

ECHA/TRN/2023/024 - Submission and Processing (A3) / PIC Operations team

The Submission and Processing Unit manages the reception, processing and dispatch of all regulatory submissions for each legislation under ECHA's remit. This includes the responsibility for the development and maintenance of the related submission systems, in particular REACH-IT, Poison Centres Notification Portal and ePIC, as well as providing input to R4BP development. The unit gives advice and support to stakeholders in all aspects of dossier submission.

The unit also coordinates ECHA's work on the Prior Informed Consent Regulation (PIC, Regulation (EU) 649/2012). The PIC Regulation administers the import and export of certain hazardous chemicals and places obligations on companies who wish to export these chemicals to non-EU countries. It aims to promote shared responsibility and cooperation in the international trade of hazardous chemicals, and to protect human health and the environment by providing developing countries with information on how to store, transport, use and dispose of hazardous chemicals safely.

The PIC Operations team is composed of 7 team members, all involved in the daily processing of export notifications submitted by EU exporters of hazardous substances. The team is also in charge of various related tasks, such as providing support to EU exporting/importing companies (helpdesk, guidance documents) and EU and non-EU authorities, maintaining and developing the PIC submissions IT tool (ePIC), or making public data on exports and imports of hazardous substances available on the ECHA website.

More details on the PIC Regulation at: <https://echa.europa.eu/regulations/prior-informed-consent/understanding-pic>

Assignment

The trainee will work in the PIC Operations team. He/She will be involved in the daily processing of export and import notifications and various related tasks. He/She will learn about the several aspects of the PIC regulation and get hands-on experience with the processing of a high number of regulatory submissions by Industry, in the IT ePIC tool. Depending on his/her background and interest, as well as on the workload and on-going projects, he/she may also be involved in other activities and/or specific projects (e.g. reporting, communication, publication of PIC data, testing of new features of ePIC, etc.)

The work will include:

- Processing PIC export notifications and related tasks (validation, forwarding, sending reminders, recording acknowledgement of receipts,...);
- Recording of import notifications;
- Management of PIC functional mailbox and contribution to responding to Member States' Designated National Authorities requests and helpdesk questions from Industry;
- Any other tasks, as necessary and relevant.

Profile

- Completed degree or diploma of university studies in a relevant discipline;
- Interest in and knowledge of EU chemicals regulations;
- Interest in processing high number of administrative files, with a technical/scientific dimension;
- Rigorous;
- Aptitude for working with IT applications;
- Aptitude for team work;
- Sense of initiative and flexibility/adaptability;
- Good communication and interpersonal skills, both in verbal and written form;
- Good written and spoken English skills (as this is the working language of the Agency).

Starting Date: 01 September 2023

Duration: 6 months

Deadline for applications: 11 April 2023 at noon 12:00 Helsinki time (11:00 a.m. CET)