

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/III/2013/004	Human Resources Administrative Assistant	FG III	6

The closing date and time for submission of applications for this call is 30 August 2013 at noon 12.00 Helsinki time (11.00 Central European Time).

1. The job

The Human Resources (HR) Administrative Assistant will work in the Resources Directorate of ECHA in the Human Resources Unit.

The Human Resources Unit is responsible for a range of strategic and operational human resource activities including: human resource planning and budgeting; development and implementation of HR policies; staff selection, recruitment and retention; administration and payroll; professional training, learning and development and the occupational health and welfare of staff.

The HR Administrative Assistant will undertake a variety of administrative tasks under supervision of an HR Assistant (AST) and report to a Team Leader in one of the five activity areas of the Human Resources Unit.

Please note that each candidate can only apply for one of the activity areas listed below:

1. Selection and Recruitment

- Assist in the management of the establishment plan of posts and reserve lists;
- Support the coordination of selection processes of ECHA for statutory (temporary and contract) staff and Seconded National Experts; draft advice for Selection Committees on the conduct of selection procedures and provide guidance and advice on best practice and applicable rules;
- Assist in the drafting and publication of vacancy notices;
- Provide assistance in the recruitment process of the Agency (draft employment offers and contacts, handle pre-employment medicals, etc.).

2. Learning and Development

- Contribute to the implementation, monitoring and coordination of general learning and development activities;
- Assist in the implementation of ECHA's induction and traineeship programmes;
- Contribute to the identification of organisational and individual training needs and the delivery of learning and development plans for staff members.

3. Performance and Career Management

- Assist in the conduct of the performance appraisal and promotion exercises;
- Contribute to the harmonisation of job descriptions and competency maps, and manage the related database;
- Administer the job descriptions and the probationary period reporting processes for statutory staff;
- Assist in the conduct of the staff engagement surveys organised by the Agency;
- Assist in the coordination of the internal mobility selections.

4. Policy and Regulations

- Ensure the timely and accurate administrative management of entitlements and benefits for staff (including determination of individual rights; contracts; administration of personal files and administration of the HR database);
- Contribute to effectively integrating newly-recruited colleagues (including induction, provision of information of ECHA's relocation service, registration with the Finnish Foreign Ministry and schooling);
- Liaise with candidates on matters related to on-boarding (employment conditions, relocation, induction etc.);
- Assist in leave and absence monitoring, reporting and follow-up (including sick leave, part-time leave, parental leave and special leave);

- Assist in the administrative procedures for staff leaving the organisation;
- Assist in managing confidential personal data and files.

5. Payroll and Financial Human Resources Management

- Assist in the transfer of salary-related data each month to PMO; check and recommend corrections to the salary statements generated by PMO;
- Initiate under supervision monthly salary payments and payments to EC insurance funds;
- Contribute to monitoring HR budget lines and initiate commitments; manage HR commitments and payments;
- Contribute to the follow-up of the staff budget execution and forecast, and assist in the staff budget planning exercise;
- Update relevant records in HR and financial databases;
- Provide routine information and advice to Agency staff on salaries and entitlements;
- Verify under supervision applications for reimbursement of expenses and handle related payments.

Shared responsibilities:

- Contribute to the correct application of the EU Staff Regulations and CEOS as well as relevant implementing rules;
- Contribute to effective functioning, collaboration and cooperation within the Human Resources Unit;
- Contribute to the drafting of quality management documents for the processes within the assigned areas of responsibility (for example, process descriptions and work instructions);
- Assist in the preparation of public procurement and tender procedures in the relevant areas of activity;
- Prepare commitments and payments to external contractors for services provided to ECHA (for example, recruitment services, training programmes, relocation services and medical services);
- Assist in the preparation of HR statistics, metrics and reports;
- Other administrative 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 duties²;
- Be physically fit to perform the duties³;
- Have a thorough knowledge of one of the languages of the European Union⁴ and a satisfactory knowledge of another language to the extent necessary to perform your duties;
- Be able to communicate in English as this is the working language of ECHA.

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 at least three (3) years of relevant professional human resources experience.

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.

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, and the 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 28(e) of the Staff Regulations of the Officials 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, Slovenian, Spanish, and Swedish.

2.3. Professional experience

To qualify for this profile you must have, at the closing date for applications, a total professional experience⁵ 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;
- 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 followings will be considered as assets⁶:

- Experience in applying EU Staff Regulations and implementing rules in the HR administrative tasks;
- Professional experience of working in a similarly multicultural, complex organisation.

The academic and professional qualifications, professional experience and knowledge, and experience considered as 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 of the various tasks listed in section 1 "THE JOB" above in the selected activity area;
- Basic understanding of the role and aims of ECHA in relation to the REACH, CLP and Biocides legislations;
- Basic understanding of the EU Staff Regulations, their implementing rules and related HR issues and challenges;

⁵ Only relevant 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.

⁶ The knowledge and experience related to the assets should be described in ECHA CV (http://echa.europa.eu/doc/opportunities/jobs/echa_cv.doc).

⁷ http://echa.europa.eu/doc/opportunities/jobs/echa_cv.doc.

- Interpersonal skills and aptitude for teamwork and cooperation in a multicultural environment;
- Very good organisational skills and the ability to work with tight timelines maintaining accuracy;
- Ability to learn quickly when facing new issues;
- Service orientation and a high sense of responsibility;
- Ability to communicate effectively in written and spoken English.

Your ability to communicate in written English, and the knowledge, skills and competencies related to the job will be also assessed by a written test.

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 (1) year, subject to potential extension upon decision of the Executive Director.

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 for 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.

All interested candidates are invited to apply by filling in the following two documents:

- **ECHA CV**⁹: 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);
- **Application form**¹⁰:
https://comments.echa.europa.eu/comments_cms/applicationform.aspx?code=ECHA_CA2013004

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

⁹ The ECHA CV must be attached to the Application form. Failure to submit the ECHA CV will lead to exclusion from the procedure.

¹⁰ 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.

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.

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://eur-lex.europa.eu/LexUriServ/site/en/consleg/1962/R/01962R0031-20060701-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 45/2001¹¹ on the protection of personal data.

For more information on the protection of personal data, please consult the Guide for Applicants⁹.

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