

Vacancy Notice

The European Chemicals Agency (ECHA) is launching this call for expressions of interest to establish a reserve list for the following temporary agent profile:

Reference number	Vacancy notice	Grade	Indicative n° on reserve list
ECHA/TA/2016/002	Scientific Officer – Risk Management	AD 6	6

The closing date and time for submission of applications for this call is 2 May 2016 at noon 12.00 Helsinki time (11.00 Central European Time).

1. The job

The Risk Management experts will work in the Risk Management Directorate of the Agency in multidisciplinary teams. To support company level and EU-wide regulatory risk management, these teams collect and use scientific and technical information on:

- Risks of chemical substances;
- Description of uses;
- Exposure and emission;
- Technical feasibility of alternatives to substances of concern;
- Risk management measures and operational conditions.

The tasks may include developing methods, tools and procedures to support the implementation of the REACH and CLP Regulation and providing scientific and technical support to process risk management dossiers through the ECHA Committees. The Risk Management staff members of ECHA contribute to this work with their experience and competence on risk management gained at company level or in regulatory activities or both. The Risk Management expert will participate in several work areas of the Agency, and specifically in the Risk Management Directorate, as described below, however, this is not an exhaustive list of the possible work areas:

Identify the needs and most appropriate approaches for further regulatory action

ECHA co-ordinates the implementation of the SVHC Roadmap¹. The Risk Management expert works in teams which:

- Screen REACH and CLP databases and other information sources to identify substances which may require further regulatory action and to further develop the screening approach;
- Analyse the different regulatory risk management options to address the identified concerns and to further develop the methodologies and practices used to assess the appropriateness of these options;
- Support the co-operation and co-ordination between authorities on regulatory risk management activities.

Prepare and process dossiers

ECHA regularly recommends which Candidate List substances should be included in the Authorisation List. The Risk Management expert performs the following tasks:

- Collects and analyses information on substances used for prioritising the substances and for defining the transitional arrangement for the substances;
- Supports the Member State Committee's (MSC) opinion forming on the draft recommendation in close co-operation with the MSC chair and rapporteur.

ECHA prepares dossiers proposing new, or reviewing existing, restrictions. This can be on the basis of a request of the European Commission or in certain cases due to a requirement in REACH for ECHA. An example of such a dossier is for DecaBDE². The Risk Management expert works as part of a team involved in the following areas:

- Developing the dossier, in most cases the Risk Management expert would be responsible for writing parts of the report;
- Helping to manage any procurement that is being carried out to support the development of restriction proposals.

In addition to ECHA preparing dossiers, Member States may also propose new or review existing restrictions. In these cases (and after submission of its own dossiers), ECHA provides secretariat support during the evaluation of the responsible ECHA committees: the

Risk Assessment Committee (RAC) and the Socio-economic Analysis Committee (SEAC). The Risk Management expert is part of a small team that perform the following tasks:

- Analysing the dossier prepared by the Member State and comments received on Member States' and ECHA's dossiers in the public consultation that accompanies and contributes to the evaluation;
- Assisting the rapporteurs of the Committees in carrying out their work and liaising with the Member State Dossier Submitter.

¹ <http://echa.europa.eu/addressing-chemicals-of-concern/substances-of-potential-concern/svhc-roadmap-to-2020-implementation>

² <http://echa.europa.eu/documents/10162/a3f810b8-511d-4fd0-8d78-8a8a7ea363bc>

ECHA manages the process in which industry submits applications for authorisation of the continued use of substances listed on the authorisation list (Annex XIV of REACH). The Risk Management expert takes part in a small team that:

- Analyses the applications for authorisation and comments received on the availability of alternatives for SVHCs;
- Provides updates to the chairs of RAC and SEAC ahead of the discussion on these applications;
- Provides scientific and technical support to ensure that Agency opinions are supportive of the Commission's decision making.

Other areas

- Further developing the Agency's work on risks resulting from exposure to substances in articles;
- Further developing the interlinks between regulatory risk management authorities involved in REACH and other EU-wide legislation;
- Contributing to or carrying out or both internal and external training activities (on the issues mentioned above) and awareness raising in the areas mentioned above.

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)³;
- 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 duties⁴;
- Be physically fit to perform the duties⁵;

³ 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.

⁴ Before appointment, successful applicants will be required to produce an official document indicating that they do not have a criminal record.

⁵ 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.

- Have a thorough knowledge of one of the official languages of the European Union⁶ 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 66⁷.

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 experience⁸ of at least three (3) years acquired after achieving the minimum requirements stated out in 2.2. At least, two (2) years of your total professional experience must be relevant professional experience⁹ in the fields listed section 1 and/or section 3.

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 below:

⁶ 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.

⁷ See Article 47(a) CEOS for Temporary Agents, applicable to Contract Agents by analogy, Article 119 CEOS.

⁸ 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.

⁹ Relevant experience shall be described in the ECHA CV.

- Implementation or enforcement of the risk management aspects of chemicals legislation or relevant environmental, occupational health or consumer legislation;
- International cooperation in the field of chemicals risk management;
- Company level risk management: assessment of emissions and/or exposure; development and/or implementation of risk management measures and operational conditions; ensuring compliance with legislation relevant for chemical substances;
- Development and implementation of product safety and/or product stewardship schemes in industry;
- Research and development of risk management systems or safer alternatives related to chemicals;
- Human health or environmental exposure assessment and/or impact assessments related to chemicals.

The following will be considered as assets:

- Publications relevant to the position;
- Professional experience in or with the EU or international bodies or in business associations in the chemicals regulatory or analogous fields;
- Experience of working in multi-disciplinary teams.

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 CV¹⁰.

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 and experience in undertaking chemical risk management tasks as set out in section 1;
- Knowledge of REACH and CLP regulation and guidance documents related to risk management;
- Understanding of the role and aims of ECHA in relation to the REACH, CLP and Biocides legislation;
- Ability to analyse and interpret registration and classification data¹¹;
- Aptitude for negotiation and finding solutions on complex matters;
- Ability to work effectively in a multidisciplinary and multicultural environment;

¹⁰ http://echa.europa.eu/doc/opportunities/jobs/echa_cv.doc.

¹¹ 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

- Ability to communicate effectively on complex regulatory, technical and scientific matters in 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.

The areas of work experience listed in section 3 will also be assessed during the interview and/or written test.

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. Applications

Before applying, you should carefully read the Guide of Applicants¹² 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**¹³: 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**¹⁴:
https://comments.echa.europa.eu/comments_cms/ApplicationForm.aspx?Code=ECHATA2016002

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

¹³ The ECHA CV must be attached to the Application form. Failure to submit the ECHA CV will lead to exclusion from the procedure.

¹⁴ 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 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)¹⁵ or, subject to the establishment plan availabilities, Article 10¹² 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

¹⁵ 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_to_temporary_agents_en.pdf

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.

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/10162/21844190/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>

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 45/2001¹⁶ on the protection of personal data.

For more information on the protection of personal data, please consult the Guide for Applicants¹⁷.

¹⁶ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2001:008:0001:0022:EN:PDF>

¹⁷ http://echa.europa.eu/documents/10162/13602/general_guide_for_applicants_en.pdf