



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/TA/2024/004
Job Title	Regulatory Assistant
Function Group/Grade	Temporary Agent, AST 2 (see the Guide for Applicants for more information)
Location	Helsinki, Finland
Publication Date	08 July 2024
Deadline for Applications	13 August 2024, at noon, 12:00 Helsinki time (11:00 CET)
Indicative number of candidates on the reserve list	8

1. Who we are

The [European Chemicals Agency](#) (ECHA) is a multicultural and multidisciplinary organisation of about 600 professionals from 28 countries. Our everyday work is shaped by our values of integrity, transparency, collaboration and innovation. ECHA is one of Finland's [most inspiring workplaces](#), based on our latest staff survey results. We empower our people to develop together and facilitate high performance, engagement and flexibility.

Our purpose is to protect health and the environment through our work for chemical safety, by means of science, collaboration and knowledge. We implement EU chemicals laws and policy through technical, scientific, and administrative tasks and provide independent, high-quality scientific opinions and decisions to serve as basis for EU measures on chemical safety. We collaborate with EU institutions, EU countries' authorities and other bodies, and support companies in fulfilling their duties under chemical legislation, and we make relevant, reliable and objective information available to our stakeholders.

ECHA welcomes job applications from qualified professionals all over the European Union and the European Economic Area. We are [committed to diversity and inclusion](#), aiming to secure equal opportunities at every step of the career, including selections and recruitment. Candidates who are judged to be the most suitable, based on the assessment in the selection process, will be placed on the reserve list, from which they may be recruited.

2. Is this job for you?

Are you an enthusiastic professional in the field of administration who is looking to join a multinational and goal-oriented team? We invite applications for a Regulatory Assistant post.

The successful candidate will join a multidisciplinary team carrying out technical, administrative and coordination tasks relating to the implementation of the legislation(s) under ECHA's current remit¹ and the potential new future tasks of ECHA.

3. Key responsibilities

The main tasks of the Regulatory Assistant will include the following:

- Coordinating daily administrative tasks, drafting and distributing documents and information, helping internal and external customers in accessing information and providing advice and support, preparing reports and monitoring the follow-up of action points, in particular with respect to (legal and procedural) deadlines;
- Participating in the work of multi-disciplinary teams: providing support to the different steps of the processes under the relevant existing or future regulation(s)/activities, monitoring and ensuring their adherence to working instructions and procedures;
- Contributing to the management and development of IT products in support of regulatory and/or administrative processes and workflows by providing input to the development of these IT products, specifying business requirements and use cases according to internal and external needs, and validating the IT solutions proposed;
- Managing and updating databases and other documentation and support systems for scientific and/or administrative operations (e.g. case and knowledge management tools, REACH-IT, ELM, ePIC, IUCLID, R4BP, S-CIRCABC), including website content management;
- Contributing to the administration of the contact management, document management and distribution systems (S-CIRCABC and Interact Portal), including access management;
- Contributing to the forecasting, planning and reporting in the context of the relevant processes, to their optimisation, to the design and preparation of databases and reports depicting the status and development of these processes;
- Providing appropriate support to the organisation of meetings and workshops, including assistance in the preparation of relevant documents, in agenda management and in taking meeting minutes and providing support to the running of ECHA's scientific committees and their working group meetings, including relevant membership and declarations management;

¹ <https://echa.europa.eu/en/legislation>

- Supporting the financial, procurement and administrative processes in place in the Agency (preparing budgetary and legal commitments, assisting in drafting technical specifications, participating in procurement procedures and assisting in managing the resulting contracts, including verification of deliverables);
- Engaging in the identification and implementation of improvements of internal processes and recording these in the relevant Integrated Management System documents;
- Any other duties as required.

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)²;
- 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 duties³;
- Be physically fit to perform the duties⁴;
- Have a thorough knowledge of one of the official languages of the European Union⁵ 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 66⁶.

² 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.

³ Before appointment, successful applicants will be required to produce an official document indicating that they do not have a criminal record.

⁴ Before appointment, successful applicants will be required to undergo a medical examination to ensure that they fulfil the requirements of Articles 12, 2 (d) of the Conditions of Employment of Other Servants of the European Union.

⁵ 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.

⁶ See Article 47(a) of the Conditions of Employment of Other Servants of the European Union.

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 additional professional experience of at least three (3) years.

Only qualifications issued by EU Member State authorities or EEA authorities and qualifications recognised as equivalent by the relevant EU or EEA Member State authorities will be accepted.

c. Professional experience

To qualify for this profile, you must have at the closing date for applications a total professional experience⁷ of at least three years acquired after achieving the minimum requirements stated in section 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 a (remote) written test and/or interview. The selection committee will decide whether succeeding in the written test is a prerequisite to be invited to the 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 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**:

- Very good command of MS Office tools, including MS Excel spreadsheets or other data reporting tools (e.g. Business Objects);
- Certified training in project management or in the use of relevant IT tools used for work planning and reporting (e.g. MS Project);
- Hands-on usage of IT-tools for the management of financial activities, procurement and contracts;

⁷ 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.

- Familiarity with at least one of the pieces of legislation under ECHA's responsibilities and experience with the related IT tool(s);
- 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;
- Understanding of the role and aims of ECHA, in relation to the different chemical regulations it implements (e.g. REACH, CLP, Biocides, etc.);
- Experience in using MS Office (such as Excel, Word, PowerPoint);

6.2 General competencies⁸ and conduct required for the job:

- Ability to work effectively in a team;
- Excellent analytical and problem-solving skills;
- Accuracy and attention to details;
- Self-initiative and strong service-oriented mindset;
- Ability to remain calm under time pressure, flexibility to respond to emerging requirements;
- Ability to communicate effectively and create a spirit of cooperation;
- Aptitude for working in a multidisciplinary and multicultural environment;
- 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 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**.

⁸ 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

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.

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 five years as a temporary agent, in the grade **AST 2**. 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 Temporary Agent in the grade AST 2, with the basic monthly salary starting from €3 916,56, subject to an annual review of remuneration provided for in Article 65(1) of the Staff Regulations. To reflect the higher cost of living in Finland, the basic salary is weighted by applying a coefficient (currently at 116.4%). The basic salary indicated above is the amount before the adjustment.

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 temporary agents and on the contractual and working conditions, please refer to:

- **Guide for Applicants:**
https://www.echa.europa.eu/documents/10162/17100/general_guide_for_applicants_en.pdf/cd910e74-63ba-4cdd-b87f-29f0a77d0fea?t=1646396767190
- **Implementing rules** concerning temporary agents:
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 Union:
<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>