

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/2017/006	Data Management Officer	AD 6	4

The initial closing date (24 July 2017) for submission of applications for this call has been extended until 14 August 2017 at noon 12.00 Helsinki time (11.00 Central European Time).

1. The job

The Data Management Officer is responsible for project and services management activities and integrate data between operational systems, data repositories, and reporting and analytical applications. This position provides strong analytical and technical support, and interacts with project teams, IT teams, and business stakeholders to drive business application solutions, intelligence and data strategy across a wide range of projects.

The Data Management Officer will work in the Business Information Systems Unit within the Information Systems Directorate of the Agency.

The purpose of the Information Systems Directorate is to contribute to the achievement of the goals and operational objectives of the Agency by ensuring that all Directorates have the ICT infrastructure, the information systems and the support services which are appropriate to carry out their function.

The Business Information Systems Unit ensures the high quality and timely release of the scientific software applications to meet the Agency's obligations under the REACH, CLP, Biocides and PIC Regulations. It maintains and provides services in support of these applications and provides systems and services for business intelligence, data integration and data governance.

The nature of this role is in the centre of ECHA's IT architecture, a strong collaboration with your peers from the business where IT colleagues and contractors will be a crucial part of the assignment.

The Data Management Officer will work with ECHA staff and external consultants in accordance with the ECHA IT governance framework and related Quality Management System procedures. The job includes the following tasks:

Management of project and services in the area of business intelligence, data integration and data governance

- Create work plans and maintain/revise these as appropriate to meet changing needs and requirements;
- Collaborate with in-house stakeholders and external contractors to define project/service deliverables to accurately gather and interpret requirements, specifications, data models, etc., for developing application solutions, data integration, and reporting solutions;
- Work with development and business intelligence teams to design, implement, and support end-to-end workflow and data solutions;
- Handle multiple assignments and be deadline oriented;
- Assess and document source data and quality, and coordinate with the business and technology teams to identify and resolve issues;
- Lead the execution of project plans by coordinating the efforts of allocated resources and manage day-to-day operational aspects of projects and their scope by applying ECHA project methodologies and project standards;
- Identify the resources needed for the execution of the projects and contribute to their management by assigning individual responsibilities, coordinating the team effort, monitoring the execution of the work and ensuring timely delivery of all scheduled milestones together with budget adherence.

Management of contracts and financial resources

- Participate in the tendering processes for high value contracts;
- Procure and coordinate the efforts of external contractors, acting as contract manager;
- Contribute to the management of financial resources allocated to the projects – in collaboration with the ICT procurement function and in the respect of the contract management procedures - by preparing cost estimates, monitoring expenditures and ensuring timely and effective procurement of necessary services in accordance with public procurement procedures.

Management of deliverables quality

- Review and assess the suitability of the conceptual, logical and dimensional data models for implementation in light of the business needs and defined data architecture;
- Review and assess the suitability of requirement analysis for implementation in light of the business needs related to both back-end (Database, ETL process) and front-end (BO Universe, Standard Reports, Dashboards, Portal);
- Contribute to the evaluation and selection of the technical products that are required to implement the project and software/data architecture;

- Contribute to the identification of master and reference data requirements, data security requirements and data quality requirements;
- Contribute to the identification of non-functional requirements in the areas of availability, scalability, modularity, integrability and performance of technical architecture components and application systems;
- Validate the quality of all project deliverables. Ensure that formal acceptance procedures are in place;
- Collaborate with in-house stakeholders and external contractors to define user requirements, software design and architecture.

Management of project risks

- Monitor project risks associated with the projects/services assigned, devise mitigation plans and establish prompt and efficient reporting and communication mechanisms;
- Provide the line management in the Agency with timely and appropriate reports and updates on project issues;
- Work closely together with the other units to ensure efficient and seamless interdepartmental cooperation at all levels;
- Other related tasks.

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;

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.

- 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

Successful completion of a full course of university studies attested by a degree, where the normal duration of university education is at least three (3) years.

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 three (3) years acquired after achieving the minimum requirements stated out in 2.2. At least one (1) year 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;
- Your professional experience: the range of fields covered, type and level of work done and its relevance to the areas of work listed in section 1.

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.

⁷ Relevant experience should be described in your application.

The following will be considered as assets:

- Data management professional qualification demonstrated by formal accreditation/certification/training (e.g. CBIP, CDMP);
- Business Object professional qualification demonstrated by formal accreditation/certification/training;
- Experience in managing complex and high value contracts (above 0,5 million);
- Experience in data technologies like Oracle Data Integrator (ODI), Hadoop, NoSQL, Master data management, etc.;
- Experience in managing SLA's in an outsourced IT 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 interview, you will be assessed 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, including:
 - Management of project planning;
 - Management of contracts and financial resources;
 - Management of deliverables quality;
 - Management of project risks.
- Understanding of the role and aims of ECHA in relation to the REACH, CLP, Biocides and PIC legislation;
- Ability to communicate effectively complex technical matters⁸;
- Aptitude for negotiation and consensus building on complex technical matters⁷;
- Strong customer and service orientation⁷;
- 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.

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 10⁸ 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

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:

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

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 AD 6 with the basic salary starting from € 5,247.33, 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 Applicants⁸.

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