

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/2017/002	HR Administrative Assistant	FG III	6

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

1. The job

The Human Resources (HR) Administrative Assistant will work in the Resources Directorate of ECHA in the Human Resources Unit.

The Human Resources (HR) Unit manages the Agency's most valuable resource - our employees - effectively, efficiently and in compliance with applicable EU rules and good management practice. We are responsible for recruitment and selection, managing our staff's contracts and benefits, implementing HR policies and ensuring a positive working environment through continuous learning and development opportunities.

The HR Administrative Assistant will undertake a variety of administrative tasks under supervision of a Team Leader. He/she will be placed in one of the four activity areas of the Human Resources Unit, and be responsible for the tasks that are contained in the respective activity area.

1. Policy and Regulations

- Ensure the timely and accurate administrative management of entitlements and benefits for staff (including determination of individual rights; contracts; administration of personal files and administration of the HR database);
- Contribute to effectively integrating newly-recruited colleagues (including induction, provision of information of ECHA's relocation service, registration with the Finnish Foreign Ministry and schooling);
- Liaise with candidates on matters related to on-boarding (employment conditions, relocation, induction etc.);

- Assist in leave and absence monitoring, reporting and follow-up (including sick leave, part-time leave, parental leave and special leave);
- Assist in the administrative procedures for staff leaving the organisation;
- Assist in managing confidential personal data and files.

2. Payroll and Financial Human Resources Management

- Assist in the transfer of salary-related data each month to PMO; check and recommend corrections to the salary statements generated by PMO;
- Initiate under supervision monthly salary payments and payments to EC insurance funds;
- Contribute to monitoring HR budget lines and initiate commitments; manage HR commitments and payments;
- Contribute to the follow-up of the staff budget execution and forecast, and assist in the staff budget planning exercise;
- Update relevant records in HR and financial databases;
- Provide routine information and advice to Agency staff on salaries and entitlements;
- Verify under supervision applications for reimbursement of expenses and handle related payments.

3. Learning and Development

- Contribute to the implementation, monitoring and coordination of general learning and development activities;
- Assist in the implementation of ECHA's induction and traineeship programmes;
- Support the coordination of selection processes of ECHA Seconded National Experts (SNEs);
- Contribute to the identification of organisational and individual training needs and the delivery of learning and development activities for staff members.

4. Performance and Career Management

- Assist in the management of the establishment plan of posts and reserve lists;
- Support the coordination of selection processes of ECHA for statutory (temporary and contract) staff; draft advice for Selection Committees on the conduct of selection procedures and provide guidance and advice on best practice and applicable rules;
- Assist in the drafting and publication of vacancy notices;
- Assist in the conduct of the performance appraisal and promotion exercises;
- Contribute to the harmonisation of job descriptions and competency maps, and manage the related database;
- Administer the job descriptions and the probationary period reporting processes for statutory staff;
- Assist in the conduct of the staff engagement surveys organised by the Agency;
- Assist in the coordination of the internal mobility selections.

Shared responsibilities:

- Contribute to the correct application of the EU Staff Regulations and CEOS as well as relevant implementing rules;
- Contribute to effective functioning, collaboration and cooperation within the Human Resources Unit;
- Contribute to the drafting of quality management documents for the processes within the assigned areas of responsibility (for example, process descriptions and work instructions);
- Assist in the preparation of public procurement and tender procedures in the relevant areas of activity;
- Prepare commitments and certify correct payments to external contractors for services provided to ECHA (for example, recruitment services, training programmes and medical services);
- Assist in the preparation of HR statistics, metrics and reports;
- Other administrative tasks, as required.

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;

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.

- 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 post-secondary level education attested by a diploma.

Or

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

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 one (1) year 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;
- Your professional human resources experience: the range of fields covered; the breadth and level of work performed 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.

The following will be considered as assets:

- Experience in applying EU Staff Regulations and implementing rules in the HR administrative tasks;
- Professional experience of working in a similarly multicultural, complex organisation.

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 on the basis of the following criteria:

- Knowledge of the various tasks listed in section 1 “THE JOB” above in the selected activity area;
- Understanding of the role and aims of ECHA in relation to the REACH, CLP and Biocides legislation;
- Basic understanding of the EU Staff Regulations, their implementing rules and related HR issues and challenges;
- Interpersonal skills and aptitude for teamwork and cooperation in a multicultural environment⁷;
- Ability to learn quickly when facing new issues⁷;
- Ability to take responsibility for specific areas of work and see them through to completion ensuring that the deadlines are met⁷;
- Customer orientation⁷;
- Proficient use of MS Excel and Word;
- Ability to communicate effectively in written and spoken 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.

It should be noted that inclusion on the reserve lists does not imply any entitlement of employment in the Agency.

⁷ 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

6. Other information

Before applying, you should carefully read the Guide of Applicants⁸ 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 45/2001⁹ on the protection of personal data.

For more information on the protection of personal data, please consult the Guide for Applicants⁸.

⁸ http://echa.europa.eu/documents/10162/13602/general_guide_for_applicants_en.pdf

⁹ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2001:008:0001:0022:EN:PDF>