

**SCIENTIFIC OFFICER – MSC SECRETARIAT;**  
**ref.: ECHA/SNE/2019/003**

**JOB DESCRIPTION:**

The Seconded National Expert (SNE) will work in the Unit in charge of the Member State Committee (MSC) Secretariat. The Agency's MSC operates in an independent, efficient, transparent and consistent manner and deliver high quality scientific opinions or agreements. A SNE will contribute to plan, prepare, organise and follow-up, in close collaboration with the Chairman and reporting to the Team Leader of MSC Secretariat, the work of MSC, including one or several of the following activities:

- Provide support to the MSC Secretariat team as regards managing of the five REACH processes in which MSC is involved, i.e. dossier evaluation, MSC opinion on the yearly draft update of the ECHA Community Rolling Action Plan (CoRAP), substance evaluation, identification of substances of very high concern (SVHC), and MSC opinion on the draft ECHA recommendation for inclusion of SVHC in Annex XIV;
- Contribute to the organisation of the meetings and written procedures of the Committee, prepare the Draft Agendas, minutes and necessary background documentation, co-ordinate input from different sources, and take the necessary follow-up actions;
- Provide support to the MSC Chairman (and the ECHA teams involved in the decision making process), in particular as it relates to the dossier and substance evaluation cases referred to MSC;
- Provide support to the Committee's members, in particular to Rapporteurs and external experts as relates to the Committee tasks;
- Provide support to ensure consistency of opinions within the Committee and between the other relevant Committees, including those run by other Community bodies;
- Contribute to the maintenance and review of procedures and working relations with other ECHA units relevant for the Committee's work;
- Support the preparation, review, updating and ensure the appropriate application of Procedures (PROs) and Working Instructions (WINS) for the general management and functioning of MSC;
- Contribute to the quality control system for the management of MSC and apply it, including risk analysis and review of deliverables and timetables;
- Contribute to the implementation and update of the document management and IT platforms for MSC;
- Handle external requests for information relevant to the work of the Unit, including requests from the European institutions, international bodies, Member States, stakeholders and the general public.

**REQUIREMENTS:**

Education: Successful completion of a full course of university studies attested by a degree in a scientific field relevant to the work of MSC, where the normal duration of university education is three (3) or more years.

Experience:

- Previous experience in organising the work of scientific or technical bodies;
- Good knowledge of, and experience in, the implementation of the dossier and substance evaluation processes of the REACH legislation.