

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/2016/001	Scientific Officer - Chemicals Risk Assessment	AD 7	3

The closing date and time for submission of applications for this call is 8 April 2016 at noon 12.00 Helsinki time (11.00 Central European Time).

1. The job

The Scientific Officer - Chemicals Risk Assessment will most likely work in the Directorate of Registration of the Agency, in the Computational Assessment and Dissemination Unit. He/she will work in close collaboration with colleagues from Directorate of Risk Management and Directorate of Evaluation, some of the work may be performed in these Directorates if required.

The main tasks of the Scientific Officer - Chemicals Risk Assessment include:

CSA and exposure scenario

Contribute to the further development of methods for risk based safety assessment of chemicals and the corresponding communication processes on use patterns and conditions of use up and down the supply chains (see also CSR/ES roadmap¹ and Exchange Network on Exposure Scenarios²) and to the authorities;

- Lead and/or contribute to work packages, depending on background, knowledge and opportunities for development;

¹ <http://echa.europa.eu/regulations/reach/registration/information-requirements/chemical-safety-report/csr-es-roadmap>

² <http://echa.europa.eu/about-us/exchange-network-on-exposure-scenarios>

- Further development of guidance, support and tools for Chemical Safety Assessment, Exposure scenario's, Use Maps;
- Take part in dialogues with sectors and supply chains in order to activate supply and demand cycles for improved use, exposure and hazard information;
- Cooperation with external projects on strategies to improve the interaction between REACH and the Chemicals Agent Directive, Product related EU legislation, Industrial Emission Regulation and waste legislation.

Chesar development

- Contribute to the maintenance and development of Chesar, ECHA's Chemicals Safety Assessment and Reporting tool for registrants;
- Contribute to the collection of user requirements, the definition of the specifications for the tools, testing, product presentations and trainings.

Exposure modelling

- Contribute to the further development of exposure modelling, often in close cooperation or lead by external tool owners/users (e.g. EUSES, ECETOC-TRA, ConsExpo, ART, Stoffenmanager);
- Lead and/or support (external) projects to develop and improve methods and approaches.

Analysis of use patterns

- Contribute to and/or lead projects to support prioritisation of chemicals of potential concern based on their use patterns. This work might need to be approached sector or function specific.

Evaluation and Risk Management

- Review or evaluation of chemical risk assessment performed by registrants or authorities in the frame of Evaluation or Regulatory Risk Management;
- Provide expert support in Evaluation and Risk Management activities when required.

2. Eligibility criteria

The selection procedure is open to applicants who satisfy the following eligibility criteria, on the closing date for application:

1.1. 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)³;
- 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 duties⁴;
- Be physically fit to perform the duties⁵;
- Have a thorough knowledge of one of the official languages of the European Union⁶ 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 66⁷.

1.2. 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 appropriate professional experience⁸.

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.

³ 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.

⁴ Before appointment, successful applicants will be required to produce an official document indicating that they do not have a criminal record.

⁵ 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.

⁶ 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.

⁷ See Article 47(a) CEOS for Temporary Agents, applicable to Contract Agents by analogy, Article 119 CEOS.

⁸ 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.

1.3. Professional experience

To qualify for this profile, you must have at the closing date for applications a total professional experience⁹ of at least six (6) years acquired after achieving the minimum requirements stated out in 2.2 a) and b). At least, three (3) years of your total professional experience must be relevant professional experience¹⁰ in the fields listed in the section 1.

2. 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 in chemical risk assessment (i.e. sufficient understanding of hazard and exposure assessment);
 - Familiarity with (extended) safety data sheets (SDS) and how the (e-)SDS requirements are implemented in companies;
 - Experience related to the chemicals market and chemical products;
 - Practical experience with i) occupational and/or environmental risk management measures at industrial sites and/or ii) product safety or product stewardship systems.

The academic, professional qualifications and experience considered must be described as precisely as possible in the ECHA CV¹¹.

3. Interview and written test

If selected for interview, you will be assessed on the basis of the following criteria:

- Knowledge and understanding in your areas of experience as described in Section 1 related to the tasks set out in that section;

⁹ 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.

¹⁰ Relevant experience should be described in the ECHA CV.

¹¹ http://echa.europa.eu/doc/opportunities/jobs/echa_cv.doc.

- Understanding of the role and aims of ECHA in relation to the REACH, CLP and Biocides legislation;
- Understanding of the challenges and opportunities associated with the interaction between REACH and other EU legislation addressing chemicals, for example regarding industrial emissions, workers health and safety, product design, waste;
- Ability to conceptualise the complex matters of chemical safety assessment, including supply chain communication;
- Capacity to rapidly grasp the scientific and/or policy sensitivity of the activities of the Agency;
- Ability to work effectively in a multidisciplinary team in a multicultural and multilingual environment;
- Ability/capacity to lead development work and carry it out in an effective manner;
- Ability to communicate effectively with stakeholders (industry and Member States);
- Ability to work effectively in an environment with tight deadlines;
- 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.

4. 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.

5. Applications

Before applying, you should carefully read the Guide of Applicants¹² 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 CV¹³**: 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 form¹⁴**: https://comments.echa.europa.eu/comments_cms/ApplicationForm2010.aspx?Code=ECHATA2016001

¹² http://echa.europa.eu/documents/10162/13602/general_guide_for_applicants_en.pdf

¹³ The ECHA CV must be attached to the Application form. Failure to submit the ECHA CV will lead to exclusion from the procedure.

¹⁴ 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.

6. 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)¹⁵ or, subject to the establishment plan availabilities, Article 10¹² 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	1 year
AST3	3 years
AST4	6 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

¹⁵ 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>

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 45/2001¹⁶ on the protection of personal data.

For more information on the protection of personal data, please consult the Guide for Applicants¹⁷.

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

¹⁷ http://echa.europa.eu/documents/10162/13602/general_guide_for_applicants_en.pdf