

## **ECHA/TRN/2019/006 - IT Business Information Systems - Unit I2**

The Business Information Systems unit is responsible for the regulatory and scientific software applications required to meet the Agency's obligations under the REACH, CLP, Biocides and PIC Regulations.

The Business Information Systems is composed of three **Programmes**:

- **IT Services for Industry** covers projects and services enabling Industry to fulfil their duties under REACH, CLP, Biocides and PIC. Its main objectives are the high quality and timely release of software and efficient maintenance for the Submission and Scientific IT tools.
- **Data Management Services** provides IT solutions and services for business intelligence, data integration, data aggregation. Dissemination of scientific information on chemicals and data governance within ECHA.

### **Trainee Assignment**

The Trainee will assist the staff in the unit with general tasks falling under one or more of the following categories: frontline IT, project management support activities, data management related tasks, administrative and service support to external customers. The selected candidate will work closely with all business and regulatory Units across the Agency, building and sharing knowledge to provide high quality support in the tasks assigned.

The main duties of the role shall cover, among others:

- In conjunction with and under the supervision of the reference Service Manager, support the definition of new services or the review of existing ones
- In conjunction with and under the supervision of the reference Project Manager or senior IT staff, contribute to the daily management activities related to the execution of the agreed project plans
- In the context of the Service Support team and by means of the existing ticketing system, handle incidents and requests concerning the supported products;

### **Trainee Profile**

- Completed or undergoing university studies;
- Analytical capabilities, problem solving attitude and technical skills related to IT software delivery and maintenance;
- Ability to understand the customer needs based on the regulatory scope and IT tools available;
- Basic knowledge of the REACH/CLP Regulations or experience in the industry side related to the implementation of the REACH/CLP Regulations;
- Experience and proficiency in using MS Office tools;
- Aptitude for team work and good communication and interpersonal skills;
- Excellent command of written and spoken English.

**Starting Date:** 01 March 2019

**Duration:** 6 months

**Deadline for applications:** 11 December 2018 at midnight 00:00 Helsinki time (23:00 a.m. CET)