

Vacancy Notice

The European Chemicals Agency (ECHA) is the driving force among regulatory authorities in implementing the EU's groundbreaking chemicals legislation for the benefit of human health and the environment as well as for innovation and competitiveness. ECHA helps companies to comply with the legislation, advances the safe use of chemicals, provides information on chemicals and addresses chemicals of concern.

In order to promote mobility of Temporary Agents between Agencies, the European Chemicals Agency (ECHA) wishes to inform staff from all EU Regulatory Agencies in category AD 9-11 of the following vacant post:

Reference number	Vacancy notice	Grade
ECHA/IAJM/2017/02	Head of Unit - Communications	AD 9-11

The initial closing date (8 January 2018) for submission of applications for this call has been extended until 15 January 2018 at noon 12.00 Helsinki time (11.00 Central European Time).

1. The job

Reporting to the Director of Cooperation and the Executive Director of the Agency, the Head of Communications will be responsible for all internal and external communications, for leading over twenty communication professionals and for managing an annual budget of around 3.5 million €. He/she will represent the Agency in the Management Board of the Translation Centre of the Bodies of the European Union. He/she must be enthusiastic, dynamic, highly skilled and embody excellent communication within the Agency.

The main tasks of the Head of Communication include the following:

- Advise the Executive Director and senior management of the Agency on all aspects of effective communication;
- Review, develop and implement the Agency's internal and external communication strategies and plans – including media relations, digital, and social media;
- Actively manage ECHA's reputation as well as review, manage, uphold and refresh ECHA's corporate and visual identities;
- Manage crisis communication for the Agency;
- Manage and develop the Agency's relationships with its over 100 Accredited Stakeholder Organisations¹;

¹ <https://echa.europa.eu/about-us/partners-and-networks/stakeholders/echas-accredited-stakeholder-organisations>

- Lead and manage the Unit's staff in handling the content of the Agency's external and internal communications as well as in applying appropriate state-of-the-art communications tools for reaching a variety of audiences;
- Head the day-to-day management of the Unit, ensuring operational synergies, exercising oversight, and taking responsibility for the Unit's planning and reporting as well as sound financial management;
- Ensure the continuous professional development of staff through competency management, learning and development interventions and coaching to foster timely availability of staff with the necessary skills and competencies;
- Lead, manage and provide steer and oversight to the overall communication activities and resources of the Agency within a changing organisational environment.

2. Eligibility criteria

The selection procedure is open to applicants who satisfy the eligibility criteria in accordance with Article 9 of the Implementing rules governing the engagement and use of temporary agents 2(f)² which provides as follows:

1. Mobility between agencies shall be reserved for temporary staff 2(f) who, on the closing date for applications and on the day of filling the vacant post, are employed within their agency in a grade and function group corresponding to the published grade bracket and function group (AD 9-11).

2. In addition, members of temporary staff 2(f) referred to in paragraph 1 should, as a general rule,

a) have at least two years' service within their agency before moving and any decision derogating from that principle shall be taken jointly by the two agencies concerned, having regard to the interest of the service of both agencies;

b) have successfully completed the probationary period provided for in Article 14 of the CEOS, in the relevant function group. Where, in exceptional circumstances, the agency engages a member of temporary staff 2(f) who does not meet that condition, such member shall serve a full probationary period with the new agency in accordance with Article 14 of the CEOS and the new contract is not considered as a renewal of contract but an *ex novo* contract.

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

² https://echa.europa.eu/documents/10162/21844190/mb_27_2015_final_annex_1c_use_and_engagement_temporary_agents_en.pdf

the basis of the selection criteria will be invited to participate in the next steps of the selection (see section 4 of the Vacancy Notice).

- 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 length, type and level of work done and its relevance to the areas of work listed in section 1.

The following will be considered as assets:

- Experience of working in a multicultural environment;
- Experience of managing public sector communication activities;
- Experience of managing communication activities in a scientific or technical environment.

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. Preliminary assessment and final interview

Selected candidates may undergo reference checks focusing on managerial capability and may be invited for a preliminary phone interview, assessment centre, written test, and aptitude and competence test by personnel selection consultants serving in an advisory capacity to the selection committee. Candidates who, in the course of such assessment, demonstrate the requisite aptitudes/competences may be invited for an interview with the selection committee.

During the assessment centre, the interviews and the written test 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 managerial and organisational skills, in particular ability to lead, motivate and develop a large team to the best of their potential in a complex and demanding environment³;
- Capacity to develop productive relationships with internal and external stakeholders³;
- Aptitude for working in a multicultural and multilingual environment³;
- Ability to foster an environment that promotes trust, professionalism, transparency and respect for cultural diversity³;
- Excellent communication skills³;
- Excellent interpersonal skills and a cooperative and service-oriented attitude³;
- Ability to develop and coach fellow professionals³;
- Excellent command of spoken and written English.

³ 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

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

The candidates invited for an interview are required to present an official proof of their current contract type and grade, as well as a proof of the latest payslip.

5. Applications

All interested candidates are invited to submit their application and find more information on ECHA's website at: <http://echa.europa.eu/web/guest/about-us/jobs/open-positions>, by **choosing the Inter Agency Job Market option** to submit their application.

The Inter Agency Job Market selection will run in parallel with the external selection, therefore the selection process used in the external selections will apply in the case of this Inter Agency Job Market selection.

6. Other information

The Agency and the selected staff member shall conclude a contract of employment which ensures continuation of the person's employment and career in the category of temporary staff 2(f). That contract with ECHA shall be concluded without interruption of the contract concluded with the agency of origin. The place of employment will be Helsinki, Finland. The selected applicant will maintain his/her grade and step as the preceding contract in the agency of origin.

The basic salary will be subject to a cost-of-living adjustment for Finland (currently 19.9%) and to the benefits, allowances and tax, social security and other deductions set out in the Staff Regulations and Conditions of Employment of Other Servants of the European Communities.

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

- Implementing rules governing the engagement and use of temporary agents 2(f): https://echa.europa.eu/documents/10162/21844190/mb_27_2015_final_annex_1c_use_and_engagement_temporary_agents_en.pdf
- Conditions of employment of Other Servants of the European Communities: https://activity.echa.europa.eu/sites/act-14/process-14-2/docs/2014/Staff_Regulations_EN_1January2014.pdf

7. Equal Opportunities

The European Union institutions and other bodies apply a policy of equal opportunities and accept applications without distinction on the grounds of gender, race, colour, ethnic or social origin, genetic features, language, religion, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

8. Protection of Personal Data

The information submitted during the selection process will be used solely for that purpose. The legal basis for the processing is found in the Staff Regulations of Officials and the Conditions of Employment of Other Servants (CEOS), and in particular in Articles 12-15 and 82-84 of CEOS.

The European Chemicals Agency will ensure on its part that applicants' personal data is processed as required by *Regulation (EC) No 45/2001⁴ on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data*. Only ECHA staff directly involved in the selection procedure in question shall have access to this data.

All personal data of the applicants will be stored for a maximum period of two years. For recruited candidates, the necessary documents are transferred to the agent's personal file, which will be kept until 10 years after the jobholder has terminated employment at the Agency, provided there are no pending claims or any other open issues.

Any party submitting personal data to ECHA is entitled to access and rectify that data (after the closing date of the application deadline, rectification is limited to identification data however). To exercise these rights, contact the data controller at iajm@echa.europa.eu. Furthermore, you also have the right to recourse at any time to the European Data Protection Supervisor.

⁴ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2001:008:0001:0022:EN:PDF>