

## Corrigendum to the 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/2016/006	Head of Unit – Registrar of Board of Appeal	AD 10	3

**The initial closing date (3 November 2016) for submission of applications for this call has been extended until 10 November 2016 at noon 12.00 Helsinki time (11.00 Central European Time).**

### 1. The job

The Board of Appeal is the body within the Agency which decides on administrative appeals brought against certain decisions of the Agency in an independent and impartial manner. The Board of Appeal shall be assisted in the exercise of its duties by a Registrar. In order to ensure the independence of the Board of Appeal from the secretariat the Registrar is appointed directly by the Chairman of the Board of Appeal to whom the Registrar shall report. In addition, pursuant Article 5(4) of the Rules of Procedure of the Board of Appeal, the Registrar shall not participate in any proceedings of the Agency relating to decisions which may be the subject of appeals under Article 91(1) of Regulation (EC) No 1907/2006 or under Article 77(1) of Regulation (EU) no 528/2012 of the European Parliament and of the Council.

For the exercise of its administrative duties, the Registrar is the Head of the Registry Unit. The Registry Unit of the Board of Appeal assists the Board of Appeal in its functions by managing the proceedings, by keeping a register of all procedural actions and by providing the required legal advice and support to the BoA members in preparing decisions. The Registry is also the repository of all procedural documents and serves as a link between the parties in the proceedings, the interveners and the Board of Appeal. The Registry's tasks include also developing and implementing efficient and expeditious procedures for conducting appeal proceedings, and ensuring correct and consistent application of the procedural rules.

The Registrar will be responsible for managing the human, financial and technical resources of the Registry of the Board of Appeal and defining and achieving its objectives within the framework of the overall strategic planning of the Agency, in close cooperation with the

Director of Resources of ECHA and according to the Administrative Arrangements in place between the ED and the BoA Chairman<sup>1</sup>. In particular, he/she will:

- Provide legal and administrative support for the Board of Appeal in its functions; in particular, ensure the receipt, transmission, service and custody of documents and decisions in accordance with the applicable rules. The Registrar shall provide the Chairman of the Board of Appeal with timely and appropriate advice and information on issues within his/her sphere of competence;
- Provide vision, direction and leadership for the Registry Unit through the effective management of the Unit and coordination of achievement of its objectives within the framework of the overall strategic planning of the Agency and in consultation with the Chairman of the Board of Appeal;
- Define the work program of the Registry, set its objectives and determine its priorities within the overall strategic framework of the Agency;
- Motivate and support staff of the Registry to attain their objectives, realise their potential and ensure they receive the necessary development and training;
- Collaborate with other Heads of Units and Directorates, in particular with the Director of Resources, to ensure effective organisational cooperation and support at all levels and promote a customer orientation both towards internal and external customers of the Unit;
- Assist the definition of the budget requirements, preparation of income and expenditure forecasts, supervise budget execution and financial operations within the Unit, in consultation with the Chairman of the Board of Appeal and in accordance with the financial regulation.

## 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)<sup>2</sup>;
- Enjoy the full rights as a citizen;
- Have fulfilled any obligations imposed by the laws concerning military service;

---

<sup>1</sup> You can read more about the Administrative Arrangements for safeguarding the independence of the Board of Appeal in place through the following link:  
[https://echa.europa.eu/documents/10162/13573/boa\\_administrative\\_arrangements\\_en.pdf](https://echa.europa.eu/documents/10162/13573/boa_administrative_arrangements_en.pdf)

<sup>2</sup> 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 duties<sup>3</sup>;
- Be physically fit to perform the duties<sup>4</sup>;
- Have a thorough knowledge of one of the official languages of the European Union<sup>5</sup> 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 66<sup>6</sup>.

## 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 experience<sup>7</sup>.

**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 experience<sup>6</sup> of at least twelve (12) 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 four (4) years of professional experience relevant to the tasks listed in section 1<sup>8</sup>, and at least one (1)

---

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

<sup>4</sup> 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.

<sup>5</sup> 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.

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

<sup>7</sup> 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.

year 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 university degree must be in law, or you must have a professional qualification entitling you to practice as a lawyer.
- 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 in Community law;
- In-depth understanding of the appeals and judicial proceedings;
- Management training;
- Experience of working abroad and/or in an international/multicultural environment.

The academic and professional qualifications, professional experience and experience considered as an asset must be described as precisely as possible in the ECHA CV<sup>9</sup>.

### 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 and understanding in your areas of experience that are most relevant to the tasks set out in section 1;

---

<sup>8</sup> Relevant professional experience should be described in ECHA CV.

<sup>9</sup> [http://echa.europa.eu/documents/10162/13602/echa\\_cv\\_en.doc](http://echa.europa.eu/documents/10162/13602/echa_cv_en.doc)  
[http://echa.europa.eu/documents/10162/13602/echa\\_cv\\_en.pdf](http://echa.europa.eu/documents/10162/13602/echa_cv_en.pdf)

- Knowledge and understanding of the responsibilities and tasks of the ECHA Secretariat, the Board of Appeal and its Registry under REACH, CLP and the BPR legislation;
- Understanding of the tasks and challenges of managing the Registry of the Board of Appeal of a major EU regulatory agency;
- Knowledge of Community procedural law;
- Excellent managerial and organisational skills, in particular capable to motivate and support a high qualified team called to provide results under time pressures on legally and technically complex issues with high quality standards;
- Capacity to interact and communicate with internal and external stakeholders<sup>10</sup>;
- Excellent analytical, planning and decision making skills<sup>11</sup>;
- Aptitude for working in a multicultural and multilingual environment;
- Ability to foster an environment that promotes trust, professionalism, transparency and respect for cultural diversity;
- Excellent communication and interpersonal skills as well as cooperative and service-oriented attitude;
- 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. Applications

Before applying, you should carefully read the Guide of Applicants<sup>12</sup> 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.

---

<sup>10</sup> You can read more about the managerial competencies in place in ECHA through the following link: [https://echa.europa.eu/documents/10162/13602/echa\\_management\\_competencies\\_en.pdf](https://echa.europa.eu/documents/10162/13602/echa_management_competencies_en.pdf)

<sup>11</sup> You can read more about the managerial competencies in place in ECHA through the following link: [https://echa.europa.eu/documents/10162/13602/echa\\_management\\_competencies\\_en.pdf](https://echa.europa.eu/documents/10162/13602/echa_management_competencies_en.pdf)

<sup>12</sup> [http://echa.europa.eu/documents/10162/13602/general\\_guide\\_for\\_applicants\\_en.pdf](http://echa.europa.eu/documents/10162/13602/general_guide_for_applicants_en.pdf)

All interested candidates are invited to apply by filling in the following two documents:

- **ECHA CV<sup>13</sup>**: This document is available in two different formats: .doc format ([http://echa.europa.eu/documents/10162/13602/echa\\_cv\\_en.doc](http://echa.europa.eu/documents/10162/13602/echa_cv_en.doc)) and .pdf format ([http://echa.europa.eu/documents/10162/13602/echa\\_cv\\_en.pdf](http://echa.europa.eu/documents/10162/13602/echa_cv_en.pdf));
- **Application form<sup>14</sup>**:  
[https://comments.echa.europa.eu/comments cms/ApplicationForm.aspx?Code=ECHATA2016006](https://comments.echa.europa.eu/comments/cms/ApplicationForm.aspx?Code=ECHATA2016006)

## 7. Other information

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)<sup>15</sup> or, subject to the establishment plan availabilities, Article 10<sup>13</sup> 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:

- 
- <sup>13</sup> The ECHA CV must be attached to the Application form. Failure to submit the ECHA CV will lead to exclusion from the procedure.
- <sup>14</sup> Applications that are sent after the closing date for submission, are incomplete or do not fulfil the criteria set out above will be excluded from the selection.
- <sup>15</sup> 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](http://echa.europa.eu/documents/10162/21844190/mb_27_2015_final_annex_1c_use_and_engagement_to_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 and impartiality. Moreover, before recruiting a member of staff, ECHA's Board of Appeal Chairman 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 BoA Chairman 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](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](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>

## 8. 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 45/2001<sup>16</sup> on the protection of personal data.

For more information on the protection of personal data, please consult the Guide for Applicants<sup>17</sup>.

<sup>16</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2001:008:0001:0022:EN:PDF>

<sup>17</sup> [http://echa.europa.eu/documents/10162/13602/general\\_guide\\_for\\_applicants\\_en.pdf](http://echa.europa.eu/documents/10162/13602/general_guide_for_applicants_en.pdf)