

## 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, together with its partners, works for the safe use of chemicals.

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/2019/005	Regulatory Officer – Supply Chain Communication	AD 6	8

**The closing date and time for submission of applications for this call is 3 June 2019 at noon 12.00 Helsinki time (11.00 Central European Time).**

### 1. The Job

The Regulatory Officer – Supply Chain Communication will work in the Directorate for Prioritisation and Integration of the Agency, in the Exposure and Supply Chain Unit. S/he will work in close collaboration with industry and Member State stakeholders, and with the relevant internal teams in ECHA.

The Exposure and Supply Chain Unit is responsible for information on use and exposure of chemicals under ECHA's Integrated Regulatory Strategy (IRS), and for improving tools/methods for supply chain communication on safe use. The Unit supports the prioritisation of groups of chemicals and provides expert advice to the related authority REACH regulatory processes, including evaluation, authorisation and restriction. In terms of industry supply chain communication, the Unit:

- supports chemical safety assessment, via ECHA's Chesar and exposure estimation models;
- supports supply chain communication with tools and methods, in particular via actions arising from the Commission's (second) review on the operation of REACH; and
- aims to strengthen the knowledge base on exposure and risks of the use of substances in articles, including the waste stage.

The main tasks of the Regulatory Officer – Supply Chain Communication include:

#### Supply Chain Communication and Downstream Use

- Prepare and be part of executing a multi-year programme to improve supply chain communication, in particular to downstream end users on how to use chemicals safely;

- Develop guidance, formats, and methods, in collaboration with industry sectors and Member States, to assist the supply chain in transmitting REACH-based use and conditions of use information on substances into meaningful and accessible information for hazardous mixtures;
- Lead and/or contribute to initiatives designed to improve/modernise the way REACH extended safety data sheets are communicated electronically along the supply chain;
- Prepare with (industry and Member State) stakeholders interactive web-based and other material to improve ECHA's communication and outreach to the downstream users and enhance their understanding on what REACH information brings to on-site risk assessments under other EU legislations.

### **Chemical Safety Assessment and Exposure Scenarios**

- Contribute to the further development of methods for risk-based safety assessment of chemicals, including the modelling of exposure, and the corresponding communication processes on patterns of use and conditions of use up and down the supply chains (see also Exchange Network on Exposure Scenarios<sup>1</sup> and the Commission REACH Review<sup>2</sup>) and to the Member State authorities;
- Lead and/or contribute to product development teams for improving the tools<sup>3</sup> to communicate use and conditions of use information effectively in supply chains;
- Develop guidance, support and tools for chemical safety assessment, exposure scenarios and supply chain communication, tailored to meet the needs of different actors in the supply chains of chemical products;
- Identify, engage and cooperate with external projects on strategies to improve the interaction between REACH and other legislations (e.g. the Chemicals Agent Directive, the Carcinogens and Mutagens Directive, product safety-related EU legislation, the Industrial Emission Directive, and waste legislation).

## **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>4</sup>;
- Enjoy the full rights as a citizen;

---

<sup>1</sup> <http://echa.europa.eu/about-us/exchange-network-on-exposure-scenarios>

<sup>2</sup> <https://ec.europa.eu/docsroom/documents/28201>

<sup>3</sup> These comprise both the tools that ECHA develops, such as Chesar and extended safety data sheet guidance, and the tools that industry develops, such as sector use maps, sector-specific worker exposure descriptions (SWEDs), specific consumer exposure determinants (SCEDs), and specific environmental release categories (SPERCs).

<sup>4</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.

- 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>5</sup>;
- Be physically fit to perform the duties<sup>6</sup>;
- Have a thorough knowledge of one of the official languages of the European Union<sup>7</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;
- 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>8</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 three (3) years or more.

**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>9</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>10</sup> 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.

---

<sup>5</sup> Before appointment, successful applicants will be required to produce an official document indicating that they do not have a criminal record.

<sup>6</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>7</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>8</sup> See Article 47(a) CEOS for Temporary Agents, applicable to Contract Agents by analogy, Article 119 CEOS.

<sup>9</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>10</sup> Relevant experience should be described in your application.

- 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<sup>10</sup> to the areas of work listed in section 1.

The following will be considered as assets:

- Experience in project management in a related field with complex requirements, multiple expert disciplines and a wide range of stakeholders;
- 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:

- 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 ECHA, in relation to the REACH, CLP, Biocides and PIC legislations;
- Ability to communicate and liaise effectively with internal and external stakeholders<sup>11</sup>;
- Capacity to rapidly grasp the scientific and/or policy impact of the activities of the Agency<sup>11</sup>;
- Ability to work effectively in a multidisciplinary team in a multicultural and multilingual environment<sup>11</sup>;
- Ability to adapt and respond well to change<sup>11</sup>;
- 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.

---

<sup>11</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)

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>12</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.

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>13</sup> or, subject to the establishment plan availabilities, Article 10<sup>8</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

<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)

<sup>13</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)

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 monthly 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 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 (EU) 2018/1725<sup>14</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>.

---

<sup>14</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32018R1725&from=EN>