

Vacancy Notice

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

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/2019/012	Management Support Officer	AD 5	6

The initial closing date (28 October 2019) for submission of applications for this call has been extended until 29 October 2019 at noon 12.00 Helsinki time (11.00 Central European Time).

1. The job

The Management Support Officer will work in the Governance, Strategy and Relations Unit (GSR) that provides support and advice in developing ECHA's governance framework. This includes strategic planning and reporting, audits and performance evaluations, the integrated management system, the preparation for implementing new regulatory tasks by the Agency as well as the definition of corporate policies in key areas such as conflict of interest management. Furthermore, the Unit provides the secretariat of the Management Board and supports the senior management team, implements improvement and changes projects and projects under the EU's Instrument for Pre-Accession (IPA). The Unit is the interface with regulatory partners: in the European Union Institutions and agencies, Member States, third countries and international organisations.

The main tasks of the Management Support Officer include the following:

- Provide management and executive support on tasks under the responsibility of the GSR Unit, including among others preparing Management Board meetings and procedures and supporting to senior management coordination activities;
- Support the preparation and coordination of internal and external meetings and high level interactions with representatives of European Union institutions – especially in the European Parliament, Member States and key stakeholder organisations;
- Coordinate and draft documentation, such as Management Board documents, meeting minutes and reports;
- Develop and maintain working relations with partners and counterparts in European Union institutions and agencies and attend meetings as required;
- Follow-up of legislative procedures and institutional developments relevant for ECHA;
- Manage internal and external communications related to management and institutional matters;

- Contribute to the continuous improvements and working practices of the GSR Unit;
- Perform other tasks as necessary for the GSR 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 at least three (3) years.

Only qualifications issued by EU Member State authorities or EEA authorities and qualifications recognised 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.

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:
 - Political science, Law, or Public/Business Administration.
- Your professional experience: the range of fields covered; the type and level of work done and its relevance⁶ to the areas of work listed in section 1.

The following will be considered as assets:

- Proven experience with working in European Union Institutions, or public sector on EU policy and legislative files in the areas of ECHA's field of work;
- Proven experience in speech writing, preparation of briefing notes to senior management and governing board support in international organisations or European Union Institutions/agencies;
- Good command (minimum B2 level in understanding, speaking and writing) of either French or German language⁷ - procedural languages of the European Commission;
- Work experience gained in a similar multicultural environment. Preference will be given to work experience abroad.

The academic and professional qualifications, professional experience 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 or written test, 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 of the European Union's institutional framework and policy and legislative processes, as well as the functioning of decentralised agencies;
- Capacity to rapidly grasp the political sensitivity of ECHA's activities and work at corporate level;
- Knowledge of the mandate and functioning of ECHA;

⁶ Relevant experience should be described in your application.

⁷ Candidates' skills in French or German might be assessed when invited for the interview with the Selection Committee.

- Excellent planning, organisational and communication skills⁸;
- Ability to understand complex matters and issues, collect information from different sources⁸;
- Ability to adapt and respond well to change and manage pressure effectively⁸;
- Aptitude for working in a multidisciplinary, multicultural and multilingual environment⁸;
- Strong customer orientation⁸;
- 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 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.

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

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

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

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
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 5 with the basic salary starting from € 4.787,36 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 Applicants⁸.

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