with internal data.

Conditions of service

The conditions of service are fixed by the Regulations for Members of the Seconded Staff of the European Schools, available at www.eursec.eu. The basic monthly starting salary would be € 5.762,70 up to € 6.937,28 (scale 3), rising in two-yearly steps to a maximum of € 8.097,01. Family and other allowances are payable in addition on broadly the same basis as for officials of the EU.

The post-holder will be seconded and will continue to receive his or her national salary, which will be deducted from the above amounts. An adjustment to the European salary will be made, either by addition or deduction, so that the total net salary will be in line with the tax rates applicable to EU officials. A deduction is made equivalent to the “special levy” payable by EU officials.

Following the satisfactory completion of an initial probationary period of one year, the appointment may be confirmed on either a fixed-term or a permanent basis.

The post is based in Brussels. Relocation expenses are payable.

Application procedure

Applications should be **addressed to the relevant seconding authorities in the first place** who will forward them, if suitable, to the Secretary-General of the European Schools using the following e-mail addresses: OSG-SECRETARY-GENERAL@eursec.eu and OSG-SELECTIONS-MANAGEMENT@eursec.eu .

Candidates should **not** apply direct to the Secretary-General.

The seconding authorities will fix the closing date by which they must receive applications from candidates. The closing date by which the seconding authorities must forward applications to the Secretary-General is **23 February 2024**.

Further information

Further information can be obtained from the Deputy Secretary-General of the European Schools, Mr. Manuel BORDOY; OSG-DEPUTY-SECRETARY-GENERAL@eursc.eu and the Head of Unit “PEDAGOGICAL DEVELOPMENT”, Mr. László MUNKACSY, OSG-HEAD-PEDAGOGICAL-DEVELOPMENT@eursc.eu.