

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 contract agent profile:

Reference number	Vacancy notice	Grade	Indicative n° on reserve list
ECHA/CA/IV/2016/004	Product Management Support Officer	FG IV	5

The initial closing date (29 August 2016) for submission of applications for this call has been extended until Monday, 05 September 2016 at noon 12.00 Helsinki time (11.00 Central European Time).

1. The job

The Product Management Support Officer (PMSO) will work mainly in the Directorate of Registration of the Agency in the further development of IT applications that support the preparation and submission of dossiers by industry and Member States.

This will include future provision of cloud-based solutions. In this context, the PMSO will support this development as part of a multi-disciplinary team. In addition, the PMSO will contribute to the service level definition, marketing and promotion activities for this solution.

The PMSO will also be responsible for supporting this solution from a business perspective. He/she will participate in the definition, development and implementation phase, the initial roll-out, as well as the maintenance mode. He/she will have a strong role in the interaction with (potential) users of the systems. All the activities and tasks will be done in cooperation with other relevant Agency Directorates, mainly the Directorate of Information Systems and the Directorate of Cooperation.

The tasks include the following:

Support the development of the product:

- Supporting the collection and definition of specifications for the cloud-based solution based on business requirements;
- Testing and validating the interim versions against business requirements and specifications of the systems during the development phase;

- Being part of the internal preparation in the Agency for the provision of this solution including an internal structure for identification of potential users and services needed;
- Acting as a focal point in the Agency of the business knowledge for the cloud-based solution.

Support the roll-out and use of the product:

- Creation of a product identity for the cloud-based solution;
- Contribute to user support:
 - Preparation of support material for users including manuals, help text, training material, etc.;
 - Contribute to trainings, tutorials, etc.;
 - Respond to queries from customers arriving to the Agency's Helpdesk.
- Contribute to marketing and promotion:
 - Preparation of promotion material;
 - Contribute to/lead promotion activities.

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. Minimum qualifications

Completed university studies of at least three (3) years attested by a diploma and appropriate professional experience of at least one (1) year⁶.

Only qualifications issued by EU Member State authorities or EEA Member State authorities and qualifications recognized as equivalent by them will be accepted.

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, particularly:
 - Experience of working in the development of IT systems in the field of regulatory affairs, specifically in relation to business requirements and communication to customers and supporting material;
 - Practical user experience with IT systems used for the preparation and submissions of dossiers, for example IUCLID, Chesar or the OECD QSAR Toolbox.

The following will be considered as assets:

- Thorough knowledge and/or experience with IT project management;
- Professional experience working in an international or multicultural environment.

Although thorough knowledge and/or experience with IT project management is an asset, this is not an IT position. Therefore, exclusively or predominately technical IT background

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 part-time shall be calculated pro rata, on the basis of the percentage of full-time hours worked. A given period may be counted only once.

and experience (e.g. business analysis, software testing) will not be considered as relevant for this post.

The academic and professional qualifications, professional experience and knowledge and experience considered as an asset must be described as precisely as possible in the ECHA CV⁷.

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;
- Knowledge and understanding of an IT development project from a business perspective;
- Understanding of ECHA's main systems for preparation and submission of dossiers;
- Ability to communicate effectively with stakeholders as potential users of the Agency's IT systems, specifically ability to probe for greater understanding of challenges and opportunities⁸;
- Ability to work effectively in a multidisciplinary team in a multicultural and multilingual environment;
- Ability to work together collaboratively with other colleagues to achieve organisational goals⁸;
- Ability to focus on customer needs and satisfaction, internally and externally⁸;
- Ability to work in a systematic, methodical and orderly way to meet set deadlines⁸;
- 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 states under section 2.1. above, any failure in providing 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.

⁷ http://echa.europa.eu/doc/opportunities/jobs/echa_cv.doc.

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. Applications

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.

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

- **ECHA CV¹⁰**: This document is available in two different formats: .doc format (http://echa.europa.eu/documents/10162/17100/echa_cv_en.doc) and .pdf format (http://echa.europa.eu/documents/10162/13602/echa_cv_en.pdf);
- **Application form¹¹**:
https://comments.echa.europa.eu/comments_cms/ApplicationForm.aspx?Code=ECHACAIV2016004

7. Other information

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

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

¹⁰ The ECHA CV must be attached to the Application form. Failure to submit the ECHA CV will lead to exclusion from the procedure.

¹¹ 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.

- 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 45/2001¹² on the protection of personal data.

For more information on the protection of personal data, please consult the Guide for Applicants¹³.

¹² <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2001:008:0001:0022:EN:PDF>

¹³ http://echa.europa.eu/documents/10162/13602/general_guide_for_applicants_en.pdf