

Vacancy Notice

The European Chemicals Agency (ECHA) aims to be the centre of knowledge on the sustainable management of chemicals, serving a wide range of EU policies and global initiatives, for the benefit of citizens and the environment. Together with our partners, we work for the safe use of chemicals.

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/2018/006	Head of Unit	AD 10	10

The closing date for submission of applications for this call is 29 November 2018 at noon 12.00 Helsinki time (11.00 Central European Time).

1. The job

Together with the revision of our strategy, ECHA is re-aligning its organisation to better meet future needs and challenges. We are looking for enthusiastic, dynamic and highly skilled Head of Units responsible for one of the below areas of activity:

- **Dossier submission and dissemination**

Including the REACH registration process, confidentiality assessment under the REACH and BPR, publication of information, the coordination of ECHA's work on the PIC legislation.

- **Data on and prioritisation of chemicals**

Including the promotion and use of alternative methods, the assessment of substance identification information in support of ECHA's processes, the development of computational methods and tools for collecting and analysing data on chemicals, exposure assessment and tools. These tools support the Agency in screening and prioritising substances for further regulatory actions.

- **Hazard assessment**

Including the dossier evaluation process - checking the compliance of registration dossiers and examining proposals to test substances, and the coordination of the substance evaluation and harmonised classification and labelling work undertaken by Member State authorities.

- **Risk assessment and management**

Including the preparation of restriction dossiers and management of the restrictions and authorisation application processes under REACH, as well as the development of methodologies and provision of advice on socio-economic issues and the coordination of ECHA's activities related to the BPR, in particular the evaluation of active substances and applications for Union Authorisation.

- **Helpdesk and Forum Secretariat**

Including providing advice to industry on REACH, CLP, BPR and PIC obligations, especially SMEs, and supporting national helpdesks in their work. Providing support to and coordinating the activities of the Forum of Exchange of information on enforcement, including its subgroup for BPR enforcement.

Reporting to the relevant Director and the Executive Director of the Agency, the Head of Unit in any of the above-mentioned activity areas will be responsible for managing and providing leadership to the unit, while coordinating the achievement of the unit's objectives within the framework of the overall strategic planning of the Directorate and the Agency. In particular, s/he will be responsible for:

Strategic input:

- Define the annual and multi-annual strategy of the unit as part of the ECHA Work Programme to achieve the requirements imposed by the relevant Regulations and meet the needs of the unit's stakeholders;
- Draft the annual work plan of the unit to ensure appropriate planning and organisation of tasks and resources, and ensure adequate reporting;
- Contribute to the continuous improvement of the Quality Management System of ECHA.

Job related accountabilities:

- Efficiently estimate, plan, implement and monitor the regulatory processes that the unit is responsible for, while ensuring the implementation of the applicable data protection and security rules;
- Provide support and maintain excellent communication and co-operation with other ECHA units and with the relevant authorities (for example, Commission services, Member States competent authorities, other European Agencies);
- Plan, prepare, support, organise and follow-up the work of any ECHA Committee, and/or Forum for enforcement, relevant to the activity of the Unit in close collaboration with its Chairperson;

- Support the establishment of opinions adopted by the relevant ECHA Committee and promote their quality and the consistency between them;
- Contribute to the continuous development of tools and methodologies, in particular IT-tools necessary to support the implementation of the relevant regulation;
- Contribute to achieving a harmonised and coordinated approach in relation to questions that are common to the regulations under the Agency's responsibility;
- Implement, in the activity area of the unit, the various policies of the Agency, in particular in relation to managing conflicts of interest, information security, and business continuity.

People management:

- Provide leadership and manage the staff of the unit to ensure the timely delivery of outputs and the availability of the right skills and competencies;
- Promote continuous performance management and a learning culture to ensure that the organisational objectives are cascaded, met and continuous professional development is sustained;
- Enhance team spirit, ensure an effective two-way communication, and promptly handle staff matters to foster high level of staff welfare within the unit.

Financial management:

- Act as authorising officer by sub-delegation and potentially as financial verifier and/or operational verifier respecting the principles of sound financial management;
- Prepare and monitor the budget and procurement requirements of the unit to ensure optimal planning and use of financial resources;
- Ensure proper contract management.

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;

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.

- 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. 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 experience⁶.

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 experience⁶ of at least twelve (12) years acquired after achieving the minimum requirements stated out in 2.2 a) and b).

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.

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.

Of your total professional experience, you must have at least seven (7) years of professional experience relevant to the tasks listed in section 1⁷, 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 Head of Unit tasks listed in section 1.
- Your experience in managing multidisciplinary teams in one or more of the following areas of work listed under section 1;
 - Dossier submission and dissemination;
 - Data on and prioritisation of chemicals;
 - Hazard assessment;
 - Risk assessment and management;
 - Provision of regulatory advice to industry and/or enforcement.

The following will be considered as assets:

- Work experience with change management in a similar organisational role;
- Work experience in translating complex scientific information into regulatory opinions and advice;
- 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. 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.

⁷ Relevant professional experience should be described in your application.

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 complex and demanding environment⁸;
- Capacity to develop productive relationships with internal and external stakeholders⁸;
- Aptitude for working in a multicultural and multilingual environment⁸;
- Ability to foster an environment that promotes trust, professionalism, transparency and respect for cultural diversity⁸;
- Excellent communication skills⁸;
- Excellent interpersonal skills and a cooperative and service-oriented attitude⁸;
- Ability to develop and coach fellow professionals⁸;
- 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.

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.

⁸ 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

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

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	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
AST3	9 years
AST2	6 years
AST1	3 years

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

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 AD 10 with the basic salary starting from € 8.728,19 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>