

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/II/2017/003	Registration Assistant (short-term)	FG II	18

The closing date and time for submission of applications for this call is 14 June 2017 at noon 12.00 Helsinki time (11.00 Central European Time).

1. The job

The Registration Assistant will work in the Dossier Submission and PIC Unit within the Directorate of Registration. The Unit is responsible for managing the registration process under the regulation on Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH), assessing confidentiality claims under the REACH and Biocidal Products Regulations (BPR) and for coordinating ECHA's work on the Prior Informed Consent regulation (PIC). The Unit also manages the reception, processing and dispatch of dossiers and notifications for all legislations under ECHA's remit (REACH, CLP, BPR, PIC). This includes the provision of advice and support to stakeholders, and the contribution to the development of IT systems used for dossier submission.

In 2018, the unit will face a major milestone of the REACH Regulation: companies need to register all chemical substances they manufacture or import into the EU/EEA between 1 and 100 tonnes per year, by the deadline of 31 May 2018. This is a major regulatory and organisational challenge, for which increased workload in the unit is expected. The Registration Assistant will work in this context, in particular in the areas of work mentioned below. The main tasks will include:

Processing data submissions according to instructions and within strict timelines

- Generation and processing of invoices of registration fees;
- Verification of the completeness of registration dossiers according to Article 20(2) of the REACH Regulation, including manual inspection of data elements to validate that the content provided by registrants falls within the REACH provisions;
- Rejections of registration dossiers due to non-payment or incompleteness;
- Assessment of confidentiality claims;

- Revocations of registration decisions after further actions on the registrations;
- Document the decisions in the REACH-IT submission system or other document management system;
- Perform regular quality checks of internal processes according to schedule;
- Support the generation and review of internal reports and quality documents.

Company support

- Provide technical advice and assistance in collaboration with the Helpdesk in replying to external queries;
- Provide company support, when needed, by contacting companies by email or phone, developing communication and support material or participating in communication activities such as webinars;
- Contribute to trouble-shooting and the resolution of incidents; providing input to the root cause analysis and to the resulting remedial/corrective/preventative actions.

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

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 experience of at least three (3) years⁶.

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 at least one (1) year of professional experience⁶ acquired after achieving the minimum requirements stated out in 2.2 a) or 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 undergo a written test prior to the 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 type and level of work done and its relevance to the areas of work listed in section 1, in particular:

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.

- Experience with carrying out work according to instructions and within strict timelines;
- Experience with processing data submissions of a regulatory, technical or scientific nature;
- Experience in providing support to external customers.

The following will be considered as assets:

- Experience in supporting financial processes;
- Experience with drafting documents on technical, scientific and regulatory matters in English;
- Experience of working in an international or multicultural environment;
- Experience of working in a team.

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 or 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 and Biocides legislation;
- Understanding of sound financial principles in the context of payment workflows;
- Interpersonal skills and aptitude for teamwork in a multidisciplinary and multicultural environment⁷;
- Organisational skills and the ability to work with tight timelines maintaining accuracy⁷;
- Orientation to detail, resourcefulness and ability to learn quickly⁷;
- Customer service orientation⁷;
- Ability to take responsibility for specific areas of work and see them through to completion, ensuring that the deadlines are met⁷;
- 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.

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

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.

6. Duration of the contract

ECHA wishes to use the above mentioned reserve list to engage candidates to short term employment for a limited duration.

Successful applicants may be offered an employment contract for 9 to 11 months as a contract agent. This contract cannot be extended.

7. 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.

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>

⁸ http://echa.europa.eu/documents/10162/13602/general_guide_for_applicants_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 45/2001⁹ on the protection of personal data.

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

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