

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/2019/008	Head of Unit – Information Systems and Data Management	AD 10	3

The closing date and time for submission of applications for this call is 16 September 2019 at noon 12.00 Helsinki time (11.00 Central European Time).

1. The Job

We are looking for a Head of Unit with strong and proven IT background, full understanding of enterprise level IT architecture, significant people management experience and highly skilled in financial management of IT, notably outsourcing.

S/he will be responsible for a portfolio of IT products (most of which are custom-built applications and data management platforms) and IT programmes. IT programmes encompass IT services and projects focused on one main customer or domain in the context of supporting the regulatory and administrative processes of the Agency.

In the context of ECHA's IT sourcing strategy, the Head of Unit is responsible for the establishment through tenders and the efficient execution of framework contracts for software development and operations services; therefore, proven IT financial management skills are core to the position.

Leadership, orientation to deliver quality service and well-performing projects, the ability to work at strategic level within a management team, are key traits of the successful candidate.

Reporting to the Director of the Information Systems Directorate (so called Directorate I in ECHA), the Head of Unit will be responsible for managing and providing leadership to the unit, while coordinating the achievement of the Unit's objectives within the framework of the overall strategic planning of the Directorate and the Agency.

The Head of Unit carries out his/her tasks and responsibilities in the context of the corporate ICT governance procedure and related standards.

In particular, s/he will be responsible for:

Planning, Monitoring and Reporting:

- Contribute to the IT Master Plan and the multi-annual planning of the Agency in the context of the ECHA strategy;
- Cascade the strategic goals and the IT overall targets into targets for the Unit plan and the individual objectives of his/her staff;
- Within the management team of Directorate I (three Heads of Unit and a Director) shape the IT plans regarding Enterprise Architecture, Technology management, Sourcing, Staff development and allocation;
- Monitor the planned targets and the performance of the Unit, take corrective action, mitigate relevant risks, escalate as necessary;
- Contribute to the ICT governance in all its aspects and particularly: assessment of the IT investments, decision making, reporting, management of outsourcing framework contracts, IT security management, contract management and IT assets management.

Job related accountabilities:

- Coordinate together with the business units the design, implementation and continuous development of IT-tools and methodologies necessary to support the implementation of the relevant regulation;
- Provide support and maintain excellent communication and co-operation with other ECHA units and with the relevant authorities (for example, Commission services, Member States Competent Authorities, other European Agencies);
- Implement, in the activity area of the Unit, the various policies of the Agency, in particular in relation to managing conflicts of interest, information security and business continuity;
- Contribute to risk management at all levels: Unit, Directorate and corporate.

People management:

- Provide leadership and manage the staff of the Unit to ensure the timely delivery of outputs and the availability of the right skills and competencies;
- Promote continuous performance management and a learning culture to ensure that the organisational objectives are cascaded, met and continuous professional development is sustained;
- Enhance team spirit, ensure an effective two-way communication, and promptly handle staff matters to foster high levels of staff welfare within the Unit.

Financial management:

- Act as authorising officer by sub-delegation and potentially as financial verifier and/or operational verifier respecting the principles of sound financial management;
- Prepare and monitor the budget and procurement requirements of the Unit to ensure optimal planning and use of financial resources;
- Lead the preparation of tenders to establish framework contracts, particularly in the area of outsourced IT services and applying the IT sourcing strategy;
- Ensure proper contract management.

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 appropriate⁶ professional experience.

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, United Kingdom.

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.

⁶ Only appropriate 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

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.

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. Of your total professional experience, you must have at least three (3) years' experience in a management role (e.g. 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 an interview.

- Your academic and professional qualifications and their relevance to the main areas of work listed in section 1.
- Your professional experience in the range of fields covered, the length, type and level of work done and its relevance⁷ to the Head of Unit tasks listed in section 1.

The following will be considered as assets:

- Work experience in the private and public sector in a similar organisational role;
- Experience in a wide range of applications covering several business domains, bespoke software development and implementation of market tools, administrative and operational business processes;
- 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 a phone interview, assessment centre, written test, aptitude and

service accomplished after the achieving the minimum qualification stated in 2.2. shall be taken into consideration. Professional activities pursued on a part-time basis 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 professional experience should be described in your application.

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 and understanding in your areas of 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;
- Aptitude for working in a multicultural and multilingual environment⁸;
- Ability to foster an environment that promotes trust, professionalism, transparency and respect for cultural diversity⁸;
- Good oral and written communication skills⁸;
- Good interpersonal skills and a cooperative and service-oriented attitude⁸;
- 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 native English speakers, your ability to communicate in your 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.

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.

It should be noted that inclusion on the reserve lists does not imply any entitlement of employment in the Agency.

6. 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.

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

⁹ http://echa.europa.eu/documents/10162/13602/general_guide_for_applicants_en.pdf

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)¹⁰ 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:

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

¹⁰ Implementing rules on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS:
http://echa.europa.eu/documents/10162/21844190/mb_27_2015_final_annex_1c_use_and_engagement_temporary_agents_en.pdf

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 10 with the basic salary starting from € 8.876,57 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:
http://echa.europa.eu/documents/10162/21844190/mb_27_2015_final_annex_1c_use_and_engagement_temporary_agents_en.pdf
- Conditions of Employment of Other Servants of the European Communities:
<http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

7. 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>