

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 temporary agent profile:

Reference number	Vacancy notice	Grade	Indicative n° on reserve list
ECHA/TA/2013/009	Scientific Assistant	AST 3	8

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

1. The job

The Scientific Assistant will work in multidisciplinary teams carrying out administrative, technical and coordination tasks relating to the implementation of the Regulation on Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH), the Regulation on the Classification, Labelling and Packaging of Substances and Mixtures (CLP) and the Biocidal Products Regulation (BPR) in the operational directorates of the European Chemicals Agency.

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

- Participating in the work of multi-disciplinary teams; monitoring and ensuring their adherence to working instructions and procedures, especially in relation to administrative process steps;
- Taking charge of the design and preparation of statistics, databases and reports depicting the status and development of operational processes;
- Coordination of daily administrative tasks in relation to regulatory processes (including support to ECHA Committees and their working groups). For example, by drafting and distributing documents and information, helping the expert groups in accessing information, preparing reports and monitoring the follow-up of action points, in particular with respect to (legal and procedural) deadlines;
- Managing and updating databases and other documentation and support systems for scientific and administrative operations (e.g. ECM DEP, Odyssey, REACH- IT, CIRCA BC), including website content management;

- Driving the commenting and decision-making processes on dossiers including consultation of the relevant parties, compiling documents and information, completing forms and drafting standard texts, scheduling and following-up on the procedures;
- Engaging in the identification and implementation of improvements to the internal processes and recording these in the relevant Integrated Quality Management System documents;
- Responsible for the practical organisation of workshops and meetings and the preparation of supporting material;
- Any other duties 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.

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, Swedish.

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 at least three (3) years professional 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.

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 three (3) years acquired after achieving the minimum requirements stated out in 2.2 a) and b). At least one (1) year of your total professional experience must be relevant professional experience⁶ 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: 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 followings will be considered as assets:

- Certified training in project management or work planning;
- Experience in Quality Management Systems;
- Experience in financial procedures such as service contracts;
- Familiarity of specific REACH-relevant IT tools such as IUCLID and REACH-IT;
- Professional experience in working in an international or multicultural environment.

⁵ 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 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 Relevant experience should be described in the ECHA CV.

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

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;
- Good understanding of the regulatory processes that ECHA manages under the REACH, CLP and Biocides legislations;
- Experience in contributing to the work of scientific or technical bodies;
- Very good organisational skills and ability to maintain deadlines, even under pressure;
- Ability to take initiative and work in close cooperation with supervisors and colleagues;
- Ability to work effectively in multidisciplinary, scientific teams in a multicultural and multilingual environment;
- Service orientation and high sense of responsibility;
- Experience in designing databases in MS Excel, SharePoint and CIRCA BC;
- 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.

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. 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.

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

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

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_TA2013009

7. Other information

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.

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/10162/13560/mb_07_2009_d_final_implementing_rules_for_the_staff_regulations_temporary_agents_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 Applicants¹².

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.

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

¹² http://echa.europa.eu/documents/10162/13602/general_guide_for_applicants_en.pdf