



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/2024/007
Job Title	Governance Officer
Function Group/Grade	Temporary Agent, AD 5 (see the Guide for Applicants for more information)
Location	Helsinki, Finland
Publication Date	27 June 2024
Deadline for Applications	13 August 2024, at noon, 12:00 Helsinki time (11:00 CET)
Indicative number of candidates on the reserve list	6

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 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?

The Governance, Strategy, and Relations unit (E1, GSR) supports the Directors' team and the Management Board in ensuring sound governance, shaping strategic direction and fostering key relationships. The unit aims to create a transparent and accountable environment for decision making, helps in aligning ECHA's activities with EU objectives and in developing meaningful partnerships with European institutions and Member State authorities.

We are looking for governance officers who have knowledge and competencies in delivering high standard specialised services to the Agency. They will work in areas such as management support, support to policy development, EU institutional and Member States relations, planning and reporting, as well as internal control and quality management. The work will involve collaborating with experts in multidisciplinary teams across the Agency, while delivering with a significant degree of specialisation and autonomy.

In addition to good knowledge of or motivation to hands-on learning about EU agencies' governance framework, policies, and procedures, the ideal candidate can communicate clearly and effectively and has a proactive mindset with a strong commitment to accountability, inclusivity, and collaboration. They demonstrate excellent project management skills, are solution-oriented, and have the drive to produce high-quality results within given timelines.

3. Key responsibilities

As a governance officer, you will be working in the areas listed below. Depending on the needs of the Agency, you will be assigned to specific tasks within these areas, with a perspective of professional development to broaden and deepen your expertise and grow in your role:

Board relations and institutional liaison

- Supporting the preparation, organisation and follow-up of meetings and procedures of the governing bodies.
- Supporting the stakeholder relationship management with partners in EU institutions and authorities from Member States and engagement with internal and external stakeholders.
- Developing, implementing, and maintaining agency-wide compliance policies in the fields of data protection, independence, transparency, and fraud-prevention.

Strategy and Performance

- Supporting the preparation, adoption and publication of statutory documents related to planning and reporting of the Agency.
- Developing, implementing, and maintaining organisational quality and internal control frameworks (Integrated Management System), including the coordination of evaluation engagements and support to ECHA's Chief Risk Officer.
- Contributing to the review of ECHA's performance management system, and to strategic initiatives initiated by the Agency.

General

- Monitoring policy developments pertinent to ECHA and coordinating the Agency's support/assistance to policy development.
- Delivering the product management for IT tools in support of agency wide planning reporting, quality management and interest management.

- Providing advice and delivering internal awareness and trainings on governance matters, including management systems, policy and compliance advice.

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)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;
- 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.

b. Qualifications

Successful completion of a full course of university studies attested by a degree, where the normal duration of university education is three (3) years or more.

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, Sweden.

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

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.

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

There is no minimum professional experience requirement to be eligible for this profile, beyond the requirements of 4.b above.

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;
 - Preference will be given to qualifications related to EU relations, political sciences, law, public administration or other fields related to the duties of the post.
- **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, duration, and level of work done and its relevance to the areas of work listed in section 3.

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

- Documented knowledge of the context and practical operation of the governance framework of EU agencies, as described in the relevant laws such as the framework financial regulation for EU agencies, the inter-institutional Common Approach on decentralised agencies and other relevant institutional documents.
- Experience in institutional affairs, including analysis, networking, communication and engagement within the European institutional, agency- and policy making environment, with a preference for experience in the areas of public health and environment protection, and/or competitiveness and innovation.
- Experience in managing data, reports, and analytic tools, with an ability to contribute effectively to project planning, execution.
- 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 as an EU Agency, its mandate, governance framework and relationships with key institutional partners and Member States;
- Understanding of governance best practices, including the principles and frameworks that guide effective governance within an organisation;
- Knowledge of how to engage and maintain relationships with key stakeholders, such as board members and senior managers.
- Skills in analysing and interpreting data, including financial and operational information, to inform governance decisions and support compliance management.

6.2 General competencies⁶ and conduct required for the job:

- Ability and commitment to reflect the ECHA values through own behaviours
- Awareness of own accountabilities and ability to execute to the desired quality under tight deadlines
- Strong verbal and written communication skills to effectively convey complex information to various stakeholders, including board members, senior management, and partners in Member States
- Ability to respond to changes and feedback and implement necessary adjustments to governance frameworks and practices
- 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**.

⁶ 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 3, 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 to 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 **AD 5**. 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)⁷ or, subject to the establishment plan availabilities, Article 10⁹ respectively, if the person prefers to ensure continuity of contracts.

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 their independence. Moreover, before recruiting a member of staff, ECHA's Executive Director will examine whether the applicant has any personal interest which may impair their 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 Grade AD 5 with the basic monthly salary starting from € 5507.55, 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.

⁷ Implementing rules on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS:

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

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>