

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	ECHA/IAJM/2022/003
Job Title	Head of Unit
Function Group/Grade	Temporary Agent, AD 9-10 (see the Guide for Applicants for more information)
Location	Helsinki, Finland
Publication Date	20 December 2022
Deadline for Applications	31 January 2023, 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 the European Union and the 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?

Are you looking for a challenging opportunity in a leading organisation at the EU and international level and contributing to the protection of the health of European citizens and workers?

We are looking for enthusiastic, dynamic and highly skilled [Heads of Units](#), with experience in management and leadership responsibilities at middle management level, resilient in challenging situations, firm, yet flexible in adapting to uncertainties and changes. The Heads of Units can be recruited in different operational areas of the Agency, such as data submission and interaction, prioritisation and integration, hazard assessment or risk management (including socio-economic aspects).

S/he understands the ECHA activity areas, has vision and communicates it clearly, is open to different points of view and engages others in developing the vision. The Head of Unit will play his/her part in adapting the activity under their responsibility to the strategic changes and challenges driven by existing and new relevant EU policies.

3. Key responsibilities

The Head of Unit, reporting to a Director, will be responsible for managing one of the Units and leading it towards contributing to Agency's strategic objectives. In particular, s/he will:

- Contribute actively as a member of ECHA's middle management to the Agency's strategy and policies, the (multi)annual planning, corporate identity, overall governance and decision-making;
- Provide advice to the Director on strategic planning and in defining and setting the policy context in the assigned area of expertise;
- Develop policy lines within the area of expertise of the unit, consistent with the objectives of the Agency and in consultation with the other units and directorates;
- Contribute to development of policy lines on chemicals management to support policy makers;
- Work in close collaboration with the other managers in ECHA's management team to ensure effective organisational cooperation at all levels;
- Ensure effective management of the Unit to successfully develop and implement the work plan of the Unit, consistent with the Agency's Internal Quality Management System and internal policies and procedures. This involves:
 - The ability to set and revise objectives for the unit within the overall strategic framework and priorities of the Agency;
 - The ability to coordinate the work of the teams within the Unit;
 - The ability to motivate and support team leaders and staff in attaining the set objectives and in realising their potential and that of their staff.
- Select co-workers and build strong teams with complementary strengths and competencies suited to the efficient pursuit of the unit's objectives; develop and support career development and learning opportunities for the members of the Unit;

- Ensure optimal deployment of resources and sound financial management of the Unit, in line with policies and procedures; contribute to budget forecasting and monitoring of budget execution and ensure timely procurement of necessary equipment and services, in accordance with public procurement procedures;
- Ensure optimal functioning of the Unit through proactive people management practices (including regular feedback and communication with team leaders; inspiring leadership and vision; empowerment of staff and relevant decision-making delegation; and facilitate Unit staff to attain a sense of belonging, sense of achievement and ownership of their work);
- Ensure, together with the Director, the adequate planning and reporting of the Agency's financial and human resources and their correct allocation over the different activities and regulations assigned to the Unit;
- Proactively liaise and maintain the dialogue and the relations with external stakeholders (Member States, other European Institutions, International Bodies, etc.) as well as with the general public, including handling external requests for information relevant to the work of the Unit from the above mentioned stakeholders.

4. Eligibility criteria

The selection procedure is open to applicants who satisfy the eligibility criteria in accordance with Article 9 of the Implementing rules governing the engagement and use of temporary agents 2(f)¹ which provides as follows:

1. Mobility between agencies shall be reserved for temporary staff 2(f) who, on the closing date for applications and on the day of filling the vacant post, are employed within their agency in a grade and function group corresponding to the published grade bracket and function group (AD 9-10).
2. In addition, members of temporary staff 2(f) referred to in paragraph 1 should, as a general rule:
 - a. Have at least two years' service within their agency before moving and any decision derogating from that principle shall be taken jointly by the two agencies concerned, having regard to the interest of the service of both agencies;
 - b. Have successfully completed the probationary period provided for in Article 14 of the CEOS, in the relevant function group. Where, in exceptional circumstances, the agency engages a member of temporary staff 2(f) who does not meet that condition, such member shall serve a full probationary period with the new agency in accordance with Article 14 of the CEOS and the new contract is not considered as a renewal of contract but an ex novo contract.

¹ https://echa.europa.eu/documents/10162/17100/MB_DECISION_03_2018_4_MB49_FINAL.pdf/7087cc5b-2dee-aade-0de0-bcdb47aa605d

4.1 Professional experience

Of your total professional experience, at least five (5) years must be in a field, or fields, relevant² to the areas of work mentioned in Section 3. Additionally, at least two (2) years must be in a management role (Head of Unit, Head of Sector, Team Leader or equivalent).

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 an interview.

- **Your academic and professional qualifications** and their relevance to the main areas of work listed in section 3.
- **Your professional experience:** Preference will be given to candidates having experience in functions similar to those outlined in section 3. The pre-selection panel and the selection committee will assess the range of fields covered, the length, the type and level of work done and its relevance to the areas of work listed in section 3.
- Your experience in managing multidisciplinary teams in the public or private sector.

The following will be considered as assets:

- Work experience relevant to chemicals management, involving the use of scientific advice in a policy context;
- Knowledge about ECHA as an EU institution amongst the EU bodies and its core activity;
- Work experience with change management in a similar organisational role;
- 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. Selection process

A pre-selection panel will establish a shortlist, based on a screening of the application which may be complemented by a (remote) written test and/or interview. Selected candidates may undergo reference checks focusing on managerial capability and may be invited for an assessment centre, written test, and aptitude and competence test by

² Relevant experience should be described as detailed as possible in your application.

personnel selection consultants serving in an advisory capacity to the selection committee. Candidates may also be invited for (remote) interview(s) with ECHA's selection committee.

If selected for an 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;
- Excellent managerial and organisational skills, in particular ability to lead, motivate and develop a large team to the best of their potential in a complex and demanding environment³;

6.2 General competencies⁴ and conduct required for the job:

- Capacity to develop productive relationships with internal and external stakeholders;
- Ability to foster an environment that promotes trust, professionalism, transparency and respect for cultural diversity;
- Excellent communication skills;
- Negotiation, problem solving and conflict resolution skills;
- Excellent leadership ability in a multicultural and multilingual environment;
- Excellent interpersonal skills and a cooperative and service-oriented attitude;
- Ability to develop and coach fellow professionals;
- 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 test(s) and interview(s).

Interviews, assessment centre 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 two years, 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.

³ You can read more about the managerial competencies in place in ECHA through the following link: https://echa.europa.eu/documents/10162/17100/echa_management_competencies_en.pdf/6c33d427-1c3c-426f-bba9-589d46dea016?t=1476780992051

⁴ You can read more about the general competencies in place in ECHA through the following link: https://echa.europa.eu/documents/10162/17100/echa_staff_competencies_en.pdf/81a7fbbf-730a-4bc2-9681-24095900028c?t=1476375368217

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. Applications

All interested candidates are invited to submit their application by the deadline indicated above. You can find more information on ECHA's website at:

<http://echa.europa.eu/web/guest/about-us/jobs/open-positions>.

9. Other information

The Agency and the selected staff member shall conclude a contract of employment which ensures continuation of the person's employment and career in the category of temporary staff 2(f). That contract with ECHA shall be concluded without interruption of the contract concluded with the agency of origin. The place of employment will be Helsinki, Finland. The selected applicant will maintain his/her grade and step as the preceding contract in the agency of origin.

The basic salary will be subject to a cost-of-living adjustment for Finland (currently 17.3%) and to the benefits, allowances and tax, social security and other deductions set out in the Staff Regulations and Conditions of Employment of Other Servants of the European Communities.

For more information on the selection process of temporary agents and on the contractual and working conditions, please, refer to:

- Implementing rules governing the engagement and use of temporary agents 2(f): https://echa.europa.eu/documents/10162/17100/MB_DECISION_03_2018_4_MB49_FINAL.pdf/7087cc5b-2dee-aade-0de0-bcdb47aa605d
- Conditions of employment of Other Servants of the European Communities: <http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

10. Protection of personal data

The European Chemicals Agency will ensure, on its part, that your personal data is processed as required by Regulation (EU) 2018/1725⁵ on the protection of personal data. For more information on the protection of personal data, please consult the Guide for Applicants.

⁵ <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32018R1725&from=EN>