

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.

The European Chemicals Agency (ECHA) is launching this call for expressions of interest in order to establish a reserve list for the following contract agent profile:

Reference number	Vacancy notice	Grade	Indicative n° on reserve list
ECHA/CA/IV/2019/002	Product Management Officer	FG IV	6

The closing date and time for submission of applications for this call is 8 April 2019 at noon 12.00 Helsinki time (11.00 Central European Time).

1. The job

The Submission and Processing Unit manages the reception, processing and dispatch of all regulatory submissions for each legislation under ECHA's remit. This includes the responsibility for the development and maintenance of the related submission systems, in particular REACH-IT, Poison Centres Notification Portal and ePIC, as well as providing input to R4BP development. The unit gives advice and support to stakeholders in all aspects of dossier submission. The Unit also coordinates ECHA's work on the PIC Regulation.

The Product Management Officer will work in the Submission and Processing Unit with the following tasks:

- Design processes to efficiently implement regulatory obligations, understanding the regulatory context, the key obligations, steps and stakeholders involved;
- Collect and align feedback and needs from different parties, internal and external stakeholders to ECHA;
- Provide input to the development of IT systems supporting regulatory processes, specifying business requirements and use cases according to internal and external needs; validate the IT solutions proposed;
- Roll-out the new processes and related IT systems including contributions to awareness raising and support to stakeholders;
- Maintain and review the processes and related IT systems during the implementation phase to make sure they are operational and evolve as needed;
- Perform other duties as required.

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. Minimum qualifications

To qualify for this profile, you must have completed university studies of at least three (3) years attested by a diploma and appropriate professional experience of at least one (1) year⁶.

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 Article 82, 3(d) 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.

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.

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 undergo a written test prior to the interview.

- Your academic and professional qualifications and their relevance⁷ to the main areas of work listed in section 1.
- Your professional experience: 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:

- Practical user experience with IT systems used for the preparation and submissions of dossiers, for example IUCLID, REACH-IT, notification systems to Poison Centres or comparable IT systems;
- 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;
- Understanding of the role and aims of ECHA in relation to the REACH, CLP, Biocides and PIC legislations;
- Knowledge and understanding of an IT development project from a business perspective;
- Understanding of ECHA's main systems for preparation and submission of dossiers;
- Ability to communicate effectively with stakeholders as potential users of ECHA's IT systems;
- Excellent interpersonal and negotiation skills⁸;
- Ability to understand complex matters and issues, collect information from different sources⁸;
- Ability to work in a systematic, methodical and orderly way to meet set deadlines⁸;

⁷ Relevant experience should be described in your application.

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

- Ability to adapt and respond well to change and manage pressure effectively⁸;
- Aptitude for working in a multidisciplinary, multicultural and multilingual environment⁸;
- 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 one year.

It should be noted that inclusion on the reserve list 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 three years as a contract agent. This contract may be renewed for a definite period. If renewed for a second time, the contract becomes indefinite.

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 in respect of 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 Contract Agent in Function Group FG IV, either in grade 13 (with the basic salary starting from € 3.462,02), in grade 14 (with the basic salary starting from € 3.917,09) or in grade 15 (with the basic salary starting from € 4.431,96). The step in grade is determined on the basis of professional experience gained after the education required for the position and in line with applicable implementing rules referred to below. The basic salary is 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

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

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 contract 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 contract agents:
http://echa.europa.eu/documents/10162/13560/mb_07_2009_d_final_implementing_rules_for_the_staff_regulations_contractual_staff_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) 2018/1725¹⁰ 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>