

## 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 profiles:

<b>Reference number</b>	ECHA/CA/III/2022/002
<b>Job Titles</b>	Regulatory Assistant and Financial Assistant
<b>Function Group/Grade</b>	Contract Agent, CA FG III (see the <a href="#">Guide for Applicants</a> for more information)
<b>Location</b>	Helsinki, Finland
<b>Publication Date</b>	20 September 2022
<b>Deadline for Applications</b>	11 October 2022, at noon, 12:00 Helsinki time (11:00 CET)

### 1. Who we are

The [European Chemicals Agency](#) (ECHA) aims to be the centre of knowledge on the sustainable management of chemicals, serving a wide range of EU policies and global initiatives, for the benefit of citizens and the environment. Together with our partners, we work for the safe use of chemicals.

ECHA is an equal opportunity organisation which welcomes applications from qualified professionals all over European Union and European Economic Area. We are committed to achieving diversity, as the diversity of ECHA's staff is essential to the Agency's success. We do not discriminate on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation. Candidates who are judged to be the most suitable, based on the assessment in the selection process, will be placed on the reserve list.

ECHA achieved excellent results in the most recent staff survey (2021) and has been awarded a recognition as one of [Finland's most inspiring workplaces](#). This acknowledgement signals a high employee engagement level and indicates that the agency develops the organisation, staff wellbeing, operating culture and collaboration together with staff. The recognition is given to Finnish organisations that achieve outstanding results in the PeoplePower® employee survey carried out by Eezy Flow. You can read more about this acknowledgement here: <https://www.innostavimmat.fi/in-english>.

## 2. Is this job for you?

We are looking for highly motivated and experienced professionals with a regulatory or a financial profile who have knowledge and experience in the different areas of work described in section 3 below.

**Are you our ideal candidate?** You enjoy working at high pace in a dynamic environment and adapt well to changing priorities. You are an excellent team player and are committed to the team's common goals. You communicate proactively and effectively, and take pride in your drafting skills. "Customer-oriented" and "pragmatic" describe you well. You have an analytical mindset and a natural attention to detail, and you don't need others to organise your work and keep track of your deadlines. While you are familiar with regulatory/technical or financial information, you also find it exciting to learn new IT tools or scientific concepts, and you are not scared off by large amounts of data.

**If the above describes you,** apply to join our energetic teams and work to ensure that companies that gain access to the EU single market fulfil the regulatory requirements. In parallel, you will have the opportunity to grow and develop your understanding of the implementation of the EU's chemicals regulations in a stimulating atmosphere.

## 3. Key responsibilities

The Regulatory/Financial Assistant will work in the European Chemicals Agency, for example in the directorate of Submissions and Interaction, the hub that receives, processes and publishes all regulatory submissions to the Agency while providing communication and support to stakeholders. He/she will join a multidisciplinary team carrying out technical and administrative tasks related to regulatory processes, primarily under the regulation on Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH).

Concretely, the Regulatory Assistant will be responsible for performing completeness checks of REACH registrations to ensure that they contain the required information on substances placed on the EU market. The Financial Assistant will carry out verifications of company size for registrants who wish to benefit from fee reductions under the small and medium enterprise scheme. The specific key responsibilities of the two work profiles are further outlined below.

**Please note that each candidate can apply to one of the profiles listed below only. Ensure to indicate the profile to which you are applying when submitting your application.**

**Work profile 1:** Performing completeness checks on regulatory documents (regulatory profile)

- Performing the REACH Article 20(2) completeness check of registration dossiers. Processing the dossiers with the support of an IT system, within tight legal deadlines and according to working instructions;
- Contributing to the analysis and identification of completeness checks for submission types under other regulations;
- Carrying out manual inspection of data elements at completeness check, to ensure that the content provided by registrants falls within the REACH provisions;
- Continuously developing expertise in assessing regulatory and scientific information against defined criteria by liaising with ECHA's experts;
- Acquiring responsibility for the completeness check of a particular area of REACH information requirements, including the maintenance and development of the related

completeness check policy and instructions. Following the regulatory developments in this area and assessing the impact for the completeness check;

- Proactively analysing and proposing measures to increase the efficiency and consistency of the completeness check process;
- Contributing to the drafting and sending of completeness check communications and decisions to registrants;
- Supporting the product management of the IT tools used for completeness check by preparation of requirements, testing of deliverables, and contribution to the roll-out phase including promotion and training activities;
- Providing company support by replying to queries from companies that face challenges in submitting information to the Agency.

**Work profile 2:** Performing verification of company size (financial profile)

- Performing verification of SME registrants' company size; for that, analysing documents related to establishing the ownership (group) structure of a company, financial statements, annual reports and headcount data; research on company background (e.g. on public websites and dedicated online databases);
- Supporting and advising registrants on the interpretation of the Commission Recommendation 2003/361/EC, as well as the REACH Regulation (EC) No 1907/2006 and the Fee Regulation (EC) No 340/2008;
- Responding to general queries and communications from companies, including through phone calls when necessary;
- Drafting emails to companies with your verification findings and requests for necessary documents;
- Preparing decisions and formal communication letters;
- Sending decisions to registrants through ECHA's IT tools (e.g. Dynamic Case and REACH-IT);
- Providing support in horizontal tasks to the SME Verification team;
- Providing support to the other teams/units on matters related to invoicing, legal issues and proceedings, budget, accounting, IT support, debt collection of unpaid invoices related to the SME verification;
- Sending payment reminders, preparing revocation of registrations files and decisions due to unpaid invoices, when necessary;
- Monitoring and reporting, filling and archiving, assisting in management of emails and functional mailboxes.

## 4. Eligibility criteria

The selection procedure is open to applicants who satisfy the following eligibility criteria, on the closing date for application:

### a. 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;
- 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;
- 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>5</sup>.

### b. 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 appropriate professional experience 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.**

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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.

<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 Articles 12, 2 (c) 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> See Article 47(a) CEOS for Temporary Agents, applicable to Contract Agents by analogy, Article 119 CEOS.

### c. Professional experience

To qualify for this profile, you must have at the closing date for applications a total professional experience<sup>6</sup> of at least one (1) year acquired after achieving the minimum requirements stated out in 4.b. of this vacancy notice.

## 5. Selection criteria

If you meet the eligibility criteria set out in section 4, 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 the next stage of the selection process.

- **Your academic and professional qualifications** and their relevance to the main areas of work listed in section 3;

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

- For work profile 1, preference will be given to qualifications obtained in the following fields:
  - chemistry;
  - toxicology, pharmacy;
  - ecotoxicology, environmental fate and behaviour, environmental chemistry.
- For work profile 2, preference will be given to qualifications obtained in the following fields:
  - finance;
  - accounting;
  - economics;
  - business administration, or similar.

- **Your professional experience:** Preference will be given to candidates having experience in functions similar to those outlined in section 3. The Selection Committee will assess the range of fields covered, the type and level of work done and its relevance to the areas of work listed in section 3.

The following will be considered as **assets**:

- Knowledge and experience of the application of the Commission Recommendation 2003/361/EC concerning the definition of micro, small and medium-sized enterprises. (asset for work profile 2 only).

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<sup>6</sup> Only professional experience acquired **after achieving** the minimum qualification stated in 4.b. 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 4.b. 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.

- Demonstrated experience in stakeholder engagement (e.g. dialogue, consultations, awareness raising campaigns) and preparation of support materials (e.g. user manuals, Q&As, webinars).
- Work experience gained in a similar multicultural environment. Preference will be given to work experience abroad.

Your academic and professional qualifications, professional experience and knowledge and experience considered as an asset **must be described as precisely as possible in your application.**

## 6. Interview and written test

If selected for interview and/or written test, you will be assessed on the basis of the following criteria:

### 6.1 Specific knowledge related to the post:

- Knowledge and understanding in your areas of experience that are most relevant to the tasks set out in Section 3, for the profile you have indicated to apply for;
- Understanding of the role and aims of ECHA, in relation to the different chemical regulations it implements (e.g. REACH, CLP, Biocides, etc.).

### 6.2 General competencies<sup>7</sup> and conduct required for the job:

- Interpersonal skills and aptitude for teamwork in a multidisciplinary and multicultural environment;
- Ability to work in a systematic, methodical and orderly way to meet set deadlines;
- Ability to take responsibility for specific areas of work and see them through to completion;
- Ability to understand complex matters and issues, and collect and utilise information from different sources;
- Excellent command of spoken and written English.

Your ability to communicate in spoken/written English, and the knowledge, skills and competencies related to the job will be assessed throughout the written tests and interviews.

**For native English speakers**, your ability to communicate in your second EU language will be tested during the selection process. As this forms part of the general requirements stated

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<sup>7</sup> You can read more about the general competencies in place in ECHA through the following link: [https://echa.europa.eu/documents/10162/13602/echa\\_staff\\_competencies\\_en.pdf](https://echa.europa.eu/documents/10162/13602/echa_staff_competencies_en.pdf)



under section 4.a General Requirements from above, any failure in proving the satisfactory level of your second EU language would lead to your exclusion from the selection.

Interviews and written tests may be organised **remotely**.

## 7. 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 4, 5 and 6, you will be placed on the reserve list. The reserve list will be valid for a period of one year, with the possibility of extension.

It should be noted that inclusion on the reserve lists does not imply any entitlement of employment in the Agency.

At ECHA, we believe in continuous learning and flexible work assignments to ensure the best use of our human resources and to maintain a high level of staff motivation and expertise. Hence, your career at ECHA, once recruited, may lead you to another role within ECHA in the future.

## 8. What we offer

### a. Engagement and conditions of employment

Successful applicants may be offered an employment contract for three years as a contract agent, in the grade **CA FG III**. 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 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.

### b. Salary & benefits

The successful candidate will be recruited as a contract agent in Function Group FG III, in grade 8 (with the basic salary starting from € 2.830,56), grade 9 (with the basic salary starting from € 3.202,59) or in grade 10 (with the basic salary starting from € 3.623,53). The step in grade is determined on the basis of professional experience gained after the education required for the position and in line with applicable implementing rules referred to below.

In addition to the basic salary, ECHA offers 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>.

## 9. Other information

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](http://echa.europa.eu/documents/10162/13602/general_guide_for_applicants_en.pdf)
- **Implementing rules** concerning contract agents:  
[https://echa.europa.eu/documents/10162/13608/mb\\_decision\\_26\\_2019\\_mb-54\\_en.pdf](https://echa.europa.eu/documents/10162/13608/mb_decision_26_2019_mb-54_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>

**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 on the protection of personal data.

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