

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 temporary agent profile:

Reference number	Vacancy notice	Grade	Indicative n° on reserve list
ECHA/TA/2018/004	Scientific Officer - Dissemination of Information on Chemicals	AD 5	6

The closing date and time for submission of applications for this call is 25 September 2018 at noon 12.00 Helsinki time (11.00 Central European Time).

1. The job

The Computational Assessment and Dissemination Unit develops computational methods and tools for collecting, analysing and publishing data on chemicals. The Scientific Officer - Dissemination will work in the context of dissemination for all regulations implemented by ECHA, such as REACH, CLP, Biocides, PIC and other (possibly new) activities that require dissemination of information. ECHA holds one of the largest public chemicals database in the world, with information on more than 140'000 chemicals. The published information¹ is used by a wide range of stakeholders such as EU member states, the chemical industry, non-governmental organisations, academia and citizens.

The Scientific Officer - Dissemination of information on chemicals, will contribute to the Product Management of Dissemination activities. In particular, the work will include the following tasks:

- The development of the Dissemination Vision and Roadmap:
 - Work with *external* stakeholders to collect and prepare requirements and specifications;
 - Work in close collaboration with *internal* stakeholders to collect, prepare, review and proactively provide feedback on requirements, specifications and business processes in the context of dissemination;
 - Act as lead in the development of the product vision and the product roadmap, including acting as a liaison between internal and external stakeholders and IT (in-house project management teams and third party contractors) regarding software development planning to fulfil the Dissemination vision.

¹ <https://echa.europa.eu/information-on-chemicals>

- Follow the development of the Dissemination product(s):
 - Act as primary liaison between internal and external stakeholders and IT (in-house project management teams and third party contractors) regarding software functionality throughout the development lifecycle, including analysis of the usage and user satisfaction, collecting and proposing changes and prioritisation of change requests;
 - Support the Maintenance and Project activity where the IT unit is in the lead, by for instance assisting in the further development of business specification (business analysis), contributing to end user testing, analysing and reviewing functional and technical artefacts delivered by a contractor;
 - Ensure a good alignment with colleagues responsible for other relevant tools.
- Product roll-out support and service management support:
 - Represent Dissemination activities in meetings, webinars, working groups, committees or other circles (internal and external);
 - Ensure the continuous delivery of appropriate support (help text, support via helpdesk, etc.).

In addition, and depending on the profile, the Scientific Officer - Dissemination will contribute to technical, scientific/regulatory tasks by taking the lead on specific tasks, such as:

- The specification of rules to filter Confidential Business Information and/or Intellectual Property Right information;
- The development of a process for handling and publishing other scientific and regulatory data;
- The development of innovative data aggregation and visualisation approaches.

It is to be noted that this is not an IT position.

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)²;
- Enjoy the full rights as a citizen;
- Have fulfilled any obligations imposed by the laws concerning military service;

² 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.

- Produce the appropriate character references as to the suitability for the performance of the duties³;
- Be physically fit to perform the duties⁴;
- Have a thorough knowledge of one of the official languages of the European Union⁵ 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 66⁶.

2.2. Qualifications

Successful completion of a full course of university studies attested by a degree, where the normal duration of university education is three (3) years.

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.

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 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 in product/project management, implementing similar large scale programmes and products involving external stakeholders;
- Experience with stakeholder engagement in the context of IT development, noting that this is not an IT position;

³ Before appointment, successful applicants will be required to produce an official document indicating that they do not have a criminal record.

⁴ Before appointment, successful applicants will be required to undergo a medical examination to ensure that they fulfil the requirements of Articles 12, 2 (c) of the Conditions of Employment of Other Servants of the European Communities.

⁵ 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.

⁶ See Article 47(a) CEOS for Temporary Agents, applicable to Contract Agents by analogy, Article 119 CEOS.

- 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.

4. Interview and written test

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;
- Understanding of the role and aims of ECHA in relation to the REACH, CLP, Biocides and PIC legislations;
- Ability to significantly contribute to the work of a multidisciplinary scientific team, including coordination where appropriate⁷;
- Capacity to rapidly grasp the scientific and/or policy sensitivity of the activities of the Agency⁷;
- Negotiation and problem solving skills⁷;
- Ability to communicate and liaise effectively with internal and external stakeholders⁷;
- Ability to work effectively in a multidisciplinary team in a multicultural and multilingual environment⁷;
- Ability to adapt and respond well to change⁷;
- 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 two years.

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 five years as a temporary agent. This contract may be renewed for a definite period. If renewed for a second time, the contract becomes indefinite. If the successful applicant from the external selection procedure is already a member of temporary staff 2(f) in the relevant function group or another function group, the Agency shall offer the person, in writing, the opportunity to be assigned to the post by means of mobility under the provisions of Article 6(2)⁹ or, subject to the establishment plan availabilities, Article 10¹⁰ respectively, if the person prefers to ensure continuity of contracts.

The minimum number of years of professional experience required after the award of the qualification certifying the completion of the level of studies required as a condition of eligibility for any selection procedure is as follows:

Grade of engagement	Number of years of professional experience
AD5	0 years
AD6	3 years
AD7	6 years
AD8	9 years
AD9/10	12 years
AD11/12	15 years
AST1	0 years
AST2	1 year
AST3	3 years
AST4	6 years

For the purposes of determining professional experience, the appointing authority shall allow 24 months' additional seniority of step in grade for professional experience equal to more than the number of years indicated below:

Function group and grade	Minimum years of work experience for additional seniority
AD14-AD16	21 years
AD12-AD13	18 years
AD9-AD11	15 years
AD8	12 years
AD7	9 years
AD6	6 years
AD5	3 years
AST4	12 years
AST3	9 years
AST2	6 years
AST1	3 years

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

⁹ Implementing rules on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS:
http://echa.europa.eu/documents/10162/21844190/mb_27_2015_final_annex_1c_use_and_engagement_temporary_agents_en.pdf

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 with respect to 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 Temporary Agent Grade AD 5 with the basic salary starting from € 4.707,34 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 temporary 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 temporary agents:
http://echa.europa.eu/documents/10162/21844190/mb_27_2015_final_annex_1c_use_and_engagement_temporary_agents_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 (EC) No 45/2001¹⁰ on the protection of personal data. For more information on the protection of personal data, please consult the Guide for Applicants⁸.

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