

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/2014/003	Videographer/AV Production Technician	CA III	3

The closing date and time for submission of applications for this call is 20 October 2014 at noon 12.00 Helsinki time (11.00 Central European Time).

1. The job

The Videographer/AV Production Technician will work mainly in the Corporate Services Unit of the Agency under the Directorate of Resources.

The Videographer/AV Production Technician is responsible for dealing with the technical and operational matters related to the Agency's audiovisual equipment and systems and, in particular, responsible for production of different kinds of video/multimedia products the Agency seeks to produce.

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

- Providing technical and practical support for preparing different kinds of videos or other audio-visual products the Agency need to prepare for external and internal use;
- Providing technical and practical audio-visual support in meetings, conferences (including video conferences and webinars) and other events;
- Acting as an on-duty technician in the Conference Centre control room during meetings;
- Ensuring the technical functionality of the Agency's audio-visual equipment as well as the infrastructure and perform preventive maintenance;
- Working in several areas of video production, but with primary skills in filming, lighting, audio recording, editing and web-video production;

- Producing and ensuring video-shooting, editing and post-production of documentary or tutorial videos;
- Liaising with various teams to visualise their ideas and presentations with the aid of video or other multimedia tools.
- Providing technical expertise and advice in the field of web/video production and multimedia products;
- Assisting in the preparation of working instructions and procedures;
- Performing other duties as assigned.

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. Qualifications

- a) a) Successful completion of post-secondary level education attested by a diploma.

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, 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.

Or

- b) b) Successful completion of secondary education giving access to post-secondary education and appropriate professional experience of at least three (3) years.⁵

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 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;

Preference will be given to qualifications obtained in the following fields:

- Multimedia technology and communication
 - Web/video production, graphic design
 - Linear and non-linear video-editing, sound-engineering and mixing
 - Audiovisual technology
- 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:

- Practical experience of video production and editing (Adobe Premiere Pro, Final Cut Pro, After Effects, Adobe Audition, Photoshop);
- Experience with videography, encoding, 3D modelling, compositing and animation;
- Professional experience gained in a European Institution/Agency or an International Organisation and/or abroad;

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 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.

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 CV⁶.

The candidate may also refer in the ECHA CV to a video link or website to show some audiovisual product he/she has done or has contributed to an essential part of the production.

4. Final 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;
- Ability to take responsibility for specific areas of work and see them through to completion ensuring that the deadlines are met;
- Ability to work well with others as well as independently in a multicultural environment;
- Ability to work under conditions that require considerable flexibility;
- Ability to work under pressure and tight deadlines;
- Good organisational skills;
- 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 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 Applicants⁷ 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.

⁶ http://echa.europa.eu/doc/opportunities/jobs/echa_cv.doc.

⁷ 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**⁸: 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**⁹:
<https://comments.echa.europa.eu/comments/cms/applicationform.aspx?Code=ECHACAI2014003>

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 45/2001¹⁰ on the protection of personal data.

For more information on the protection of personal data, please consult the Guide for Applicants¹¹.

⁸ The ECHA CV must be attached to the Application form. Failure to submit the ECHA CV will lead to exclusion from the procedure.

⁹ 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.

¹⁰ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2001:008:0001:0022:EN:PDF>

¹¹ http://echa.europa.eu/documents/10162/13602/general_guide_for_applicants_en.pdf