

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 temporary agent profile:

Reference number	Vacancy notice	Grade	Indicative n° on reserve list
ECHA/TA/2017/007	Financial Assistant	AST 2	5

The closing date and time for submission of applications for this call is 27 September 2017 at noon, 12.00, Helsinki time (11.00 Central European Time).

1. The job

The Financial Assistant will work either in the Finance Unit within the Directorate of Resources or in one of the operational Directorates of the Agency, being responsible for the following tasks depending on the specialisation selected (Profiles 1 or 2 below).

Please note that each candidate can only apply for one of the profiles listed below.

Profile 1: Financial Assistant

The Financial Assistant will work in the Finance Unit of the Agency, on activities related to budget preparation, implementation and related matters. These activities include:

- Initiating or verifying financial transactions (commitments, payments, recovery orders, de-commitments) in ABAC system ensuring their financial and procedural correctness, i.e. in conformity with the contracts and relevant regulations;
- Communicating with the Commission services, suppliers, customers, banks and fiscal authorities on routine matters, coordinating, monitoring and follow-up;
- Creating legal entity and bank account files;
- Preparing cash-flow forecasts of expenditure;
- Assisting in the issuance of forecasts of revenue and recovery orders;

- Following up and updating financial rules of procedure;
- Providing advice and technical support to staff having operational initiation functions in all the financial processes in order to solve specific financial problems and to ensure financial viability.

Profile 2: Procurement and Contract Management Assistant

The Procurement and Contract Management Assistant will work in one of the operational Directorates of the Agency, on activities related to procurement and contract management but also on general financial ones. These activities include:

Procurement-related tasks

- Coordinating high-value tendering and contracting procedures, from the preparation of the specifications to the execution of complex tender selection and evaluation procedures (*e.g.* open, restricted procedures, etc.);
- Assisting in negotiations with selected companies aiming at concluding contracts with ECHA;
- Proactively following up on the procurement plan to support the successful and timely implementation of the relevant procurement actions and their allocated financial resources;
- Working collaboratively with other procurement offices such as the Finnish central purchasing body (Hansel), European Commission services, other European Agencies, etc. as well as with internal ECHA services;
- Assisting in the efficient processing of requests for procurement by the operational teams in all stages of the procurement processes.

Contract management support tasks

- Supporting the management of framework contracts and other related agreements also by managing the relationship with contractors, in line with the financial regulations and taking into account best practices;
- Advising contract managers on financial, procurement, contractual and purchasing matters based on sound knowledge of the financial rules and best practices;
- Finding and providing the data to support the cost-benefit analysis performed, for example as part of the assessment of Information Technology (IT) investments;
- Maintaining contacts with the contractors for contract management and other matters (*e.g.* payments).

Other duties

- Using various forecast, tracking and monitoring tools and contributing to their further improvement;
- Preparing presentations and/or reports that require the analysis, processing and summarizing of multiple, complex and/or interrelated set of financial, contractual and/or procurement data ensuring their user-friendliness and understandable display, orally and/or in writing, to various audience (*e.g.* management, external stakeholders, etc.).

Common Responsibilities

- Assisting in the reporting for financial and budgetary affairs and its development;
- Coordinating the budget requirements and assisting in the preparation, presentation and follow-up of the budget of the Agency;
- Providing training and advice to staff members on areas of expertise;
- Performing administrative and financial tasks as part of the financial workflows;
- Ensuring proper documentation and archiving of financial, contractual and procurement dossiers;
- Supporting the year-end accounting closure, as well as the cost accounting and capitalisation activities;
- Other tasks as assigned.

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;

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.

- 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

a) Successful completion of post-secondary level education attested by a diploma.

Or

b) Successful completion of secondary education giving access to post-secondary education and at least three (3) years professional experience.

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.

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 one (1) year acquired after achieving the minimum requirements stated out in 2.2 a) and b). At least six (6) months 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 qualifications obtained in:

- Business Administration, Public Administration, Accounting, Economics, Finance or a related field.
- Your professional experience: the range of fields covered, the type and level of work done and its relevance to the areas of work listed in section 1.

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 part-time 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.

The followings will be considered as assets:

- Certificates in finance, accounting, procurement, contract and/or supplier management;
- Documented experience as advanced user of Excel, accounting and/or finance software packages;
- Knowledge of the relevant legal and financial framework for the selected profile;
- Professional experience of over one year in working in an international or multicultural environment.

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 the interview, you will be assessed in the interview 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 and Biocides legislations;
- Interpersonal skills and aptitude for teamwork in a multicultural environment⁸;
- Very good organisational skills and ability to maintain deadlines, even under pressure⁸;
- Service orientation and high sense of responsibility towards the legal obligations, procedures and tasks at hand⁸;
- High sense of adaptability whenever required by events and circumstances⁸;
- Excellent command of written and spoken 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.

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

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 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

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

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 AST 2 with the basic salary starting from € 3.201,98 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 (EC) No 45/2001¹¹ on the protection of personal data.

For more information on the protection of personal data, please consult the Guide for Applicants⁹.

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