

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/2015/007	Administrative Assistant	FG II	12

The closing date and time for submission of applications for this call is 25 January 2016 at noon 12.00 Helsinki time (11.00 Central European Time).

1. The job

Administrative 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 include the following:

- Managing telephone calls, e-mail enquiries and correspondence, as well as providing information on matters relating to the team or unit;
- Basic drafting, editing and formatting of correspondence and other documentation, managing and updating databases and other documentation in particular with respect to deadlines;
- Supporting the procurement and administrative processes in place in the Agency (assisting in drafting technical specifications, participating in procurement procedures and assisting in managing the resulting contracts, including verification of deliverables);
- Handling the mail operations by sending out contracts and other correspondence as well as keeping track of incoming mail;
- 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 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);
- Act as a focal point for all staff matters, thereby liaising with Human Resources, Corporate Services and ICT support; administer internal systems for time recording and leave management.

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 relevant⁵ 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;
- Advanced knowledge through training and practice with MS Office (Excel, Word, PowerPoint);
- Experience with IT tools related to document and workflow management (e.g. SharePoint, Documentum);
- Experience with public procurement procedures in EU institutions.

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 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;
- Interpersonal skills and ability to work effectively in a multidisciplinary team in a multicultural environment;
- Organisational, planning and time management skills;
- Attention to details, resourcefulness and ability to learn quickly;
- Ability to work under conditions that require considerable flexibility;
- Service orientation and sense of responsibility;
- Ability to communicate effectively in written and spoken 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 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.

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

⁸ http://echa.europa.eu/documents/10162/13602/general_guide_for_applicants_en.pdf

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

- **ECHA CV⁹**: 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 form¹⁰**:
https://comments.echa.europa.eu/comments_cms/applicationForm2010.aspx?Code=ECHACAI2015007

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
- Conditions of Employment of Other Servants of the European Communities:
<http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

⁹ The ECHA CV must be attached to the Application form. Failure to submit the ECHA CV will lead to exclusion from the procedure.

¹⁰ 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.

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 45/2001¹¹ on the protection of personal data.

For more information on the protection of personal data, please consult the Guide for Applicants¹².

¹¹ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2001:008:0001:0022:EN:PDF>

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