

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 temporary agent profile:

Reference number	Vacancy notice	Grade	Indicative n° on reserve list
ECHA/TA/2020/004	Legal Advisor	AD 5	5

The closing date and time for submission of applications for this call is 12 October 2020 at noon 12.00 Helsinki time (11.00 Central European Time).

1. The Job

The Legal Advisor will work either in the Legal Affairs Unit or in the Registry of the Board of Appeal.

The Legal Affairs Unit handles litigation, complaints and disputes. It provides legal advice and support on all issues having legal implications in order to ensure that ECHA's decisions, opinions, positions and agreements as well as the assistance to companies are in conformity with the regulations that govern the Agency and its work.

The Registry of the Board of Appeal supports the activities of the independent Board of Appeal of ECHA, in particular when deciding on appeals brought against certain decisions of the Agency.

The Legal Advisor is responsible for legal advice and will participate in different work areas of the Agency. The main tasks include the following:

- Drafting procedural documents and assisting in legal proceedings;
- Providing support in organising the defence of the Agency in litigation;
- Providing legal analysis and legal advice on the regulations governing the work of the Agency;
- Checking the legal correctness of the decisions, opinions and positions of the Agency;
- Drafting and/or checking guidance, templates, operational procedures, implementing rules, guidelines;
- Contributing to the development of legal databases;
- Contributing to training on legal issues;

- Performing legal research, analysis and follow-up of case-law;
- Legal advice on regulations related to the activities of the Board of Appeal and its Registry as well as applicable procedures;
- Supporting the Board of Appeal in its decision-making process;
- Supporting the Board of Appeal in legal actions brought before the EU Courts against the Agency's decisions that were adopted or are related to the Board of Appeal's decisions;
- Drafting procedural documents related to appeal proceedings;
- Supporting the activities of the Registry of the Board of Appeal

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;
- 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.

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.

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.

2.2. Qualifications

Successful completion of a full course of university studies attested by a degree, where the normal duration of university education is three (3) years or more.

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

There is no minimum professional experience requirement to be eligible for this profile, beyond the requirements of 2.2 above.

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;

Your university degree must be in law, or you must also have a professional qualification entitling you to practice as a lawyer.

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

- Union law, in particular in relation to chemicals legislation or analogous legislation⁶;
 - Administrative law governing the work of the Agency;
 - Professional training related to a legal profession (e.g. qualification of an attorney or judge).
- Your professional experience: Preference will be given to candidates having experience in functions similar to those outlined in section 1. The Selection Committee will assess the range of fields covered, the type and level of work done and its relevance to the areas of work listed in section 1.

⁶ This means regulatory systems such as those governing plant protection products, biocides, food additives, pharmaceuticals, cosmetics, waste, occupational safety and health, the Water Framework Directive, the Integrated Pollution Prevention and Control Directive, the Seveso Directive, the Construction Products Regulation or the Industrial Emission Directive, the Persistent Organic Pollutants Regulation and the Prior Informed Consent Regulation

The following will be considered as assets:

- Experience in litigation before national and/or EU Courts;
- Experience in achieving tasks or projects in close collaboration with scientists or technical experts;
- 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;
- Knowledge in REACH, CLP or Biocides legislations or alternatively, a strong knowledge of another related legislation (see footnote 6);
- Knowledge of the institutional framework of the European Agencies;
- Knowledge of European court procedures and European agencies' appeal procedures;
- Interpersonal and negotiation skills⁷;
- Ability to communicate effectively on complex legal matters⁸;
- Aptitude for working in a multidisciplinary and multicultural environment⁸;
- 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 two years.

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

⁷ You can read more about the general competencies in place at ECHA through the following link: https://echa.europa.eu/documents/10162/13602/echa_staff_competencies_en.pdf

6. Other information

Before applying, you should carefully read the Guide of Applicants⁸ 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 five years as a temporary agent. This contract may be renewed for a definite period. If renewed for a second time, the contract becomes indefinite. If the successful applicant from the external selection procedure is already a member of temporary staff 2(f) in the relevant function group or another function group, the Agency shall offer the person, in writing, the opportunity to be assigned to the post by means of mobility under the provisions of Article 6(2)⁹ or, subject to the establishment plan availabilities, Article 10¹⁰ respectively, if the person prefers to ensure continuity of contracts.

The minimum number of years of professional experience required after the award of the qualification certifying the completion of the level of studies required as a condition of eligibility for any selection procedure is as follows:

Grade of engagement	Number of years of professional experience
AD5	0 years
AD6	3 years
AD7	6 years
AD8	9 years
AD9/10	12 years
AD11/12	15 years
AST1	0 years
AST2	1 year
AST3	3 years
AST4	6 years

For the purposes of determining professional experience, the appointing authority shall allow 24 months' additional seniority of step in grade for professional experience equal to more than the number of years indicated below:

Function group and grade	Minimum years of work experience for additional seniority
AD14-AD16	21 years
AD12-AD13	18 years
AD9-AD11	15 years
AD8	12 years
AD7	9 years
AD6	6 years
AD5	3 years
AST4	12 years
AST3	9 years
AST2	6 years

⁸ http://echa.europa.eu/documents/10162/13602/general_guide_for_applicants_en.pdf

⁹ Implementing rules on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS:
https://echa.europa.eu/documents/10162/17100/MB_DECISION_03_2018_4_MB49_FINAL.pdf/7087cc5b-2dee-aade-0de0-bcdb47aa605d

AST1	3 years
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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 with respect to 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 Temporary Agent Grade AD 5 with the basic monthly salary starting from € 4883,11, 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 (16% of the basic salary) and a dependant 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 temporary 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 temporary agents:
https://echa.europa.eu/documents/10162/17100/MB_DECISION_03_2018_4_MB49_FINAL.pdf/7087cc5b-2dee-aade-0de0-bcdb47aa605d
- 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>