



Call for Expressions of Interest Scientific officers - Toxicology EFSA-ECHA/F/4/2018/01

The **European Food Safety Authority (EFSA)**, based in Parma, Italy
and The **European Chemicals Agency (ECHA)**, based in Helsinki,
Finland
are looking for
Scientific Officers – Toxicology
(Contract Agent, Function Group IV)

The text of this call is available in all EU official languages [[here](#)].

Please send us your application by no later than **28 January 2019 at
midnight** (CET time).

[EFSA](#) and [ECHA](#) are launching a joint call for expressions of interest for a scientific officer toxicology profile with the aim of establishing a common talent pool/reserve list that may be used for the recruitment of staff when a position becomes available in either recruiting agency.

The collaborative partnership between EFSA and ECHA aims at ensuring coherence in scientific methods and opinions, as well as developing synergies and share knowledge on matters that contribute to protect public health and the environment.

IS THIS JOB FOR YOU

Are you an enthusiastic and motivated scientist with experience in the field of toxicology? Do you have proven experience in assembling and summarizing pertinent data with a main focus on toxicological aspects? Are you passionate and motivated to contribute to ensuring safety of chemicals and/or food in Europe?

We are looking for highly motivated scientists with background in risk assessment of toxicology. The successful candidates will contribute to the work of EFSA or ECHA primarily in the area of scientific risk assessment. The jobholder will also help in searching and analysing data as well as offering support in reviewing/drafting scientific outputs.

The jobholder may be employed by either EFSA or ECHA depending on business needs, the candidate's profile and preference.

Your key responsibilities

- Search/ obtain data and information, collect and collate them for preparing scientific materials.
- Analyse and evaluate data for preparing working documents related to the scientific assessment.
- Draft and review scientific outputs through the provision of evidence-based risk assessment.
- Provide administrative and scientific support and input (i.e. preparation of working documents, scientific opinions, etc.) to the activities you are assigned to.
- Participate in the development of guidance and methodology documents.
- Provide technical support to manage contracts and procurements, including monitoring procedures.
- Keep abreast of scientific and regulatory developments and provide information on legislative, policy and scientific aspects in the respective field.
- Ensure coordination with European, national and international stakeholders within the scientific activities of the organisation.
- Communicate and present scientific outputs by conveying the right messages and by making scientific concepts understandable to the public.
- Provide advice and act as focal point for matters in the relevant field.
- Ensure to the revision of existing policies, processes and procedures.

The European Food Safety Authority (EFSA)

The European Food Safety Authority (EFSA) is a decentralised agency of the European Union with headquarters in Parma, Italy. EFSA aims to provide high-quality scientific advice based on the expertise of its network of scientists and staff and the quality of its science-based information and methodologies, which are grounded in internationally recognised standards. EFSA employs approximately 450 staff members, and its Scientific Committee and Panels engage highly qualified and independent scientific experts. Find out more about EFSA at www.efsa.europa.eu

The European Chemicals Agency (ECHA)

The European Chemicals Agency (ECHA) is the driving force among regulatory authorities in implementing the EU's ground-breaking 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. Its headquarters are in Helsinki, Finland. Find out more about ECHA at www.echa.europa.eu

WHAT CAN WE OFFER YOU

Salary and benefits

The successful candidate may be offered a contract in line with the implementing rules applicable in the recruiting agency (EFSA or ECHA) with the possibility of renewal.

The successful candidate will be recruited as **Contract Agent Function Group IV** with the basic salary starting from **€ 3.404,15** monthly, subject to indexation and an annual review of remuneration provided for in Article 65(1) of the Staff Regulations.

In addition to the basic salary, we offer a range of benefits:

- Various allowances to which the successful jobholder may be entitled, such as a household allowance, expatriation allowance (16% of basic salary), dependent child allowance and education allowance. The salary is subject to a Community tax deducted at source and staff members are exempt from national taxation.
- A comprehensive welfare package including pension scheme, medical, accident and occupational disease insurance coverage, unemployment and invalidity allowance, and travel insurance. Further information regarding rights, conditions of employment and benefits can be found at the following link [Staff Regulations](#).

YOUR APPLICATION

We apply a policy of equal opportunities and accept applications without bias on the grounds of gender, race, colour, ethnic or social origin, genetic features, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability or sexual orientation.

- Candidates need to submit their application electronically by means of the EFSA online recruitment tool at careers.efsa.europa.eu.
- Candidates are requested to ensure that they provide a correct email address in their application form as this will be the main channel of communication for correspondence relating to the selection procedure.
- The application form is only available in English. Candidates are kindly invited to fill in their application form in English, in order to facilitate the recruitment procedure.
- Information concerning the status of the selection procedure can be found at the following address: <http://www.efsa.europa.eu/en/careers/staff>.
- Questions related to the selection procedure can be sent to EFSA Talent Selection Team at recruitment@efsa.europa.eu. In case candidates encounter technical issues while filling-in an application form or their candidate profile, they should contact EFSA Service Desk at servicedesk@efsa.europa.eu.
- In the event of inconsistency or discrepancy between the English version and any of the other linguistic versions of this vacancy, the English language version shall prevail.

SELECTION REQUIREMENTS

You must satisfy the following requirements on the closing date for submission of your application:

I. Eligibility criteria

1. General requirements

- Be national of a Member State of the European Union, Iceland or Norway;
- Enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by laws concerning military service;
- Be physically fit to perform the duties linked to the post; [1]
- Have a thorough knowledge of one of the EU official languages and a satisfactory knowledge of another EU language;
- Meet the character requirements for the duties involved.

2. Qualifications

A level of education which corresponds to completed university studies of at least three (3) years attested by a diploma.[2]

3. Experience

In addition to the above, at least one (1) year of relevant and proven professional experience gained after obtaining the diploma.[3]

II. Selection criteria

1. Screening

If you meet the eligibility criteria set out in section I, you will be assessed on the basis of the following selection criteria. Candidates who are judged to be the most suitable on the basis of the following selection criteria will be invited to an interview and written test.

- Your academic and professional qualifications and their relevance to the main areas of work listed under 'your key responsibilities'.
Preference will be given to qualifications obtained in the following fields:
 - Eco-toxicology, toxicology or occupational health.
- Your professional experience: the range of expertise acquired, the type and level of work done and its relevance to the areas of work listed under 'your key responsibilities'.

The following will be considered as assets:

- Scientific publications on topics relevant to the work of either agency;
- Knowledge of and experience in risk (human health and environmental) assessment;
- 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.

2. Interview and Written Test

If shortlisted, you will be assessed in the interview and written test on the basis of the following selection criteria.

Technical competencies

- i. **Develop guidance for scientific assessment:** Ability to identify guidance needs and review/ write guidance for applicants and supporting publications in line with the regulatory scientific assessment;
- ii. **Generate, collect and collate evidence:** Ability to collect evidence (data and information) from various sources, using relevant methodologies; understanding and interpreting reports in order to compile evidence (data and information);
- iii. **Perform a scientific assessment:** Ability to identify the methodologies to be used for the appraisal, extraction, analysis of evidence. Integrate and weigh the evidence to draw conclusions with their related assumptions and uncertainties;

- iv. **Write and review scientific documents:** Ability to draft clear, concise, and structured scientific reports, opinions and guidance documents using appropriate scientific terminology;
- v. **Communicate scientific outputs to different target audiences:** Ability to convey technical scientific concepts and make them understandable to the target audience;
- vi. **Manage projects:** Ability to translate strategic project goals into clear project objectives, planning and managing time and resources (human, financial and operational) needed for the project goals;
- vii. **Analyse and interpret data with statistics:** Ability to prepare data sets for statistical analysis, understanding and interpreting results;
- viii. **Manage and coordinate networks:** Ability to facilitate the dialogue among network organisations/representatives.

Behavioural competencies

- ix. **Communication in English:** Strong ability to communicate clearly and effectively to others in a collective, confident and relevant manner (in both spoken and written English);
- x. **Working with others:** Ability to work with individuals, teams and stakeholders harmoniously and towards a common goal to obtain best results in the interest of EU citizens;
- xi. **Analysis and problem solving:** Ability to identify the critical facts in difficult issues and develop creative and practical solutions;
- xii. **Drive for Results:** Ability to take personal responsibility and initiative for delivering high quality work, while adhering to the organisation's mission and values;
- xiii. **Resilience and Composure:** Ability to remain effective under pressure, coping with change and comfortably handling risk and uncertainty;
- xiv. **Learning and researching:** Ability to seek out learning opportunities proactively, to handle situations and problems with innovation and creativity.

[1] Before appointment, a successful candidate shall be medically examined by an institution's medical officer in order that the recruiting agency may be satisfied that he/she fulfils the requirement of article 28(e) of the Staff Regulations of the Officials of the European Communities.

[2] Any academic qualification mentioned in the application form shall be duly supported by evidence (original or certified copies of e.g. diplomas, certification, etc.) Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted. In instances where diplomas are obtained from a non-EU Member State, the recruiting agency may request the candidate to provide a relevant document of comparability issued by a recognised authority.

[3] Any professional experience mentioned in the application form shall be duly supported by evidence (original or certified copies of e.g. contracts, payslips etc.). Professional experience shall be taken into account from the date on which the person fulfils the minimum qualifications for engagement. In order for your professional experience to be taken into consideration, it must be supported by relevant documents attesting an actual work relationship defined by the following elements: real, genuine work; on a paid basis; as employee (any type of contract), or provider of a service. Any given period may be counted only once (in order to be calculated as eligible, years of studies or professional experience to be taken into account shall not overlap with other periods of studies or professional experience). Professional activities pursued part-time will be calculated pro-rata on the basis of the certified percentage of full-time hours worked. Remunerated PhDs acquired in a field relevant to the job description can be counted as professional experience up to 3 years. Paid traineeships are counted as working experience. Prior to contract signature, the successful candidate(s) will need to provide original versions of documents proving the candidate's work experience.

SELECTION PROCESS

Steps

The selection procedure includes the following steps under the Selection Board's responsibility:

- A Selection Board responsible for the selection procedure shall be appointed by EFSA and ECHA.
- At all stages of the recruitment procedure, the Selection Board's work and deliberations are strictly confidential and any contact with its members is not allowed.
- The Selection Board will evaluate the eligible applications and, as appropriate, online recorded interviews.
- The best-qualified applicants will be short-listed for further assessment.
- The short-list of best-qualified applicants will be invited to a written test and interview with the Selection Board. The assessment will be held in English, but knowledge of other EU languages may also be tested. Mother tongue English speakers will be expected to demonstrate their knowledge of a second EU language.
- The Selection Board will then draw up a list of the most suitable candidates to be placed in the talent pool. Candidates should note that inclusion in the talent pool does not guarantee recruitment.
- The talent pool will initially be valid until **31/12/2019** and may be extended.
- Candidates placed in the talent pool may be requested to complete an online work related psychometric test.
- The talent pool may be used for the recruitment of a similar position depending on the needs of the recruiting agency, and will be valid until the date indicated in the vacancy (the validity of the talent pool may be extended).
- Candidates placed in the talent pool may be invited for an interview with the Line Manager and/or the Executive Director of the recruiting agency.
- In order to be considered for any positions at EFSA or ECHA and before being offered a position, the selected candidate will be requested to complete a declaration of interest informing of any actual or potential conflict of interest. In such cases, the recruiting agency shall take this into account in a duly reasoned opinion and if necessary take mitigating measures as appropriate.
- The Executive Director of the recruiting agency will appoint the selected candidate(s) from the talent pool.
- Prior to contract signature, the successful candidate(s) will be requested to provide the recruiting agency with original or certified copies of all relevant documents proving the eligibility requirements.
- For more information on the selection process please check the related documents.

ECHA Guide for Applicants:

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

EFSA Candidates Manual:

https://www.efsa.europa.eu/sites/default/files/Candidates_Manual.pdf

Data protection

- The personal information EFSA requests from candidates will be processed in line with Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 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. The purpose of processing personal data which candidates submit is to manage applications in view of possible pre-selection and recruitment at EFSA or ECHA.

Appeal procedures

If a candidate considers that s/he has been adversely affected by a particular decision, s/he can:

- lodge a complaint under **Article 90(2)** of the Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Communities, at the following address:

The Executive Director

European Food Safety Authority (EFSA)

Selection procedure Ref.: ***(please provide the relevant reference of the vacancy)***

Via Carlo Magno, 1/A

I-43126 Parma

Or

Human Resources Unit

European Chemicals Agency (ECHA)

Selection procedure Ref.: ***(please provide the relevant reference of the vacancy)***

P.O. Box 400

FI-00121 Helsinki

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure starts running from the time the candidate is notified of the act adversely affecting him/her.

- submit a **judicial appeal** under Article 270 of the TFEU and Article 91 of the Staff Regulations of Officials of the European Communities to the:

European Union Civil Service Tribunal

boulevard Konrad Adenauer

Luxembourg 2925

LUXEMBOURG

For details of how to submit an appeal, please consult the website of the European Union Civil Service Tribunal: http://curia.europa.eu/jcms/jcms/Jo1_6308. The time limits for initiating this procedure (see Staff Regulations as amended by Council Regulation (EC) No 723/2004 of 22 March 2004, published in Official Journal of the European Union L 124 of 27 April 2004 — <http://eur-lex.europa.eu>) start to run from the time you become aware of the act allegedly prejudicing your interests.

- make a complaint to the **European Ombudsman**:

European Ombudsman

1, avenue du Président Robert Schuman

CS 30403

67001 Strasbourg Cedex

FRANCE

<http://www.ombudsman.europa.eu>

Please note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the Civil Service Tribunal under Article 270 of the Treaty establishing the European Community.

Please note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.