

LIAISON OFFICER

Join the European Training Foundation – Skills for Global Europe

The European Training Foundation (ETF) is seeking a liaison officer to:

- promote effective collaboration with its external stakeholders
- support its strategic engagement and expand its activities
- enhance the agency's visibility and impact

Are you ready to take on your next exciting challenge?



Contract: Temporary Agent, AD 7



Deadline: 16 September 2025



Location: Turin, Italy



Ref: ETF/REC/25/02

Who we are

At ETF, we believe that developing people's skills is essential to building competitive, inclusive and resilient societies. As the EU agency for human capital development in neighbouring and EU candidate countries, we work at the heart of international cooperation, connecting people, ideas and policies to turn skills into opportunity.

We support our partner countries in reforming education, training and employment systems, aligning national ambitions with global trends and EU priorities. From the Balkans to Ukraine, from the Mediterranean to the African Union, we work for competitiveness, prosperity, stability of Europe and of its neighbours. Our activities are based on EU initiatives such as the Union of Skills, the Pact for the Mediterranean, the green and digital transitions, in addition to EU enlargement.

We are recognised for our independence, our evidence-based approach, and our ability to navigate complex contexts, from digital and green transformation to post-conflict recovery. Through trusted partnerships, we bring forward-looking policy advice, practical tools, and skills intelligence that make a real difference, for our partner countries and for Europe.

Based in Turin, Italy, we are a dynamic, multi-cultural team committed to public service, EU values and international cooperation. We collaborate with national governments, EU institutions, Member States, civil society, and international partners to strengthen societies through education, training and employment.

If you're passionate about connecting ideas, people, and policies to drive global change - we'd love to work with you.

Your role

Reporting to the director and actively engaging with colleagues across the ETF, the liaison officer will:

- drive engagement, and build, maintain and strengthen long-term and trusted relationships and partnerships with key external stakeholders, including EU institutions, international organisations, social partners, private and financial organisations
- ensure effective communication and feedback loops between external stakeholders and ETF colleagues
- plan, organise, facilitate and ensure follow up of meetings, discussions, workshops, including high profile events involving key stakeholders
- oversee and manage institutional procedural matters to strengthen overall engagement as part of the ETF governance
- promote the ETF's work, achievements, and strategic objectives across key networks
- develop and disseminate communication materials, reports, briefing notes, and other relevant products
- ensure strategic alignment and message consistency in colleagues' engagement with external stakeholders
- support the development of ETF's work programme by integrating EU-level insights and international developments
- contribute to policy discussions and developments, aligning the ETF's activities with evolving policy frameworks
- maintain up-to-date awareness of the ETF strategic directions, priorities and ensure internal alignment, while collaborating closely with senior management to offer insights and support high-level decision-making
- represent the ETF at meetings, conferences, and events as a speaker or facilitator

Frequent travel is to be expected.

Experience, skills and knowledge and values

We are looking for candidates who have:

Professional experience

- six years of recent (i.e. within the past 10 years) and relevant professional experience, as outlined in the section: "Your role"
- at least three years of professional experience in EU institutions or bodies (it can be part of the recent and relevant professional experience mentioned above)

Technical skills and knowledge

- excellent stakeholder engagement
- excellent knowledge of the ETF landscape, including EU institutions, international organisations and financing institutions
- excellent analytical skills
- solid EU political acumen
- familiarity with EU institutional processes
- English: CEFRL level C1 in all dimensions

Excellent soft skills

- accuracy and attention to detail
- anticipation
- oral, including public speaking, presenting and facilitating, and written communication
- negotiation
- self-organisation

Assets

- familiarity with human capital development
- knowledge of the geographical area in which the ETF operates
- relevant master degree or above in e.g. political science, European studies
- French and/or Italian: CEFRL level B2 in all dimensions

Values and expected behaviour

We expect our staff to demonstrate a commitment to ETF shared values:

- accountability
- innovation and creativity
- integrity and respect
- service orientation
- teamwork and collaboration

Your application

Your application must include, preferably in English:

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

Submit your application through the ETF website by navigating to the “about us” and then “recruitment” sections. Ensure that you complete your submission by the closing date of 16 September 2025 at 23.59 (Turin time).

Important: Submit your application as early as possible. The ETF is not liable for delays caused by internet traffic, connectivity issues or other technical problems.

Only applications that are complete, submitted online through the ETF website, and within the deadline will be considered.

Selection process

Board

A selection 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 prohibited and may result in disqualification.

Five consecutive phases

Phase 1 – Screening of applications against eligibility criteria

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 and professional experience:

Have a level of education which corresponds to completed university studies of at least four years attested by a diploma, followed by at least six years of professional experience

or

Have a level of education which corresponds to completed university studies of at least three years attested by a diploma, followed by at least seven years of professional experience

Only diplomas that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities in the 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. 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 professional experience, some skills and knowledge, assets and values. Please refer to the section “Experience, skills and knowledge and values”. 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 [October 2025](#).

Phase 3 – Interviews and written tests

The board will assess the candidates’ professional experience, skills, knowledge and assets, 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 test will be evaluated anonymously. The interview and written test will be conducted mainly 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 knowledge, 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,
- 70% of the points allocated to technical skills and professional experience

This phase is expected to take place in [October 2025](#).

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, knowledge and values. The Director may also delegate this task.

The successful candidate is expected to take up duties by [1 January 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 2026, 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, knowledge 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 six years of relevant professional experience, is circa €5,050 net/month; or for an employee, with six years of relevant professional experience, expatriation allowance and one dependent child: circa €7,200 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 6 – AD 8.

Our agency

At the ETF, we celebrate [diversity and inclusion](#), and you'll work in a dynamic, multicultural environment where you can interact with people from all over Europe and beyond. With staff members representing over 25 different nationalities, we're committed to creating an inclusive workplace where everyone feels valued, respected, and supported. We believe that no matter your gender, age, race, religion, sexual orientation, identity, or disability, [you have something unique](#) to offer our team.

Our [collaborative approach](#) means that you'll work in teams with both internal and external stakeholders, bringing your experience to the table and counting on mutual support. We're dedicated to integrity and accountability, and we promote innovation and creativity by exploring new ideas, concepts, and trends.

We're committed to helping you [unleash your full potential](#). Our learning and development programmes are designed to help you grow both personally and professionally, with a range of opportunities to develop your skills and take on new challenges. From induction programmes to language courses, technical and soft skills training, and e-learning, we offer a variety of learning opportunities to suit your needs and schedule.

At the ETF, we understand the importance of [work-life balance](#). We offer flexible working arrangements, including remote work and part-time options, so you can manage your professional and personal commitments.

Our location in Turin offers an array of [cultural and entertainment opportunities](#), from art galleries and restaurants to opera houses and parks. Plus, with the Alps and the Mediterranean just a stone's throw away, you'll have plenty of options for [exciting weekend getaways](#).

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](#).