

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/2016/007	Head of Unit – Corporate Services	AD 10	3

The closing date and time for submission of applications for this call is 25 November 2016 at noon 12.00 Helsinki time (11.00 Central European Time).

1. The job

Reporting to the Director of Resources, the Head of Unit – Corporate Services will be responsible for managing the human, financial and technical resources of the Corporate Services Unit and defining and achieving its objectives within the framework of the overall strategic planning of the Agency.

The main tasks of the Head of Unit – Corporate Services include the following:

- Manage, deliver and continuously improve ECHA's corporate services functions, including conference and events management, facilities/building-related services and security services;
- Supervise the implementation of ECHA's future office building project;
- Lead, manage and provide effective steer and oversight to the staff of the Corporate Services Unit of the Agency, within a changing organisational environment;
- Provide the Executive Director and senior management of the Agency with timely and appropriate advice and information on corporate services issues;
- Ensure continuous professional development of staff through competency management, learning and development interventions and coaching to foster timely availability of staff with the necessary skills and competencies;
- Ensure compliance with the relevant environmental management system (ISO 14001);

- Coordinate the preparation, implementation and monitoring of corporate services resource planning and budgeting, in accordance with the rules of sound financial management and good management practice;
- Ensure effective management of the Agency's facilities-related services and service providers (for example, security, cleaning, maintenance, catering, etc.) and efficient provision and management of appropriate office space, meeting facilities, furniture, non-IT office equipment, office supplies, etc.;
- Ensure the provision of a safe, healthy and motivating working environment for the staff of the Agency, as well as meeting and common facilities for ECHA staff and external visitors;
- Coordinate the effective functioning of ECHA's Conference Centre, including conference centre reception and logistics, travel arrangements and travel cost reimbursement for eligible meeting participants;
- Coordinate and facilitate the travel services and mission cost reimbursement to the ECHA staff and external visitors;
- Coordinate the effective functioning of ECHA's Business Continuity Management Policy;
- Ensure smooth communications with the Agency's management and staff on corporate services matters.

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, and 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

- 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 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 a total professional experience⁶ 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 three (3) years of professional experience relevant to the tasks listed in section 1⁷, and at least one (1) year experience in a management role (e.g. Head of Unit, Head of Sector, Team Leader or equivalent).

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, and 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 professional experience should be described in ECHA CV.

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; 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 financial management (for example, procurement and control and supervision of budget execution);
- Experience in client services management (for example, in defining, delivering and monitoring the effectiveness of internal and external client services programmes);
- Experience in managing and delivering large scale projects.

The academic and professional qualifications, professional experience and experience considered as an asset must be described as precisely as possible in the ECHA CV⁸.

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, reference check, 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;
- Understanding of the role and aims of ECHA, in relation to the REACH/CLP, Biocides and PIC legislation;
- Excellent managerial and organisational skills, in particular ability to lead, motivate and develop a large team to the best of their potential in a demanding environment⁹;
- Capacity to interact and negotiate both with internal and external stakeholders⁹;
- Excellent analytical, planning and decision making skills⁹;
- Aptitude for working in a multicultural and multilingual environment;

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

⁹ 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

- 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 Applicants¹⁰ 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.

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

- **ECHA CV¹¹**: This document is available in two different formats: .doc format (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);
- **Application form¹²**:
https://comments.echa.europa.eu/comments_cms/ApplicationForm.aspx?Code=ECHATA2016007

¹⁰ http://echa.europa.eu/documents/10162/13602/general_guide_for_applicants_en.pdf

¹¹ The ECHA CV must be attached to the Application form. Failure to submit the ECHA CV will lead to exclusion from the procedure.

¹² 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.

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)¹³ or, subject to the establishment plan availabilities, Article 10¹³ 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:

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

¹³ 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

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.

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>

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 45/2001¹⁴ on the protection of personal data.

For more information on the protection of personal data, please consult the Guide for Applicants¹⁵.

¹⁴ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2001:008:0001:0022:EN:PDF>

¹⁵ http://echa.europa.eu/documents/10162/13602/general_guide_for_applicants_en.pdf