

## 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/2017/010	Facilities Programme Officer	AD 6	3

**The closing date and time for submission of applications for this call is 5 February 2018 at noon 12.00 Helsinki time (11.00 Central European Time).**

### 1. The job

The Facilities Programme Officer will work in the Corporate Services Unit within the Directorate of Resources.

The Corporate Services Unit is responsible for the management of ECHA's building and related facilities (including management of the Conference Centre and delivery of audio visual and virtual conferencing services; the provision of canteen and catering services; workspace allocation and environmental management activities). We also coordinate ECHA's physical security, business continuity and crisis management activities and provide events/meetings logistical and secretarial support, and the management of ECHA's travel management services. In the context of the Agency's building relocation, we are responsible for ECHA's smooth relocation to its future premises.

Reporting to the Head of Unit - Corporate Services, he/she will have assist in achieving the Unit objectives within the context of ECHA's overall mission, with specific responsibilities in the preparation and implementation of the relocation to ECHA's future building and formulation of the future strategy for the optimal delivery of ECHA's corporate services.

He/she will be responsible specifically for the following work areas:

- Coordinate the necessary inputs from ECHA's corporate services (audio visual, events management, facilities and security) for ECHA's future building project team to ensure an efficient and effective relocation preparation and implementation;
- Provide detailed analysis, evaluation and recommendations for optimising the service delivery models of ECHA's corporate services activities, utilising relevant cost-benefit

techniques, to ensure effective, efficient and value for money in the delivery of services;

- Analyse and identify areas of expenditure where there are opportunities to maximise operational and cost efficiencies;
- Coordinate outsourced corporate services (audio visual, events management, facilities and security), in line with the defined strategy and according to modern facilities management methods;
- Formulate business cases and proposals (including scope, budget, resources and timing) in the relevant areas of responsibilities of corporate services;
- Identify synergies and interdependencies within the different activities of corporate services and at an organisation level;
- Proactively contribute to the smooth relocation to ECHA's future premises, in collaboration with the future building project team and the relevant teams of the Corporate Services Unit;
- Ensure the promotion of an effective and positive working environment for staff in the Corporate Services Unit.

## 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)<sup>1</sup>;
- 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<sup>2</sup>;
- Be physically fit to perform the duties<sup>3</sup>;
- Have a thorough knowledge of one of the official languages of the European Union<sup>4</sup> 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;

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<sup>1</sup> 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.

<sup>2</sup> Before appointment, successful applicants will be required to produce an official document indicating that they do not have a criminal record.

<sup>3</sup> 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.

<sup>4</sup> 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.

- 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<sup>5</sup>.

## 2.2. Qualifications

Successful completion of a full course of university studies attested by a degree, where the normal duration of university education is 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 applications a total professional experience<sup>6</sup> 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<sup>7</sup> in the fields listed in the 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: 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 client services management (for example, in defining, delivering and monitoring the effectiveness of internal and external client services programmes);
- Experience in financial management (for example, procurement, contract management the control and supervision of budget execution and cost-benefit analysis);
- Experience of working abroad and/or in an international/multicultural environment.

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<sup>5</sup> See Article 47(a) CEOS for Temporary Agents, applicable to Contract Agents by analogy, Article 119 CEOS.

<sup>6</sup> 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.

<sup>7</sup> Relevant experience should be described in your application.

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:

- 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;
- Organisational, negotiation, problem solving and influencing skills<sup>8</sup>;
- Ability to deliver results, and meet customer expectations, in an environment with tight deadlines<sup>8</sup>;
- Adapting and responding to change<sup>8</sup>;
- Ability for leadership and change management<sup>8</sup>;
- Ability to work effectively in a multidisciplinary team in a multicultural and multilingual environment<sup>8</sup>;
- Ability to communicate effectively to all organisational levels in 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<sup>9</sup> 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.

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<sup>8</sup> 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](http://echa.europa.eu/documents/10162/13602/echa_staff_competencies_en.pdf)

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)<sup>10</sup> or, subject to the establishment plan availabilities, Article 10<sup>10</sup> 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

<sup>9</sup> [http://echa.europa.eu/documents/10162/13602/general\\_guide\\_for\\_applicants\\_en.pdf](http://echa.europa.eu/documents/10162/13602/general_guide_for_applicants_en.pdf)

<sup>10</sup> 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](http://echa.europa.eu/documents/10162/21844190/mb_27_2015_final_annex_1c_use_and_engagement_temporary_agents_en.pdf)

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 € 5.326,04, 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](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](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 45/2001<sup>11</sup> on the protection of personal data.

For more information on the protection of personal data, please consult the Guide for Applicants<sup>12</sup>.

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

<sup>12</sup> [http://echa.europa.eu/documents/10162/13602/general\\_guide\\_for\\_applicants\\_en.pdf](http://echa.europa.eu/documents/10162/13602/general_guide_for_applicants_en.pdf)