

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/III/2019/001	Financial Assistant	FG III	6

The closing date and time for submission of applications for this call is 8 April 2019 at noon 12.00 Helsinki time (11.00 Central European Time).

1. The job

The Financial Assistant will work in the Directorate of Submission and Interaction of the Agency within the Submission and Processing Unit as part of the SME Verification Team. This team assesses the self-declared SME (Small and Medium-sized Enterprise) status of registrants to ensure its compliance with the Commission Recommendation (2003/361/EC).

She/he will be responsible for the following tasks:

- Analysing the registrant's size based on supporting documentation and evidence on companies' ownership structure, annual accounts and headcount data;
- Supporting and advising the registrants during the SME verification procedure on the interpretation of the Commission Recommendation 2003/361/EC, as well as the REACH Regulation (EC) No 1907/2006 and the Fee Regulation (EC) No 340/2008;
- Liaising with other units on issues related to invoicing, legal questions, budget and accounting;
- Drafting decisions, letters and interacting with registrants by emails and phone calls;
- Following up the deadlines given to industry for the submission of supporting documents;
- Recording the assessment performed as well as the relevant supporting documents;
- Planning, implementing and monitoring appropriate electronic archiving of the financial files in line with the Agency's general principles and guidance;
- Filing and document management;
- Internal reporting within the team, unit and management on specific cases or issues as well as overall progress of the work;
- Assisting the invoicing team, 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.

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) years.

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.

Only qualifications issued by EU Member State authorities or EEA authorities and qualifications recognised 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 experience⁶ of at least one (1) year acquired after achieving the minimum requirements stated out in 2.2 a) and 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 qualifications obtained in the following fields:
 - Finance and/or accounting;
 - Economics;
 - Business management.
- Your professional experience: the range of fields covered; the type and level of work done and its relevance⁷ to the areas of work listed in section 1.

The following will be considered as assets:

- Advanced user of MS Excel, Word and SharePoint or any other document management system;
- Knowledge of more than two (2) EU languages⁴ with at least B2 level⁸;
- Work experience gained in a similar multicultural environment. Preference will be given to work experience abroad.

The academic and professional qualifications, professional experience and experience considered as an asset must be described as precisely as possible in your application.

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 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.

⁷ Relevant experience should be described in your application.

⁸ Common European Framework of Reference for Languages:
<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr/cef-ell-document.pdf>

4. Interview and written test

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

- Understanding of the role and aims of ECHA in relation to the REACH, CLP, Biocides and PIC legislations;
- Knowledge and understanding in your areas of experience that are most relevant to the tasks set out in section 1;
- Interpersonal skills and aptitude for teamwork in a multicultural environment⁹;
- Ability to take responsibility for specific areas of work and see them through to completion ensuring that the deadlines are met⁹;
- Customer orientation⁹;
- 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. Other information

Before applying, you should carefully read the Guide of Applicants¹⁰ 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.

⁹ 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

¹⁰ http://echa.europa.eu/documents/10162/13602/general_guide_for_applicants_en.pdf

The successful candidate will be recruited as a Contract Agent in Function Group FG III, either in grade 8 (with the basic salary starting from €2'704,38), in grade 9 (with the basic salary starting from €3'059,83) or in grade 10 (with the basic salary starting from €3'462,01). 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>

7. Protection of personal data

The European Chemicals Agency will ensure, on its part, that your personal data is processed as required by Regulation (EU) 2018/1725¹¹ on the protection of personal data. For more information on the protection of personal data, please consult the Guide for Applicants¹⁰.

¹¹ <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32018R1725&from=EN>