

## 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
ECHA/IAJM/2020/002	Head of Unit – Inter Agency	AD 9-10

**The closing date and time for submission of applications for this call is 12 November 2020 at 12:00 noon, 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 eligibility criteria in accordance with Article 9 of the Implementing rules governing the engagement and use of temporary agents 2(f)<sup>1</sup> which provides as follows:

1. Mobility between agencies shall be reserved for temporary staff 2(f) who, on the closing date for applications and on the day of filling the vacant post, are employed within their agency in a grade and function group corresponding to the published grade bracket and function group (AD 9-10).

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<sup>1</sup> [https://echa.europa.eu/documents/10162/17100/MB\\_DECISION\\_03\\_2018\\_4\\_MB49\\_FINAL.pdf/7087cc5b-2dee-aade-0de0-bc47aa605d](https://echa.europa.eu/documents/10162/17100/MB_DECISION_03_2018_4_MB49_FINAL.pdf/7087cc5b-2dee-aade-0de0-bc47aa605d)

2. In addition, members of temporary staff 2(f) referred to in paragraph 1 should, as a general rule:

- a) Have at least two years' service within their agency before moving and any decision derogating from that principle shall be taken jointly by the two agencies concerned, having regard to the interest of the service of both agencies;
- b) Have successfully completed the probationary period provided for in Article 14 of the CEOS, in the relevant function group. Where, in exceptional circumstances, the agency engages a member of temporary staff 2(f) who does not meet that condition, such member shall serve a full probationary period with the new agency in accordance with Article 14 of the CEOS and the new contract is not considered as a renewal of contract but an ex novo contract.

### 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.**

## 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.

### 4.1 Specific knowledge related to the post:

- Knowledge, understanding and experience that are most relevant to the tasks set out in section 1

### 4.1 General competencies<sup>2</sup> and conduct required for the job:

- 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 environment;
- Capacity to develop productive relationships with internal and external stakeholders;
- Ability to foster an environment that promotes trust, professionalism, transparency and respect for cultural diversity;
- Excellent communication skills;
- Negotiation, problem solving and conflict resolution skills;
- Excellent leadership ability in a multicultural and multilingual environment;
- Excellent interpersonal skills and a cooperative and service-oriented attitude;
- Ability to develop and coach fellow professionals;
- 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.

Interviews and written tests may be organised **remotely**.

## 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.

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<sup>2</sup> 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](https://echa.europa.eu/documents/10162/13602/echa_management_competencies_en.pdf)

## 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. 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. Applications

All interested candidates are invited to submit their application by the deadline indicated above. You can find more information on ECHA's website at: <http://echa.europa.eu/web/guest/about-us/jobs/open-positions>.

## 8. Other information

The Agency and the selected staff member shall conclude a contract of employment which ensures continuation of the person's employment and career in the category of temporary staff 2(f). That contract with ECHA shall be concluded without interruption of the contract concluded with the agency of origin. The place of employment will be Helsinki, Finland. The selected applicant will maintain his/her grade and step as the preceding contract in the agency of origin.

The basic salary will be subject to a cost-of-living adjustment for Finland (currently 18.1%) and to the benefits, allowances and tax, social security and other deductions set out in the Staff Regulations and Conditions of Employment of Other Servants of the European Communities.

For more information on the selection process of temporary agents and on the contractual and working conditions, please, refer to:

- Implementing rules governing the engagement and use of temporary agents 2(f): [https://echa.europa.eu/documents/10162/17100/MB\\_DECISION\\_03\\_2018\\_4\\_MB49\\_FI\\_NAL.pdf/7087cc5b-2dee-aade-0de0-bcdb47aa605d](https://echa.europa.eu/documents/10162/17100/MB_DECISION_03_2018_4_MB49_FI_NAL.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>

## 9. Protection of personal data

The information submitted during the selection process will be used solely for that purpose. The legal basis for the processing is found in the Staff Regulations of Officials and the Conditions of Employment of Other Servants (CEOS), and in particular in Articles 12-15 and 82-84 of CEOS.

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. For more information on the protection of personal data, please consult the Guide for Applicants. Only ECHA staff directly involved in the selection procedure in question shall have access to this data.

All personal data of the applicants will be stored for a maximum period of two years. For recruited candidates, the necessary documents are transferred to the agent's personal file, which will be kept until 10 years after the jobholder has terminated employment at the Agency, provided there are no pending claims or any other open issues.

Any party submitting personal data to ECHA is entitled to access and rectify that data (after the closing date of the application deadline, rectification is limited to identification data however). To exercise these rights, contact the data controller at [jobs@echa.europa.eu](mailto:jobs@echa.europa.eu). Furthermore, you also have the right to recourse at any time to the European Data Protection Supervisor.