



Schola Europaea / Office of the Secretary-General
Human Resources Unit

Ref.: 2024-09-LD-14-en-1 AB-pa

Brussels, 25 September 2024

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

Subject: Creation of the post of E-assessment specialist at the European Baccalaureate Unit in the Office of the Secretary-General

Dear Madam,

Dear Sir,

Following the decision the Board of Governors on the creation of the post of **E-assessment specialist at the European Baccalaureate Unit** in the OSG, on 30 April 2024 Heads of delegations of the Board of Governors as well as the European Commission were invited to forward suitable applications to the OSG (Ref.: 2024-04-LD-25-en-1 AB-pa).

Within the deadline, 7 June 2024, the OSG received no suitable candidacies.

The post is foreseen for a seconded member of staff, to be appointed by a decision of the Secretary General. All Member States, as well as the European Commission, can put forward candidates.

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

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osg-head-human-resources@eursc.eu

I am therefore writing to invite 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 the Secretary-General.

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.

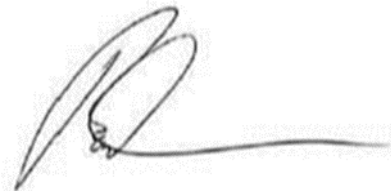
Candidates should **send their applications to their own delegation** in the first place, and **not** directly to the Secretary-General.

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 **4 November 2024**. If you require any further information, please let me know.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'A. Beckmann', with a long horizontal stroke extending to the right.

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

**E-ASSESSMENT SPECIALIST
BACCALAUREATE UNIT
OFFICE OF THE SECRETARY-GENERAL OF THE EUROPEAN SCHOOLS
JOB DESCRIPTION**

Requested profile:

- University degree at master's level
- Proven experience and knowledge in online assessment applied to formal education settings (preferably at secondary school level)
- Proficiency in using IT tools
- Deep knowledge of at least one online examination platform as administrator
- Excellent command of English or French (minimum level C1 according to the Common European Framework of Reference for languages- CEFR standard or equivalent)

Assets:

- Good command (minimum level B2) of the other respective language (English or French) or German
- Experience in leadership of on-line assessment implementation
- Experience in project management and change management
- Experience in teacher training in the area of e-assessment
- Experience with several online examination tools
- Teaching degree and experience in online teaching, learning and assessment

Job description:

The E-Assessment Specialist will be a member of the European Baccalaureate Unit but will cooperate with other units as well, mainly with the Pedagogical Development Unit.

The person will be responsible for looking at different available solutions in the market and comparing them with the specific needs of the European Schools following the principles of simplification, efficiency and economy of scale. The person will be in charge of writing the technical specifications for public procurement documents regarding the acquisition of e-assessment tools.

The person will manage the implementation of assessment solutions for the European School system. The person will cooperate with the IT Unit for a seamless integration of e-assessment solutions with other European Schools IT systems. The person will cooperate with the OSGES Data Protection Officer to ensure GDPR compliance following the principle of “privacy by design”.

The person will cooperate with the Continuous Professional Development coordinator at the OSGES to develop online courses for teachers on the use of e-assessment tools.

His/her main tasks are the following:

- Researching for and analyzing available e-assessment solutions
- Researching the specific needs of the European Schools in terms of online assessment
- Signaling potential challenges and proposing feasible solutions to overcome them
- Study of successful cases of e-assessment in national systems and transposing best practices into the ES system
- Proposing cost-efficient solutions and their seamless integration with the existing IT solutions in use in the European Schools
- Managing change management process in schools and at the OSG
- Leading potential the pilot projects in the area of e-assessment, analyzing results and providing a solid proof of concept and further development
- Creating and delivering presentations to working groups or the Boards of Inspectors and other organs of the European Schools about online assessment
- Training and guiding teachers in the use of e-assessment tools
- Promoting the use of e-assessment tools for both formative and summative assessment.

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.eursc.eu. The basic monthly starting salary would be € 5.935,58 up to € 7.145,40 (scale 3), rising in two-yearly steps to a maximum of € 8.339,92. 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@eursc.eu and OSG-SELECTIONS-MANAGEMENT@eursc.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 **4 November 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 the Baccalaureate Unit, Ms. Ewa RUDOMINO, OSG-HEAD-BACCALAUREATE@eursc.eu.