Vacancy Notice

The European Chemicals Agency (ECHA) is the driving force among regulatory authorities in implementing the EU's ground-breaking 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/2019/001	IT Lead Architect	AD 6	5

The initial closing date (4 February 2019) for submission of applications for this call has been extended until 11 February 2019 at noon 12.00 Helsinki time (11.00 Central European Time).

1. The job

The IT Lead Architect will work in the Information Systems Directorate of the Agency as part of the Enterprise Architecture team.

The purpose of the Information Systems Directorate is to contribute to the achievement of the goals and operational objectives of the Agency by ensuring that all Directorates have the ICT infrastructure, the information systems and the support services that are appropriate to carry out their function. The Directorate is organised into IT Programmes and a few horizontal functions. Enterprise Architecture is one of the horizontal functions: it serves all the IT Programmes ensuring high quality architecture choices, coherent with the Enterprise Architecture principles and targets.

The Information Systems Director leads the Enterprise Architecture function and its coordination is ensured by one of the members of the Director's staff. As such, Enterprise Architecture is a core function for the management of IT in ECHA and at the heart of the IT Governance. It covers software architecture, data architecture, technology management, infrastructure and security.

The initial focus of the IT Lead Architect will be in the area of the IT Solutions for Industry programme. The programme develops the data formats and IT services that ECHA provides to industry to prepare their data and interact with ECHA in order comply with their legal obligations. In this area, ECHA is gradually pursuing a significant evolution of the current Enterprise Architecture targeting the expansion of its cloud services and ultimately a concept

of "Industry platform". In this context, new services have to be designed as native cloud services and existing systems will be gradually refactored to achieve the vision of establishing one platform. Additionally the IT Lead Architect will collaborate actively with the team to provide feedback, ideas and assessments related to the whole Enterprise Architecture landscape.

The IT Lead Architect will work with Business (product management) and external consultants in accordance with the ECHA IT Governance framework and related Quality Management System procedures. The job includes the following tasks:

IT Architecture

- Define the end-to-end solution architecture for new and existing IT services, based on good understanding of the ECHA Business and taking into account all the viewpoints covered by the Enterprise Architecture function;
- Focus on solutions that are designed to be user-centric while maximising the re-use of existing IT assets and common components (e.g. in the area of cloud services and platforms);
- Communicate and advocate solution architecture proposals in a convincing and authoritative manner;
- Assess project proposals and deliverables, to determine the impact on, and compliance with, the target enterprise architecture and current landscape;
- Contribute to project definition and project deliverables regarding the end-to-end solution architecture, in particular working with ECHA's IT contractors;
- Document the solution architecture according to the established internal practices;
- Contribute to the regular evolution of the target Enterprise Architecture, by providing proposals for change and innovation, elaborating on the agreed vision and applying the Enterprise Architecture principles;
- Provide specific advice and guidance in IT projects by offering technical support and reviews.

Project Coordination

In the context of adhering to the Directorate principles of flexible deployment of resources and constant broadening of the sphere of interest and responsibility of each staff member, the IT Architect will take responsibility of projects in specific circumstances. For example, projects characterized by a high degree of innovation, projects aimed at building prototypes or to apply innovative process approaches in a proof of concept or piloting context. In such cases the main tasks will mostly adhere to standard IT project management duties (e.g. regular reporting; risk management; scoping and planning; defining work; etc.) and in particular will include:

- Collaborating with the Product Management function to achieve a good product road mapping and product vision and to make sure that project scope is managed accordingly;

- Defining, planning and coordinating the execution of IT projects applying the relevant IT project management procedures including budget management and monitoring of deliverables also in terms of quality assurance;

- Contributing to procurements as part of the tender preparation, member of evaluation panels, contract preparation and negotiation of offers in line with the applicable practices;

- Coordinating and managing external contractors;
- Performing other tasks 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 duties[2];
- Be physically fit to perform the duties[3];
- Have a thorough knowledge of one of the official languages of the European Union[4] 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 66[5].

2.2. Qualifications

Successful completion of a full course of university studies attested by a degree with a clear focus on one or more of the following subjects: engineering, informatics, computer science or other relevant scientific fields, where the normal duration of university education is at least three (3) years.

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[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 Articles 12, 2 (c) 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 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 experience[6] of at least three (3) years acquired after achieving the minimum requirements stated out in 2.2. At least one (1) year of your total professional experience must be relevant professional experience[7] in 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 in the range of fields covered, the type and level of work done and its relevance to the areas of work listed in section 1;
- Your proven experience in producing solution architectures for complex IT systems and services with particular emphasis on cloud based designs.

The following will be considered as assets:
- Proven experience in project management;
- Proven experience in user-centred design and business architecture definition;
- Proven experience in Continuous Release (Continuous Delivery associated to Continuous Deployment) used in the context of project and/or service management of a complex IT system;
- Proven experience in developing cloud native systems and services using, for instance AWS, Azure or Google Cloud Platform;
- Work experience gained in a similar multicultural environment. Preference will be given to work experience abroad.

The academic and professional qualifications, professional experience and knowledge 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:

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[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 on a part-time basis 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.

- Knowledge and understanding in your areas of experience that are most relevant to the tasks set out in section 1;
- Understanding of the role of IT Architecture for ECHA, in relation to the tasks of the Agency in REACH, CLP, Biocides and PIC legislation;
- Ability to define end-to-end architecture for complex IT services;
- Ability to represent multiple viewpoints (e.g. Process view; Data flows; Software designs; System view; etc.) for the proposed solutions;
- Ability to innovate, generate ideas and work at strategic level in the domain of Enterprise Architecture;
- Ability to communicate effectively complex technical matters[8];
- Ability to work effectively in a multidisciplinary team in a multicultural environment[8];
- Good 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.

6. Other information

Before applying, you should carefully read the Guide of Applicants[9] 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)[10] or, subject to the

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[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] Implementing rules on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS:

establishment plan availabilities, Article 10[8] 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

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 6 with the basic salary starting from € 5.416,58, 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

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http://echa.europa.eu/documents/10162/21844190/mb_27_2015_final_annex_1c_use_and_engagement_temporary_agents_en.pdf

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 (EU) 2018/1725[11] on the protection of personal data. For more information on the protection of personal data, please consult the Guide for Applicants[8].

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