

Vacancy Notice

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/2017/002 | Head of Unit - Communication | AD 11 | 3 |

The closing date and time for submission of applications for this call is 29 May 2017 at noon 12.00 Helsinki time (11.00 Central European Time).

1. The job

Reporting to the Director of Cooperation and the Executive Director of the Agency, the Head of Communication will be responsible for all internal and external communications, for leading over twenty communication professionals and managing an annual budget of around 5 million €. He/she must be enthusiastic, dynamic, highly skilled and embody excellent communication within the Agency.

The main tasks of the Head of Communication include the following:

- Advise the Executive Director and senior management of the Agency on all aspects of effective communication;
- Review, develop and implement the Agency's internal and external communication strategies and plans – including media relations, digital, and social media;
- Review, manage, uphold and refresh ECHA's corporate and visual identities and actively manage ECHA's reputation;
- Manage crisis communication for the Agency;
- Manage and develop the Agency's relationships with its closest external stakeholders – over 100 Accredited Stakeholder Organisations¹;
- Ensure the continuous professional development of all communications professionals in the Agency by coaching and providing bespoke training.

¹ <https://echa.europa.eu/about-us/partners-and-networks/stakeholders/echas-accredited-stakeholder-organisations>

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)²;
- 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 duties³;
- Be physically fit to perform the duties⁴;
- Have a thorough knowledge of one of the official languages of the European Union⁵ 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 66⁶.

2.2. Qualifications

- a) Successful completion of a full course of university studies attested by a degree, where the normal duration of university education is four (4) years or more.

Or

- b) Successful completion of a full course of university studies attested by a degree, where the normal duration of university education is three (3) years and at least one (1) year of professional experience⁷.

² 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.

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

⁴ 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.

⁵ 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.

⁶ See Article 47(a) CEOS for Temporary Agents, applicable to Contract Agents by analogy, Article 119 CEOS.

⁷ 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

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.

2.3. Professional experience

To qualify for this profile, you must have at the closing date for applications a total professional experience⁷ of at least fifteen (15) years acquired after achieving the minimum requirements stated out in 2.2 a) and b).

Of your total professional experience, you must have at least eight (8) years of professional experience relevant to the tasks listed in section 1⁸, and at least three (3) years' experience in a management role (e.g. Head of Unit, Head of Sector, Team Leader or equivalent).

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;
- Your professional experience: the range of fields covered; the length, type and level of work done and its relevance to the areas of work listed in section 1.

The following will be considered as assets:

- Experience of working in a multicultural environment;
- Experience of managing public sector communication activities;
- Experience of managing communication activities in a highly scientific or technical environment.

The academic and professional qualifications, professional experience and experience considered as an asset must be described as precisely as possible in your application.

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.

⁸ Relevant professional experience should be described in your application.

4. Preliminary assessment and final interview

Selected candidates may undergo reference checks focusing on managerial capability and may be invited for a preliminary phone interview, assessment centre, written test, and aptitude and competence test by personnel selection consultants serving in an advisory capacity to the selection committee. Candidates who, in the course of such assessment, demonstrate the requisite aptitudes/competences may be invited for an interview with the selection committee.

During the assessment centre, the interviews and the written test you will be assessed on the basis of the following criteria:

- Knowledge, understanding and experience that are most relevant to the tasks set out in section 1;
- Excellent managerial and organisational skills, in particular ability to lead, motivate and develop a large team to the best of their potential in a demanding environment⁹;
- Capacity to develop productive relationships with internal and external stakeholders⁹;
- Aptitude for working in a multicultural and multilingual environment⁹;
- Ability to foster an environment that promotes trust, professionalism, transparency and respect for cultural diversity⁹;
- Excellent communication skills⁹;
- Excellent interpersonal skills and a cooperative and service-oriented attitude⁹;
- Ability to develop and coach fellow professionals⁹;
- 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.

⁹ You can read more about the general competencies in place in ECHA through the following link: https://echa.europa.eu/documents/10162/13602/echa_management_competencies_en.pdf

6. Other information

Before applying, you should carefully read the Guide of Applicants¹⁰ 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)¹¹ or, subject to the establishment plan availabilities, Article 10¹¹ 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 | 3 years |
| AST3 | 6 years |
| AST4 | 9 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 |

¹⁰ http://echa.europa.eu/documents/10162/13602/general_guide_for_applicants_en.pdf

¹¹ 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_to_temporary_agents_en.pdf

| | |
|------|---------|
| 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.

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 45/2001¹² on the protection of personal data.

For more information on the protection of personal data, please consult the Guide for Applicants¹⁰.

¹² <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2001:008:0001:0022:EN:PDF>