

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/III/2013/005	Administrative Assistant	FG III	10

The closing date and time for submission of applications for this call is 30th August 2013 at noon, 12.00, Helsinki time (11.00 Central European Time).

1. The job

The Administrative Assistant will work in multidisciplinary teams in one of the operational directorates of the European Chemicals Agency. S/he will provide administrative and technical support on a variety of tasks related to regulatory processes, primarily under the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH), Prior Informed Consent (PIC) and Biocidal Products Regulation (BPR). The role will include contributions to both carrying out these operational processes and providing technical support for the implementation of new or revised processes.

In particular, s/he will be responsible for the following tasks:

- Performing technical and administrative tasks in relation to regulatory processes (e.g. dossier evaluation, dossier submission, inquiry, identification of SVHC). Also, support the timely distribution of documents/information and preparing reports and minutes of operational meetings;
- Assisting in providing advice and support to stakeholders in the form of responses to helpdesk questions, ensuring high quality responses within tight deadlines;
- Supporting the organisation of ECHA Committees, working groups, workshops and meetings and the preparation of supporting material;
- Contributing to the drafting and maintenance of technical manuals/practical guides both for internal use and targeted towards ECHA's external stakeholders, principally industry;
- Contributing to the management of databases and other documentation and support systems for regulatory operations (e.g. manual of decisions and contents of the IT support tools), including website content management;

- Any other duties as required.

Depending on the specific role, s/he will be potentially involved in one or more of the following tasks:

- Providing support for the commenting and decision-making processes on dossiers by handling formalities for hearing the registrants and the Member State Competent Authorities, compiling documents and information, completing forms and drafting standard texts, scheduling and follow-up of the procedures;
- Supporting the preparation and follow-up of public consultations (placing invitations for comments on the website, collecting the relevant information, checking confidentiality of information);
- Participating in the IT testing in support of the development of the IT systems used in regulatory processes;
- Assisting in identifying and implementing improvements to the internal processes and documenting these in the relevant Integrated Quality Management System documents.

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 languages of the European Union⁴ and a satisfactory knowledge of another language to the extent necessary to perform your duties;
- Be able to communicate in English as this is the working language of ECHA.

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 28(e) of the Staff Regulations of the Officials 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, Slovenian, Spanish, Swedish.

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 appropriate professional experience 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 applications a total professional experience⁵ of at least one (1) year acquired after achieving the minimum requirements stated out in 2.2 a) and b), which should be relevant to the fields listed in section 1.

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:

- Familiarity with IT tools for document management, project management and/or workflow management systems;
- Professional experience within the EU or (inter)national regulatory authorities.

The academic and professional qualifications and relevant professional experience must be described as precisely as possible in the ECHA CV⁶.

⁵ Only relevant 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.

⁶ http://echa.europa.eu/doc/opportunities/jobs/echa_cv.doc.

4. Final interview

If selected for interview, 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;
- Basic understanding of the role and aims of ECHA in relation to the REACH, CLP and Biocides legislations;
- Very good organisational skills and the ability to work with tight timelines maintaining accuracy;
- Very good ability to integrate in teams and to work collaboratively with colleagues, valuing others' ideas and expertise;
- Experience in using MS Excel, Outlook, SharePoint and CIRCA BC;
- Service orientation and a high sense of responsibility;
- 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.

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. Applications

Before applying, you should carefully read the Guide for Applicants⁷ 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 CV⁸**: 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 form⁹**:
https://comments.echa.europa.eu/comments_cms/applicationform.aspx?code=ECHA_CA2013005

⁷ http://echa.europa.eu/documents/10162/13602/general_guide_for_applicants_en.pdf

⁸ The ECHA CV must be attached to the Application form. Failure to submit the ECHA CV will lead to exclusion from the procedure.

⁹ 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 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.

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://eur-lex.europa.eu/LexUriServ/site/en/consleg/1962/R/01962R0031-20060701-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 45/2001¹⁰ on the protection of personal data.

For more information on the protection of personal data, please consult the Guide for Applicants¹¹.

¹⁰ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2001:008:0001:0022:EN:PDF>

¹¹ http://echa.europa.eu/documents/10162/13602/general_guide_for_applicants_en.pdf