

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/2020/006	Head of Unit	AD 9	6

The closing date and time for submission of applications for this call is 12 November 2020 at noon 12.00 Helsinki time (11.00 Central European Time).

1. The job

We are looking for an enthusiastic, dynamic and highly skilled Head of Unit who is experienced in management and leadership responsibilities, is used to working at middle management level, is resilient in challenging situations, and is firm, yet flexible, in adapting to uncertainties and changes. The Head of Unit can be recruited in different operational areas of the Agency, such as data submission and interaction, prioritisation and integration, hazard assessment, risk management.

S/he understands the ECHA activity areas, has vision and communicates it clearly, is open to different points of view and engages others in the forming of 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.

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, in collaboration with the Director and the Directorate's management team;
- Provide advice to the Director on strategic planning and in defining and setting the policy context in the assigned area of expertise;

- Collaborate with other Heads of Unit and Directorates 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, in conformance 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 optimum 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 management team 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.

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;
- 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 relevant 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.

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, applicable to Contract Agents by analogy, Article 119 CEOS.

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 a) and b).

Of your total professional experience, at least five (5) years must be in a field, or fields, relevant⁷ to the job; additionally, at least two (2) years must be in a management role (Head of Unit, Head of Sector, Team Leader or equivalent).

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 the next stage of the selection process.

- Your academic and professional qualifications and their relevance to the main areas of work listed in section 1;
- Your professional experience: the range of fields covered; the type, length and level of work done and its relevance to the Head of Unit tasks listed in section 1;
- 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.

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.**

⁶ Only relevant 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 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.

⁷ Relevant experience should be described in your application.

4. Assessment and 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 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, understanding and experience that are most relevant to the tasks set out in section 1;
- 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 environment⁸;
- Capacity to develop productive relationships with internal and external stakeholders⁸;
- Ability to foster an environment that promotes trust, professionalism, transparency and respect for cultural diversity⁸;
- Excellent communication skills⁸;
- Negotiation, problem solving and conflict resolution skills⁸;
- Excellent leadership ability in a multicultural and multilingual environment⁸;
- Excellent interpersonal skills and a cooperative and service-oriented attitude⁸;
- Ability to develop and coach fellow professionals⁸;
- 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 all candidates whose first EU language is English, their ability to communicate in a 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.

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/10162/13602/echa_management_competencies_en.pdf

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, with the possibility of extension.

Inclusion on the reserve lists does not imply any entitlement of employment in the Agency.

6. Equal opportunities

ECHA is an equal opportunity organisation which welcomes applications from qualified professionals all over European Union and European Economic Area. We are committed to achieving diversity in terms of gender, nationality and culture, as the diversity of ECHA's staff is essential to the Agency's success. We, therefore, encourage qualified women and members of other under-represented groups (i.e. nationals of Croatia and Luxembourg) with profiles relevant to the job to submit their application. Irrespective of their gender or nationality, applicants who are judged to be the most suitable, based on the assessment in the selection process, will be placed on the reserve list.

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

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:

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

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 9 with the basic salary starting from € 8.002,30 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:
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>

8. 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>