

## 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/2020/007	Director	AD 12	6

**The closing date and time for submission of applications for this call is 2 December 2020 at noon 12.00 Helsinki time (11.00 Central European Time).**

### 1. The job

We are looking for an enthusiastic, dynamic and highly skilled Director who is experienced in the fundamental management responsibilities (such as financial and people management), is capable of working at senior and Board level, is resilient in challenging situations, and is firm, yet flexible, in adapting to ambiguity and change. The Director we are looking for also has broad experience relevant to chemicals management, involving the use of scientific advice in a policy context. It is envisaged that the Director can be recruited in different areas, such as Hazard Assessment, Prioritisation and Integration, etc.

S/he understands the business of the Agency, possesses necessary vision and communicates it clearly, is open to different points of view and engages others in the forming of the vision. The expectation is that the Director will play a key role in adapting the Agency to the foreseeable strategic changes, driven by existing and new EU policies and challenges.

The Director, reporting to the Executive Director, will be a member of ECHA's senior management team, responsible for ensuring the effective overall management of the Agency, and will be responsible for managing and providing leadership to one of the Directorates and coordinating the achievement of its objectives within the framework of the overall strategic planning of the Agency. In particular, s/he will:

- Ensure vision and strategy for the tasks and processes within the remit of the Directorate, in alignment with the Agency's strategy and policies, the (multi)annual

planning, corporate identity, stakeholder engagement, overall governance and decision-making;

- Liaise and maintain relations with the European Institutions (Commission, Parliament, Council and Court of Auditors) and other European Agencies on matters related to ECHA's competency;
- As a member of the senior management team of the Agency, ensure seamless cooperation and communication with other Directors and Directorates; promote customer orientation both towards internal and external stakeholders of the Directorate;
- Ensure that the human, financial and corporate services resources of the Directorate are used in the most effective and efficient way to promote cost awareness and efficiency development initiatives across the Agency;
- Lead the staff of the Directorate to ensure performance through setting clear objectives and determining priorities within the overall strategic planning framework of the Agency;
- Manage the resourcing of the Directorate through planning, organisation, performance parameters, flexible deployment, prioritisation, capable balancing of opportunities and constraints;
- Determine the staffing requirements of the Directorate, participate in the selection of personnel and ensure sound and continuous professional development including learning activities, knowledge sharing and mobility of staff;
- Ensure the achievement of the Directorate's objectives according to required deadlines and quality standards, and monitor, evaluate and regularly report on progress;
- Ensure sound financial management, in accordance with the financial regulation of the Agency, coordinate budget forecasting and monitoring of budget execution, and ensure timely procurement of necessary services, in accordance with public procurement procedures;
- Determine the working procedures of the Directorate, in line with the Agency's Quality Management System and, in coordination with the Executive Director, the delegation of responsibilities within it and their compliance;
- Handle external requests for information relevant to the work of the Directorate, including requests from other European Institutions, European Commission services, International Bodies, Member States and the general public.

## 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)<sup>1</sup>;
- 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 duties<sup>2</sup>;
- Be physically fit to perform the duties<sup>3</sup>;
- Have a thorough knowledge of one of the official languages of the European Union<sup>4</sup> 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 66<sup>5</sup>.

## 2.2. Qualifications

- a) Successful completion of a full course of university studies attested by a degree, where the normal duration of university education is four (4) years or more.

Or

- b) Successful completion of a full course of university studies attested by a degree, where the normal duration of university education is three (3) years and at least one (1) year of relevant professional experience.

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<sup>1</sup> 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.

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

<sup>3</sup> 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.

<sup>4</sup> 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.

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

**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 experience<sup>6</sup> of at least fifteen (15) years acquired after achieving the minimum requirements stated out in 2.2 a) and b).

Of your total professional experience, at least seven (7) years must be in a field, or fields, relevant<sup>7</sup> to the job; additionally, at least five (5) years must be in a management role (Head of Unit or equivalent, or higher).

## 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 the next stage of the selection process.

- Your academic and professional qualifications and their relevance to the main areas of work listed in section 1;
- Your professional experience: the range of fields covered; the type, length and level of work done and its relevance to the areas of work listed in section 1;
- Your experience in managing large, multidisciplinary teams in the public or private sector.

The following will be considered as assets:

- Work experience in leading and managing organisational change;
- Work experience gained in a similar multicultural environment; preference will be given to work experience abroad;
- Management experience in the field of regulatory chemicals management.

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<sup>6</sup> Only relevant 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 part-time shall be calculated pro rata, on the basis of the percentage of full-time hours worked. A given period may be counted only once.

<sup>7</sup> Relevant experience should be described in your application.

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. Assessment and interview

Selected candidates may undergo reference checks focusing on managerial capability and may be invited for an assessment centre, written test, and aptitude and competence test by personnel selection consultants serving in an advisory capacity to the selection committee. Candidates may also be invited for interview(s) with ECHA's selection committee.

During the different assessment stages you will be assessed on the basis of the following criteria:

- Knowledge, understanding and experience that are most relevant to the tasks set out in section 1;
- Excellent people management, financial management and organisational skills, in particular the ability to lead, motivate and develop a large team to the best of their potential in a complex and demanding environment<sup>8</sup>;
- Understanding of the challenges faced by a large-scale EU Agency;
- Detailed knowledge and understanding of the EU rules, standards and regulations applicable to the Agency;
- Aptitude for strategic and change management<sup>8</sup>;
- Ability to communicate and liaise effectively with fellow Directors, regulatory experts, political decision makers, stakeholders and the public<sup>8</sup>;
- Negotiation, problem solving and conflict resolution skills<sup>8</sup>;
- Excellent leadership ability in a multicultural and multilingual environment<sup>7</sup>;
- Excellent command of spoken and written English.

Your ability to communicate in written English, and the knowledge, skills and competencies related to the job will be also assessed by written tests.

**For all candidates whose first EU language is English,** their ability to communicate in a 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.**

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<sup>8</sup> You can read more about the general competencies in place in ECHA through the following link: [https://echa.europa.eu/documents/10162/13602/echa\\_management\\_competencies\\_en.pdf](https://echa.europa.eu/documents/10162/13602/echa_management_competencies_en.pdf)

## 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, with the possibility of extension.

Inclusion on the reserve lists does not imply any entitlement of employment in the Agency.

## 6. Equal opportunities

ECHA is an equal opportunity organisation which welcomes applications from qualified professionals all over European Union and European Economic Area. We are committed to achieving diversity in terms of gender, nationality and culture, as the diversity of ECHA's staff is essential to the Agency's success. We, therefore, encourage qualified women and members of other under-represented groups (i.e. nationals of Croatia and Luxembourg) with profiles relevant to the job to submit their application. Irrespective of their gender or nationality, applicants who are judged to be the most suitable, based on the assessment in the selection process, will be placed on the reserve list.

## 7. Other information

Before applying, you should carefully read the Guide of Applicants<sup>9</sup> 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)<sup>10</sup> or, subject to the establishment plan availabilities, Article 10<sup>10</sup> 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:

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<sup>9</sup> [http://echa.europa.eu/documents/10162/13602/general\\_guide\\_for\\_applicants\\_en.pdf](http://echa.europa.eu/documents/10162/13602/general_guide_for_applicants_en.pdf)

<sup>10</sup> 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](https://echa.europa.eu/documents/10162/17100/MB_DECISION_03_2018_4_MB49_FINAL.pdf/7087cc5b-2dee-aade-0de0-bcdb47aa605d)

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
AST1	3 years

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 12 with the basic salary starting from € 11.590,57 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 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 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](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](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>

## 8. Protection of personal data

The European Chemicals Agency will ensure, on its part, that your personal data is processed as required by Regulation (EU) 2018/1725<sup>11</sup> on the protection of personal data. For more information on the protection of personal data, please consult the Guide for Applicants<sup>9</sup>.

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<sup>11</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32018R1725&from=EN>