

Vacancy Notice

The European Chemicals Agency (ECHA) aims to be the centre of knowledge on the sustainable management of chemicals, serving a wide range of EU policies and global initiatives, for the benefit of citizens and the environment. Together with our partners, we work for the safe use of chemicals.

The European Chemicals Agency (ECHA) is launching this call for expressions of interest in order to establish a reserve list for the following contract agent profile:

Reference number	Vacancy notice	Grade	Indicative n° on reserve list
ECHA/CA/III/2020/002	Regulatory Assistant	FG III	10

The initial closing date (15 September 2020) and time for submission of applications for this call has been extended until 22 September 2020 at noon 12.00 Helsinki time (11.00 Central European Time).

1. The job

The Regulatory Assistant will work in the directorate of Submissions and Interaction. He/she will work in a multidisciplinary team carrying out technical and administrative tasks related to regulatory processes, primarily under the Regulation on Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH).

The Regulatory Assistant will be responsible for the following types of work and will need to demonstrate an ability to work in all of the following areas:

Performing completeness checks on regulatory documents (main task)

- Performing the REACH Article 20(2) completeness check of registration dossiers. Processing the dossiers with the support of an IT system, within tight legal deadlines and according to working instructions;
- Contributing to the analysis and identification of completeness checks for submission types under other regulations;
- Carrying out manual inspection of data elements at completeness check, to ensure that the content provided by registrants falls within the REACH provisions;
- Continuously developing expertise in assessing regulatory and scientific information against defined criteria by liaising with ECHA's experts;
- Acquiring responsibility for the completeness check of a particular area of REACH information requirements, including the maintenance and development of the related

completeness check policy and instructions. Following the regulatory developments in this area and assessing the impact for the completeness check;

- Proactively analysing and proposing measures to increase the efficiency and consistency of the completeness check process;
- Contributing to the drafting and sending of completeness check communications and decisions to registrants.

Stakeholder engagement and company support

- Engaging with ECHA's external stakeholders (institutions/organisations) by means of consultations, dialogue and awareness raising, in the context of the implementation of regulations and associated IT tools;
- Interacting with internal and external stakeholders to collect and confirm user requirements for the implementation of regulations and associated IT tools;
- Managing and contribution to the development and update of support material such as user manuals, Q&As, webinars and videos, to assist companies in fulfilling their duties;
- Providing company support by replying to queries from industry and proactively contacting companies that face challenges in submitting information to the Agency.

Support the product management of ECHA's regulatory IT tools

- Supporting the collection and refinement of requirements for the IT tool based on regulatory needs and user input;
- Analysis and prioritisation of requirements;
- Testing and validating the interim versions of the IT tool during the development phase;
- Supporting the roll-out phase, including promotion, training and communication activities.

2. Eligibility criteria

The selection procedure is open to applicants who satisfy the following eligibility criteria, on the closing date for application:

2.1. General requirements

The applicant must:

- Be a national of a Member State of the European Union, or a national of the European Economic Area (Iceland, Liechtenstein, Norway)¹;

¹ The Member States of the European Union are: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.

- Enjoy the full rights as a citizen;
- Have fulfilled any obligations imposed by the laws concerning military service;
- Produce the appropriate character references as to the suitability for the performance of the duties²;
- Be physically fit to perform the duties³;
- Have a thorough knowledge of one of the official languages of the European Union⁴ and a satisfactory knowledge of another such language to the extent necessary to perform your duties;
- Be able to communicate well in English as this is the working language of ECHA;
- Be below the age at which staff of the EU is automatically retired, i.e. currently on the last day of the month in which he/she reaches the age of 66⁵.

2.2. Qualifications

- a) Successful completion of post-secondary level education attested by a diploma.

Or

- b) Successful completion of secondary education giving access to post-secondary education and professional experience⁶ of at least three (3) years.

Only qualifications issued by EU Member State authorities or EEA authorities and qualifications recognized as equivalent by the relevant EU or EEA Member State authorities will be accepted.

2.3. Professional experience

To qualify for this profile, you must have at the closing date for applications a total professional experience⁶ of at least one (1) year acquired after achieving the minimum requirements stated out in 2.2 a) and b).

² Before appointment, successful applicants will be required to produce an official document indicating that they do not have a criminal record.

³ Before appointment, successful applicants will be required to undergo a medical examination to ensure that they fulfil the requirements of Articles 12, 2 (c) of the Conditions of Employment of Other Servants of the European Communities.

⁴ The languages of the EU are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish, Swedish.

⁵ See Article 47(a) CEOS for Temporary Agents, applicable to Contract Agents by analogy, Article 119 CEOS.

⁶ Only appropriate professional experience acquired **after achieving** the minimum qualification stated in 2.2 shall be considered. Where additional periods of training and study are accompanied by periods of professional activity, only the latter shall be considered as professional experience. Compulsory military service or equivalent civilian service accomplished after the achieving the minimum qualification stated in 2.2. shall be taken into consideration. Professional activities pursued on a part-time basis shall be calculated pro rata, on the basis of the percentage of full-time hours worked. A given period may be counted only once.

3. Selection criteria

If you meet the eligibility criteria set out in section 2, you will be assessed on the basis of the following selection criteria. The candidates who are judged to be the most suitable on the basis of the selection criteria will be invited to an interview.

- Your academic and professional qualifications and their relevance to the main areas of work listed in section 1;

Preference will be given to qualifications obtained in the following fields:

- chemistry;
 - toxicology, pharmacy;
 - ecotoxicology, environmental fate and behaviour, environmental chemistry.
- Your professional experience: the range of fields covered, the type and level of work done and its relevance⁷ to the areas of work listed in section 1. For the main task, professional experience will be considered as relevant if it entails the validation of regulatory documents in an IT-based process, within tight timelines.

The following will be considered as an asset:

- Work experience gained in a similar multicultural environment. Preference will be given to work experience abroad.

The academic and professional qualifications, professional experience and knowledge and experience considered as an asset **must be described as precisely as possible** in your application.

4. Interview and written test

If selected for interview, you will be assessed on the basis of the following criteria:

- Knowledge and understanding in your areas of experience that are most relevant to the tasks set out in section 1;
- Understanding of the role and aims of ECHA, in relation to the different chemical regulations it implements (e.g. REACH, CLP, Biocides, etc.);
- Interpersonal skills and aptitude for teamwork in a multidisciplinary and multicultural environment⁸;
- Ability to work in a systematic, methodical and orderly way to meet set deadlines⁸;

⁷ Relevant experience should be described in your application.

⁸ You can read more about the general competencies in place in ECHA through the following link: http://echa.europa.eu/documents/10162/13602/echa_staff_competencies_en.pdf

- Ability to take responsibility for specific areas of work and see them through to completion⁸;
- Ability to understand complex matters and issues, and collect and utilise information from different sources⁸;
- Excellent command of spoken and written English.

For native English speakers, your ability to communicate in your second EU language will be tested during the interview. As this forms part of the general requirements stated under section 2.1 above, any failure in proving the satisfactory level of your second EU language would lead to your exclusion from the selection.

Interviews and written tests may be organised **remotely**.

5. Placement on the reserve list

If you are judged to be among the most suitable candidates, on the basis of the criteria listed in sections 2, 3 and 4, you will be placed on the reserve list. The reserve list will be valid for a period of one year with possibility of extension.

It should be noted that inclusion on the reserve lists does not imply any entitlement of employment in the Agency.

6. Other information

Before applying, you should carefully read the Guide of Applicants⁹ published on ECHA Website. This guide is an integral part of the Vacancy Notice and will help you to understand the rules governing the procedure and how to apply.

Successful applicants may be offered an employment contract for three years as a contract agent. This contract may be renewed for a definite period. If renewed for a second time, the contract becomes indefinite.

The successful applicant will be required to make a declaration of commitment to act independently in the public interest and to make an annual declaration in respect of any interests which might be considered prejudicial to his/her independence. Moreover, before recruiting a member of staff, ECHA's Executive Director will examine whether the applicant has any personal interest which may impair his/her independence or any other conflict of interest. To that end, the applicant, using a specific form, shall inform the Executive Director of any actual or potential conflict of interest. Applicants must confirm their willingness to do so in their application.

The successful candidate will be recruited as a Contract Agent in Function Group FG III, in grade 8 (with the basic salary starting from € 2.758,47), grade 9 (with the basic salary starting from € 3.121,03) or in grade 10 (with the basic salary starting from € 3.531,25). The step in grade is determined on the basis of professional experience gained after the education required for the position and in line with applicable implementing rules referred to below. The basic salary is subject to an annual review of remuneration provided for in Article 65(1) of the Staff Regulations. ECHA offers, in addition to the basic salary, a range of benefits which include allowances, such as a household allowance, an expatriation allowance

⁹ http://echa.europa.eu/documents/10162/13602/general_guide_for_applicants_en.pdf

(16% of the basic salary) and a dependent child allowance, as well as a welfare package including pension scheme, medical and accident coverage. For more information on the salary and on the allowances, please visit our website at: <http://www.echa.europa.eu/about-us/jobs/what-we-offer>.

For more information on the selection process of contract agents and on the contractual and working conditions, please, refer to:

- Guide for Applicants:
http://echa.europa.eu/documents/10162/13602/general_guide_for_applicants_en.pdf
- Implementing rules concerning contract agents:
https://echa.europa.eu/documents/10162/13608/mb_decision_26_2019_mb-54_en.pdf
- Conditions of Employment of Other Servants of the European Communities:
<http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

7. Protection of personal data

The European Chemicals Agency will ensure, on its part, that your personal data is processed as required by Regulation (EU) 2018/1725¹⁰ on the protection of personal data. For more information on the protection of personal data, please consult the Guide for Applicants⁹.

¹⁰ <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32018R1725&from=EN>