

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, together with its partners, works 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/2019/010	Human Resources Officer	AD 6	6

The closing date and time for submission of applications for this call is 18 September 2019 at noon 12.00 Helsinki time (11.00 Central European Time).

1. The Job

The Human Resources (HR) Officer will work in the Resources Directorate of the Agency in the Human Resources Unit.

The Human Resources Unit is responsible for a range of strategic and operational human resource activities including: human resource planning and budgeting; development and implementation of HR policies; selection and recruitment; retention; staff administration and payroll management; training, learning and development and the occupational health and social welfare of staff.

Reporting to the Head of Unit – Human Resources, the HR Officer will act as a Team Leader in one of the functional areas of the Unit. In this role, (s)he will have team supervisory responsibilities and will assist the Head of Unit – HR in one, or more, of the areas of competence in achieving the Unit objectives within the context of ECHA's overall mission. Specifically, his/her responsibilities may include:

Talent Management:

- Develop policies, procedures and guidelines related to resourcing, selection and recruitment;
- Manage the establishment plan of posts and draw up the selection plan for the Agency;
- Manage the selection processes of ECHA for statutory (temporary and contract) staff, Seconded National Experts and trainees;
- Participate in selection procedures as a member of various Selection Committees;

- Advise the Recruitment Assistants and the Selection Committees on the conduction of selection procedures and provide guidance and advice on best practice and applicable rules;
- Manage the recruitment process of the Agency (draft employment offers or contact, handle pre-employment medical examinations, etc).
- Develop, review and update the Agency's HR policies, policy instruments and procedures, and ensure their implementation in the areas of career management, engagement and retention;
- Coordinate the design and implementation of job profiling and competency frameworks;
- Coordinate and support the implementation of the annual performance appraisal and promotions exercises;
- Design and implement key development initiatives (e.g. competence mapping, coaching, etc.);
- Advise and provide guidance in designing learning activities and drawing up individual learning and development plans;
- Evaluate training activities and draw conclusions on the effectiveness and efficiency of chosen learning methods and approaches with a view to improving learning strategies and activities.

HR Administration:

- Ensure coordination of the entry-into-service processes;
- Coordinate the establishment of staff individual rights and obligations, in accordance with the applicable regulations and policies;
- Ensure timely payment of staff salaries and allowances, and sound financial management of the Agency's HR-related budget;
- Coordinate staff leave and absence management;
- Revise, design and coordinate the implementation of social welfare measures for staff and their families, particularly in the areas of health care and education.

Other tasks:

- Plan and organise the work of the team in an efficient and effective manner, and ensure sound communication and collaboration practices in the team and Unit;
- Supervise the team by allocating tasks and targets, managing performance, identifying potential for career development, identifying learning and development needs, providing appropriate learning activities and support and fostering career development;
- Advise middle and senior management on matters related to his/her area of responsibility;
- Ensure the continuous improvements of quality management documents for the processes under the responsibility of his/her team;
- Manage the financial, budgetary and procurement matters under the responsibility of his/her team;
- Ensure smooth communications and liaison with the Agency staff, and the Staff Committee, on HR matters;
- Ensure the promotion of an effective and positive working environment for staff in the HR Unit.

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.

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.

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, United Kingdom.

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.

2.3. Professional experience

To qualify for this profile, you must have at the closing date for applications a total professional experience⁶ of at least three (3) years acquired after achieving the minimum requirements stated out in 2.2. At least one (1) year of your total professional experience must be relevant professional experience⁷ in the fields listed in section 1.

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 degrees in the following fields:
 - Human Resources, Psychology, Sociology, Business Administration/Management or related fields;
- Your professional experience in the range of fields covered, the type and level of work done and its relevance⁷ to the areas of work listed in section 1.

The following will be considered as assets:

- Familiarity with the EU Staff Regulations and related practices;
- Experience of strategic and operational HR management;
- Experience in managing teams;
- 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;

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.

⁷ Relevant experience should be described in your application.

- Understanding of the role of ECHA, in relation to the REACH, CLP, Biocides and PIC legislations;
- Knowledge and understanding of human resource management; specifically in strategic and operational HR management;
- Knowledge of HR regulations, policies and policy instruments in public administrations (specifically in an EU/international institution or body);
- Supervisory capacity and ability to develop people;
- Negotiation, problem-solving and conflict-resolution skills⁸;
- Ability to communicate and liaise effectively with external stakeholders and with internal stakeholders at all organisational levels⁸;
- Ability to work effectively in a multidisciplinary team in a multicultural and multilingual environment⁸;
- Creative and analytical problem-solving skills⁸;
- Organisational skills, the ability to accomplish, as project manager, projects within tight deadlines⁸;
- Ability to adapt and respond well to change⁸;
- Good 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 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.

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.

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.

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

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

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)¹⁰ or, subject to the establishment plan availabilities, Article 10⁸ 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
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

¹⁰ Implementing rules on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS:
http://echa.europa.eu/documents/10162/21844190/mb_27_2015_final_annex_1c_use_and_engagement_temporary_agents_en.pdf

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 6 with the basic monthly salary starting from € 5.416,58, 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:
http://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:
<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) 2018/1725¹¹ on the protection of personal data. For more information on the protection of personal data, please consult the Guide for Applicants⁹.

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