

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 contract agent profile:

Reference number	Vacancy notice	Grade	Indicative n° on reserve list
ECHA/CA/III/2016/005	Audiovisual Technician	FG III	6

The closing date and time for submission of applications for this call is 16 January 2017 at noon 12.00 Helsinki time (11.00 Central European Time).

1. The job

The Audiovisual (AV) Technician will work in the Corporate Services Unit of the Agency within the Directorate of Resources.

The AV Technician will be responsible for operation and improvement of the AV related services and will be mainly sharing his/her time amongst the following tasks:

- Dealing with requests of internal staff or external stakeholders for preparing and supporting physical and/or virtual meetings;
- Ensuring the correct operation and functionality of the AV infrastructure during the meetings, including identifying, documenting and resolving/escalating problems;
- Acting as an on-duty technician in the Conference Centre control room during meetings (AV support service operates from 8:00 to 19:00 with technicians alternating between early and late duties);
- Performing maintenance of existing AV equipment:
 - Designing the technical specifications for the procurement of new AV equipment;
 - Installing new AV equipment, according to the Agency's needs for new meeting facilities;
 - Assessing existing services and preparing proposals for improving them;
 - Drafting and updating technical manuals related to AV projects;
 - Resolving technical problems when needed.
- Ensuring audio and/or video recording of meetings when requested, including processing (editing) the recordings, ensuring their correct distribution and retention

period;

- Assisting the users to become self-sufficient by drafting user guides and preparing and delivering training presentations and/or info sessions;
- Assisting in the preparation of quality documentation (e.g. work instructions (WINS), procedures (PROs), etc.);
- Representing the team in technical meetings, as well as acting as a technical expert in the Corporate Services Unit.

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;
- 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.

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 Article 82, 3(d) 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.

2.2. Qualifications

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

Or

- b) Successfully completion of secondary education giving access to post-secondary education and at least three (3) years of professional experience⁶.

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 at least one (1) year of relevant⁷ professional experience⁶ acquired after achieving the minimum requirements stated out in 2.2 a) and b).

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 the following fields:

- Audiovisual technology;
 - Media technology;
 - IT/information sciences.
- 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.

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.

⁷ Relevant experience should be described in your application.

The following will be considered as assets:

- Experience with conference and related systems (i.e. Bosch DCN AV conference, Crestron logic control, DALI lighting control, web streaming, etc.);
- Experience in virtual meeting technologies (e.g. WebEx, Skype for Business, Cisco/Polycom video conferencing);
- Experience of working in an international or multicultural environment.

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

4. Interview and written test

If selected for 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 legislation;
- Ability to take responsibility for specific areas of work and see them through to completion ensuring that the deadlines are met⁸;
- Ability to communicate and interact well with others in a multicultural environment⁸;
- Ability to work under conditions that require considerable flexibility and creativity, many times under pressure;
- Good service-orientation and organisational skills⁸;
- Delivering results and meeting customer expectations⁸;
- Adapting and responding to change⁸;
- 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 one year.

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

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 three years as a contract agent. This contract may be renewed for a definite period. If renewed for a second time, the contract becomes indefinite.

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 in respect of 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 contract 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 contract agents:
http://echa.europa.eu/documents/10162/13560/mb_07_2009_d_final_implementing_rules_for_the_staff_regulations_contractual_staff_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 45/2001¹⁰ on the protection of personal data.

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

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

¹⁰ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2001:008:0001:0022:EN:PDF>