

## 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 contract agent profile:

Reference number	Vacancy notice	Grade	Indicative n° on reserve list
ECHA/CA/IV/2019/004	Project and Service Management Officer	FG IV	8

**The initial closing date (13 June 2019) for submission of applications for this call has been extended until 24 June 2019 at noon 12.00 Helsinki time (11.00 Central European Time).**

### 1. The job

The Project and Service Management Officer will work in the Information Systems Directorate of the Agency.

The purpose of the Information Systems Directorate is to contribute to the achievement of the goals and operational objectives of the Agency by ensuring that all Directorates have the ICT infrastructure, the information systems and the support services that are appropriate to carry out their function.

The Officer, depending on the organisational needs, will work in one of the units of the Directorate<sup>1</sup> with the following tasks:

- Define, plan and coordinate the execution of projects by effectively applying relevant project management procedures and the IT Governance of the Agency;
- Define, set-up and contribute to the delivery of IT services as service manager, change manager or service expert applying relevant ITIL processes and the IT Governance of the Agency;
- Collaborate with internal stakeholders and external contractors to define project/service deliverables based on adequately understood and defined requirements;

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<sup>1</sup> <https://echa.europa.eu/about-us/who-we-are/directorates-and-units/directorate-i>

- Validate the quality of the project/service deliverables and ensure that acceptance procedures are in place and conform to the contractual provisions for acceptance and payment of deliverables;
- Manage the contracts and the financial resources allocated to projects/services by preparing cost estimates, applying the budget management recommended practices of the Agencies, monitoring expenditures and ensuring timely and effective procurement of necessary services;
- Contribute to procurements – establishment of framework contracts, and specific contracts – as part of the tender preparation, act as member of evaluation panels, contribute to contract preparation, and to negotiation of offers;
- Manage security aspects of the project/service in coordination with the IT security function of the Agency;
- Provide input to the financial budget preparation of the Directorate based on the needs in the area of responsibility;
- Other related tasks.

The candidate should be ready to move flexibly between project-focused and service-focused assignments, work with a strong customer focus attitude and cooperate smoothly with a number of IT and Business teams in the Agency.

The role entails IT security competence and the ability to embed security in project and service definition.

## 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>2</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>3</sup>;
- Be physically fit to perform the duties<sup>4</sup>;

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<sup>2</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, United Kingdom.

<sup>3</sup> Before appointment, successful applicants will be required to produce an official document indicating that they do not have a criminal record.

- Have a thorough knowledge of one of the official languages of the European Union<sup>5</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>6</sup>.

## 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) year<sup>7</sup>.

**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.**

## 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 relevance to the main areas of work listed in section 1. Preference will be given to qualifications obtained in the following fields:
  - Informatics, scientific/business disciplines covering informatics or information systems as a significant part of the formal education syllabus.
- Your professional experience: the range of fields covered; the type and level of work done and its relevance<sup>8</sup> to the areas of work listed in section 1.

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<sup>4</sup> 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.

<sup>5</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>6</sup> See Article 47(a) CEOS for Temporary Agents, applicable to Contract Agents by analogy, Article 119 CEOS.

<sup>7</sup> 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.

<sup>8</sup> Relevant experience should be described in your application.

The following will be considered as assets:

- Documented studies and experience in IT security;
- Project Management professional qualification demonstrated by formal accreditation/certification (e.g. Prince2, PMI, SCRUM);
- ITIL professional qualification demonstrated by formal accreditation/certification;
- 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 IT project development;
- Knowledge and understanding of IT service management;
- Ability to communicate effectively with stakeholders<sup>9</sup>;
- Aptitude for negotiation and consensus building on complex technical matters<sup>9</sup>;
- Ability to understand complex matters and issues, collect information from different sources<sup>9</sup>;
- Ability to work in a systematic, methodical and orderly way to meet set deadlines<sup>9</sup>;
- Aptitude for working in a multidisciplinary, multicultural and multilingual environment<sup>9</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 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.

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<sup>9</sup> 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](http://echa.europa.eu/documents/10162/13602/echa_staff_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 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 Applicants<sup>10</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.

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 € 3,353.84), in grade 14 (with the basic salary starting from € 3,794.69) or in grade 15 (with the basic salary starting from € 4,293.48). 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 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](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](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>

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<sup>10</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)

## 7. Protection of personal data

The European Chemicals Agency will ensure, on its part, that your personal data is processed as required by Regulation (EC) No 45/2001<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>10</sup>.

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<sup>11</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2001:008:0001:0022:EN:PDF>