

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/IV/2016/001	Legal Support Officer	FG IV	6

The closing date and time for submission of applications for this call is 2 May 2016 at noon 12.00 Helsinki time (11.00 Central European Time).

1. The job

The Legal Support Officer will work mainly either in the Agency's Legal Affairs Unit on issues relating to chemicals or other relevant legislation as well as appeal or court proceedings, or in the Registry of the Board of Appeal on activities relating to appeal proceedings against certain decisions of the Agency.

The main tasks include the following:

- Legal advice on administrative issues arising in the context of an EU regulatory agency, such as access to documents, data protection and intellectual property rights;
- Legal advice on procedural issues arising in the context of appeal proceedings;
- Legal advice on EU chemicals legislation such as the REACH Regulation and on the Biocidal Products Regulation (BPR);
- Legal research and analysis of case-law, in particular from the European Court of Justice and/or decisional practice of the Board of Appeal;
- Contributing to the development of legal databases;
- Monitoring developments in relevant regulatory legislation;
- Drafting and verifying operational procedures and legal templates;
- Drafting and/or checking implementing rules and guidelines;
- Performing admissibility checks of appeals;
- Summarising appeals and decisions;

- Supporting the preparation of the defence and other written pleadings in appeal and court procedures;
- Supporting the drafting of decisions of the Board of Appeal.

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;
- Be able to communicate well in English as this is the working language of ECHA;
- 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 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. Minimum qualifications

Completed university studies of at least three (3) years attested by a diploma and appropriate professional experience of at least one (1) year⁶.

Only qualifications issued by EU Member State authorities or EEA Member State authorities and qualifications recognized as equivalent by them will be accepted.

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 university degree must be obtained in law or in a related field including solid legal education.

Preference will be given to qualifications obtained in the following field:

- European Union law
- 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:

- Experience in working abroad and/or in a multicultural environment;
- Experience in working in an European Union institution and/or agency;
- Experience in litigation before national court/ European Court of Justice.

The academic and professional qualifications, professional experience and knowledge and experience considered to be 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;

⁶ Only professional experience **in law** acquired **after completing the university studies** mentioned 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. 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 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;
- Knowledge of European court procedures and ECHA's Board of Appeal procedures;
- Knowledge of EU law relevant to the tasks listed in section 1;
- Knowledge of the institutional framework and functioning of EU institutions (including EU agencies);
- Interpersonal and negotiation skills;
- Ability to communicate effectively on complex legal matters;
- Aptitude for working in a multidisciplinary and multicultural environment⁸;
- 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.

6. Applications

Before applying, you should carefully read the Guide of Applicants⁹ 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 CV**¹⁰: 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);

⁸ 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

⁹ http://echa.europa.eu/documents/10162/13602/general_guide_for_applicants_en.pdf

¹⁰ The ECHA CV must be attached to the Application form. Failure to submit the ECHA CV will lead to exclusion from the procedure.

- **Application form¹¹:**
https://comments.echa.europa.eu/comments_cms/ApplicationForm.aspx?Code=ECHACAIV2016001

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>

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 45/2001¹² on the protection of personal data.

For more information on the protection of personal data, please consult the Guide for Applicants¹³.

¹¹ 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.

¹² <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2001:008:0001:0022:EN:PDF>

¹³ http://echa.europa.eu/documents/10162/13602/general_guide_for_applicants_en.pdf