

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.

In order to promote mobility of Temporary Agents between Agencies, the European Chemicals Agency (ECHA) wishes to inform staff from all EU Regulatory Agencies in category AD 7-9 of the following vacant post:

Reference number	Vacancy notice	Grade
ECHA/IAJM/2017/01	Legal Advisor	AD 7-9

The closing date and time for submission of applications for this call is 17 August 2017 at 12.00 noon Helsinki time (11.00 Central European Time).

1. The job

The Legal Affairs Unit of the European Chemicals Agency provides legal advice and support to the Director of Regulatory Affairs and to the other Directorates engaged in operational activities, in order to ensure that the assistance to registrants, decisions, positions and opinions by the ECHA Secretariat, its Committees and networks are in conformity with the regulations that govern the Agency and that they are legally consistent. It also provides legal advice to the Executive Director and horizontal Directorates in the exercise of corporate functions of the Agency and is in charge of defending ECHA in any appeal or court proceeding as well as protecting ECHA's intellectual property. It coordinates the requests for access to documents/information and supports the Directorates in charge.

The Legal Advisor will focus on matters relating to the Staff Regulations but will also work on other administrative and/or operational legal issues. He/she will work in a team which is in charge of:

- Legal advice on REACH and other related legislation as well as applicable procedures;
- Legal advice on administrative issues arising in the context of a European regulatory agency;
- Checking the legal correctness of the decisions of the Agency;
- Drafting written pleadings and other procedural documents in litigation proceedings;
- Defending/organising the defence of the Agency's position in the Board of Appeal or in front of the Courts;
- Drafting and verifying legally relevant operational procedures and templates;

- Drafting and/or verifying implementing rules and guidelines;
- Checking legally relevant documents intended to be communicated outside the Agency;
- Contributing to the development of legal databases;
- Legal research and follow-up of case-law;
- Training of staff on legal issues; and
- Other related activities.

2. Eligibility criteria

The selection procedure is open to applicants who satisfy the eligibility criteria in accordance with Article 9 of the Implementing rules governing the engagement and use of temporary agents 2(f)¹ which provides as follows:

1. Mobility between agencies shall be reserved for temporary staff 2(f) who, on the closing date for applications and on the day of filling the vacant post, are employed within their agency in a grade and function group corresponding to the published grade bracket and function group (AD 7-9).

2. In addition, members of temporary staff 2(f) referred to in paragraph 1 should, as a general rule,

a) have at least two years' service within their agency before moving and any decision derogating from that principle shall be taken jointly by the two agencies concerned, having regard to the interest of the service of both agencies;

b) have successfully completed the probationary period provided for in Article 14 of the CEOS, in the relevant function group. Where, in exceptional circumstances, the agency engages a member of temporary staff 2(f) who does not meet that condition, such member shall serve a full probationary period with the new agency in accordance with Article 14 of the CEOS and the new contract is not considered as a renewal of contract but an *ex novo* contract.

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: successfully completed university studies in law attested by a degree, where the normal duration of university education is three years or more;

¹ https://echa.europa.eu/documents/10162/21844190/mb_27_2015_final_annex_1c_use_and_engagement_temporary_agents_en.pdf

- Your professional experience: previous work experience related to legal advice, representation, analysis and/or drafting connected with horizontal agency matters, especially those related to Staff Regulations, including staff complaints.

The following will be considered as assets:

- Experience in regulatory fields relevant for ECHA²;
- Experience in litigation;
- Experience in advising on conflict of interests;
- Experience in access to documents.

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 criteria

If selected for interview, you will be assessed in the interview on the basis of the following criteria:

4.1. Specific knowledge related to the post:

- Excellent understanding of the role, tasks and functioning of a regulatory agency;
- Good knowledge in European administrative and procedural law;
- Proven skills in drafting legal documents.

4.2. General competencies and conduct required for the job:

- Very good organisational skills and ability to keep timetables even under pressure³;
- Ability to work in close cooperation within a team²;
- Ability to cooperate efficiently with colleagues in other units²;
- Service orientation and high sense of responsibility²;
- Very good skills in argumentation;
- Very good skills in written and oral 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.

² This means REACH, CLP or Biocides legislation as well as regulatory systems such as those governing plant protection products, food additives, pharmaceuticals, cosmetics, waste, occupational safety and health, the Water Framework Directive, the Integrated Pollution Prevention and Control Directive, the Seveso Directive, the Construction Products Regulation or the Industrial Emission Directive.

³ 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. Selection procedure

5.1. Admission to the selection procedure

Applications must be complete and validly submitted by the closing date for applications. Applications that do not meet the above criteria will be rejected.

If, at any stage in the procedure, it is established that the information in an application is incorrect, the applicant will be disqualified from the selection.

5.2 Assessment of Applications

Applicants admitted to the selection procedure will be assessed by a Selection Committee in an objective, impartial and transparent manner. The applications will be assessed against the criteria defined in section 3 "Selection criteria" of the Vacancy Notice. Evidence of any of the assets listed will gain additional credit. The most suitable applicants will be invited to an interview.

During the selection procedure, the Selection Committee will consider only the information provided by the applicants in their application specific to the profile in question.

5.3. Interview and Written Tests

During the interview, the applicants will be assessed against the criteria defined in section 4 "Interview criteria" of the Vacancy Notice. The interview will be held in English, but the knowledge of other languages may also be tested. Native English speakers will be tested for their second language skills.

In addition to the interview, applicants will undergo a practical test, in English, in the area of expertise required for the specific profile.

Applicants invited to an interview will receive an invitation, by e-mail, with the date, time and location of the interview.

The candidates invited for an interview are required to present an official proof of their current contract type and grade, as well as a proof of the latest payslip.

6. Applications

All interested candidates are invited to submit their application and find more information on ECHA's website at: <http://echa.europa.eu/web/guest/about-us/jobs/open-positions>.

7. Other information

The Agency and the selected staff member shall conclude a contract of employment which ensures continuation of the person's employment and career in the category of temporary staff 2(f). That contract with ECHA shall be concluded without interruption of the contract concluded with the agency of origin. The place of employment will be Helsinki, Finland. The selected applicant will maintain his/her grade and step as the preceding contract in the agency of origin.

The basic salary will be subject to a cost-of-living adjustment for Finland (currently 18.6%) and to the benefits, allowances and tax, social security and other deductions set out in the Staff Regulations and Conditions of Employment of Other Servants of the European Communities.

For more information on the selection process of temporary agents and on the contractual and working conditions, please, refer to:

- Implementing rules governing the engagement and use of temporary agents 2(f): https://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: https://activity.echa.europa.eu/sites/act-14/process-14-2/docs/2014/Staff_Regulations_EN_1January2014.pdf

8. Equal Opportunities

The European Union institutions and other bodies apply a policy of equal opportunities and accept applications without distinction on the grounds of gender, race, colour, ethnic or social origin, genetic features, language, religion, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

9. Protection of Personal Data

The information submitted during the selection process will be used solely for that purpose. The legal basis for the processing is found in the Staff Regulations of Officials and the Conditions of Employment of Other Servants (CEOS), and in particular in Articles 12-15 and 82-84 of CEOS.

The European Chemicals Agency will ensure on its part that applicants' personal data is processed as required by *Regulation (EC) No 45/2001* 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. Only ECHA staff directly involved in the selection procedure in question shall have access to this data.

All personal data of the applicants will be stored for a maximum period of two years. For recruited candidates, the necessary documents are transferred to the agent's personal file, which will be kept until 10 years after the jobholder has terminated employment at the Agency, provided there are no pending claims or any other open issues.

Any party submitting personal data to ECHA is entitled to access and rectify that data (after the closing date of the application deadline, rectification is limited to identification data however). To exercise these rights, contact the data controller at iajm@echa.europa.eu. Furthermore, you also have the right to recourse at any time to the European Data Protection Supervisor.