

Vacancy Notice

The European Chemicals Agency (ECHA) is the driving force among regulatory authorities in implementing the EU's groundbreaking chemicals legislation for the benefit of human health and the environment as well as for innovation and competitiveness. ECHA helps companies to comply with the legislation, advances the safe use of chemicals, provides information on chemicals and addresses chemicals of concern.

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/2017/005	Secretarial Assistant	FG II	6

The closing date and time for submission of applications for this call is 9 October 2017 at noon 12.00 Helsinki time (11.00 Central European Time).

1. The job

The Secretarial Assistants will provide secretarial and clerical services to Heads of Units or provide administrative support to the operational teams throughout the Agency. Reporting to the relevant team leader or Head of Unit, the main tasks of the Secretarial Assistant will include the following:

- Drafting, editing and formatting of correspondence and other documentation, managing and updating databases and other documentation in particular with respect to deadlines;
- Managing incoming and outgoing communications, including enquiries, and correspondence, as well as providing information on matters relating to the team or unit;
- Supporting the financial, procurement and administrative processes in place in the Agency (preparing budgetary and legal commitments, assisting in drafting technical specifications, participating in procurement procedures and assisting in managing the resulting contracts, including verification of deliverables);
- Providing appropriate support to the organisation of meetings and events, including assistance in the preparation of relevant documents as well as all secretarial services;
- Handling travel and accommodation arrangements, where necessary, and processing reimbursement claims in accordance with the applicable rules;

- Providing assistance to processing documents in electronic and conventional document management systems for the team or unit and producing reports;
- Contributing to the drafting of quality management documents for the processes within the assigned areas of operation (for example, process descriptions and working instructions);
- Provide ad-hoc support to the project, team or unit with regard to Human Resources, Corporate Services and ICT matters;
- Provide assistance in setting up new activities that ECHA will become involved in;
- Any other duties 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;
- 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.

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.

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.

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 additional professional experience⁶ of at least three (3) years.

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 submission of applications minimum one (1) year of professional experience relevant⁶ to the job, attained after the fulfilment of the requirements in section 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 an interview.

- Your academic and professional qualifications and their relevance to the main areas of work listed in section 1;
 - Preference will be given to administrative or secretarial qualifications, either academic or professional.
- 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.

The following will be considered as assets:

- Work experience gained in a multicultural environment;
- Experience with IT tools related to document and workflow management (e.g. SharePoint, Documentum);
- Experience in providing support to internal and external customers;
- Experience with drafting support documents such as technical manuals, support and advice material.

⁶ Only professional experience acquired **after achieving** the minimum qualification stated in 2.2 will be considered. Where additional periods of training and study are accompanied by periods of professional activity, only the latter will be considered as professional experience. Compulsory military service or equivalent civilian service accomplished after achieving the minimum qualification stated in 2.2. will be taken into consideration. Professional activities pursued part-time will be calculated pro rata, on the basis of the percentage of full-time hours worked. A given period may be counted only once.

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 an 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, Biocides and PIC legislations;
- Experience in using MS Office (such as Excel, Word, PowerPoint);
- Interpersonal skills and ability to work effectively in a multidisciplinary team in a multicultural environment⁷;
- Organisational, planning and time management skills⁷;
- Attention to details, resourcefulness and ability to learn quickly⁷;
- Ability to work under conditions that require considerable flexibility⁷;
- Service and customer orientation with high sense of responsibility⁷;
- 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 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.

The successful candidate will be recruited as a Contract Agent in Function Group FG II, in grade 4 (with the basic salary starting from € 2,046.33) or in grade 5 (with the basic salary starting from € 2,315.36). The step in grade is determined on the basis of professional experience gained after the education required for the position and in line with applicable implementing rules referred to below. The basic salary is subject to an annual review of remuneration provided for in Article 65(1) of the Staff Regulations. ECHA offers, in addition to the basic salary, a range of benefits which include allowances, such as a household allowance, an expatriation allowance (16% of the basic salary) and a dependant child allowance, as well as a welfare package including pension scheme, medical and accident coverage. For more information on the salary and on the allowances, please visit our website at: <http://www.echa.europa.eu/about-us/jobs/what-we-offer>.

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

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.

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