

## 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/2015/006	Regulatory Assistant	FG III	10

**The closing date and time for submission of applications for this call is 23 November 2015 at noon 12.00 Helsinki time (11.00 Central European Time).**

### 1. The job

The Regulatory Assistant will work mainly in the Registration Directorate of the Agency in the Dossier Submission and PIC Unit.

The Regulatory Assistant will provide administrative and technical support on a variety of tasks related to regulatory processes, primarily under the Regulation on Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH), the Regulation on the Classification, Labelling and Packaging of Substances and Mixtures (CLP), the Regulation on Prior Informed Consent (PIC) and the Biocidal Products Regulation (BPR).

The role will include both carrying out these operational processes and providing technical support for the implementation of new or revised processes.

In particular, she/he will be responsible for the following tasks:

#### Dossier processing

- Processing data submissions (under the above regulations) according to agreed timelines and procedures e.g. checking the completeness of registrations submitted by industry, invoicing of those registrations, drafting and sending decisions to the registrants, and quality checks;
- Contributing to further actions on registrations, e.g. assessing confidentiality claims, quality-screening dossiers and revoking registrations, including drafting and sending decisions to the registrants;
- Contributing to trouble-shooting and the resolution of incidents;

- Filing and document management.

### **Company support/Customer service**

- Providing technical advice and assistance and work in collaboration with the Agency's Helpdesk in replying to queries from industry, ensuring high quality responses within tight deadlines;
- Providing company support, when needed, by contacting companies having issues submitting their data;
- Contributing to the drafting and maintenance of user manuals, help text and communication material, or participating in webinars, to assist companies in fulfilling their duties.

### **Other tasks**

To increase their skills, she/he may be asked to contribute in one or more of the following areas:

- Assisting in projects in preparation for the 2018 REACH deadline, e.g. by further developing criteria for manual verification of completeness of registrations, monitoring the impact of such verifications, or drafting advice for registrants to improve the quality of the submitted data;
- Developing and implementing new or adapted regulatory and submission processes required under the REACH, CLP, Biocides or PIC Regulations;
- Assisting in the development of user specifications and participating in the validation of IT systems or tools used in regulatory processes (REACH-IT, R4BP, ePIC, IUCLID);
- Standardising and streamlining processes to improve efficiency.

## **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;

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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.

- 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.

## 2.2. 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 having additional relevant professional experience<sup>5</sup> of 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 submission of applications at least one (1) year of relevant<sup>6</sup> professional experience<sup>5</sup> 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.

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<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 Article 82, 3(d) 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.

<sup>5</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>6</sup> Relevant experience should be described in the ECHA CV.

- Your academic and professional qualifications or certifications 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:

- Experience with drafting industry support documents such as technical manuals, support and advice material, or proposals to management;
- Proficiency with MS Office (Excel, Word, PowerPoint);
- Experience with IT tools related to document and workflow management (e.g. SharePoint);
- Experience of working in an international or multicultural environment.

The academic and professional qualifications, professional experience and experience considered as an asset must be described as precisely as possible in the ECHA CV<sup>7</sup>.

## 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;
- Understanding of the role and aims of ECHA in relation to the REACH, CLP and Biocides legislation;
- Interpersonal skills and aptitude for teamwork in a multidisciplinary and multicultural environment;
- Organisational skills and the ability to work with tight timelines maintaining accuracy;
- Orientation to detail, resourcefulness and ability to learn quickly;
- Customer service orientation;
- Ability to take responsibility for specific areas of work and see them through to completion, ensuring that the deadlines are met;
- 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.

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<sup>7</sup> [http://echa.europa.eu/doc/opportunities/jobs/echa\\_cv.doc](http://echa.europa.eu/doc/opportunities/jobs/echa_cv.doc).

## 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 Applicants<sup>8</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.

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

- **ECHA CV**<sup>9</sup>: This document is available in two different formats: .doc format ([http://echa.europa.eu/documents/10162/17100/echa\\_cv\\_en.doc](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](http://echa.europa.eu/documents/10162/13602/echa_cv_en.pdf));
- **Application form**<sup>10</sup>:  
[https://comments.echa.europa.eu/comments\\_cms/ApplicationForm2010.aspx?Code=ECHACAI2015006](https://comments.echa.europa.eu/comments_cms/ApplicationForm2010.aspx?Code=ECHACAI2015006)

## 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:

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<sup>8</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>9</sup> The ECHA CV must be attached to the Application form. Failure to submit the ECHA CV will lead to exclusion from the procedure.

<sup>10</sup> 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.

- 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 contract agents:  
[http://echa.europa.eu/documents/10162/13560/mb\\_07\\_2009\\_d\\_final\\_implementing\\_rules\\_for\\_the\\_staff\\_regulations\\_contractual\\_staff\\_en.pdf](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 45/2001<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)