

Vacancy Notice

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.

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	Vacancy notice	Grade	Indicative n° on reserve list
ECHA/TA/2020/002	Chair of the Committee for Socio-economic Analysis	AD 10	3

The initial closing date (2 March 2020) for submission of applications for this call has been extended until 16 March 2020 at noon 12.00 Helsinki time (11.00 Central European Time).

1. The Job

The European Chemicals Agency (ECHA) is organising the current call for expressions of interest to constitute a reserve list for the post of the Chair of the Committee for Socio-economic Analysis (SEAC).

The post of the Chair of the Committee for Socio-economic Analysis is located in the ECHA Directorate of Risk Management. The SEAC plays a vital role in formulating the opinion of the Agency with regard to the socio-economic impact of proposed restrictions and authorisation applications. In the future, SEAC may take on additional duties. The Committee works in close co-operation with the Committee for Risk Assessment (RAC).

Reporting to the Director of Risk Management, the Chair is responsible for organising the work of SEAC and its Working Groups. In consultation with the relevant Heads of Unit she/he will be responsible for coordinating the activities related to SEAC within the framework of the overall planning of the Agency.

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

- Lead SEAC, ensuring timely preparation and adoption of high quality scientific opinions that fit the purpose of Commission's decision making;
- Plan the work of SEAC and ensure efficient organisation of the meetings;
- Chair the meetings of SEAC and its Working Groups ensuring that the rules of procedure and code of conducts are respected;
- Ensure that legal deadlines are met;
- Together with ECHA secretariat build the capacity of the SEAC in methodologies related to socio-economic analysis and analysis of alternatives related to chemicals;

- Together with Member State competent authorities ensure that the recruitment of committee members provides the appropriate knowledge and experience required for effective committee operations;
- Contribute to the preparation of the annual and multi-annual work programmes of the Agency and relevant Units and to their implementation;
- Ensure that quality controls, risk analysis and review of deliverables are carried out for SEAC, and contribute to the creation, review and update of a quality control system for the management of the Committees;
- Ensure that SEAC is aware and follows the ECHA policy and rules regarding transparency and openness, stakeholder participation, management of potential conflicts of interest, and information security;
- Ensure consistency of opinions within SEAC and, where relevant, between SEAC and RAC, and also with other relevant Committees, including those run by other Community bodies and serving other Community Regulations;
- Ensure seamless coordination and cooperation between SEAC and other ECHA Committees, in particular with RAC, and with the Forum for Exchange of Information on Enforcement;
- Cooperate effectively throughout the Agency to ensure that ECHA delivers high quality and timely scientific and technical advice that is the result of internal consensus;
- Together with the Heads of Unit, coach and support the SEAC Secretariat team to attain their objectives and realise their potential;
- The Chair shall also support and contribute to the development of ECHA's role in international arena, e.g. on capacity building and sound management of chemicals in accession countries and may be requested to represent ECHA and/or SEAC in this context.

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;

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 and Sweden.

² Before appointment, successful applicants will be required to produce an official document indicating that they do not have a criminal record.

- Be physically fit to perform the duties³;
- Have a thorough knowledge of one of the official languages of the European Union⁴ 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 66⁵.

2.2. Qualifications

- a) Successful completion of a full course of university studies attested by a degree, where the normal duration of university education is four (4) years or more.

Or

- b) Successful completion of a full course of university studies attested by a degree, where the normal duration of university education is three (3) years and at least one (1) year of appropriate⁶ professional experience.

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 experience⁶ of at least twelve (12) years acquired after achieving the minimum requirements stated out in 2.2. At least five (5) years of your total professional experience must be relevant professional experience⁷ in the fields listed in section 1.

³ 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.

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, Slovene, Spanish, Swedish.

⁵ See Article 47(a) CEOS for Temporary Agents, applicable to Contract Agents by analogy, Article 119 CEOS.

⁶ 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.

⁷ Relevant experience should be described in your application.

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 in the range of fields covered, the length, type and level of work done and its relevance⁷ to the areas of work listed in section 1.

The following will be considered as assets:

- Experience in participating in and leading scientific/regulatory committees at EU or international level;
- Demonstrated knowledge and any publications in the fields relevant to the tasks of SEAC, in particular relating to socio-economic analysis, analysis of alternatives and assessing the impact of substances on health and environment;
- Experience in cooperation and negotiations with international organisations and countries on the regulatory risk management of chemical substances or analogous regulatory systems;
- Work experience gained in a similar multicultural environment. Preference will be given to work experience abroad.

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

4. Assessment and interview

Selected candidates may undergo reference checks focusing on their capability to lead a committee and may be invited for a phone interview, assessment centre, written test, aptitude and competence test by personnel selection consultants serving in an advisory capacity to the selection committee. Candidates may also be invited for interview(s) with ECHA's selection committee.

During the different assessment stages, you will be assessed 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;
- Knowledge of socio-economic issues, analysis of alternatives and assessing the impact of substances on health and environment in relation to regulating chemicals or similar regulatory fields, and familiarity with the REACH Regulation and relevant guidance documents; including knowledge in the fields of expertise listed in sections 1;

- Aptitude to lead and coordinate the work of a scientific/technical committee dealing with complex issues, including aptitude for negotiation and consensus building⁸;
- Leadership skills in managing experts from different nationalities and disciplines in ECHA's secretariat and SEAC⁸;
- Ability to work effectively in a multidisciplinary scientific team⁸;
- Demonstrated ability to communicate clearly and concisely both orally and in writing⁸;
- 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.

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. Other information

Before applying, you should carefully read the Guide of Applicants⁹ 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.

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)¹⁰ or, subject to the establishment plan availabilities, Article 10¹⁰ respectively, if the person prefers to ensure continuity of contracts.

⁸ You can read more about the general competencies in place in ECHA through the following link: https://echa.europa.eu/documents/10162/13602/echa_management_competencies_en.pdf

⁹ http://echa.europa.eu/documents/10162/13602/general_guide_for_applicants_en.pdf

¹⁰ 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_temporary_agents_en.pdf

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

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.

The successful candidate will be recruited as a Temporary Agent Grade AD 10 with the basic salary starting from € 9.054,10 subject to an annual review of remuneration provided for in Article 65(1) of the Staff Regulations. ECHA offers, in addition to the basic salary, 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>.

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>

7. Protection of personal data

The European Chemicals Agency will ensure, on its part, that your personal data is processed as required by Regulation (EU) 2018/1725¹¹ on the protection of personal data. For more information on the protection of personal data, please consult the Guide for Applicants⁹.

¹¹ <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32018R1725&from=EN>