CALL FOR EXPRESSIONS OF INTEREST FOR A POSITION WITHIN THE EUROPEAN FOOD SAFETY AUTHORITY (PARMA)

The European Food Safety Authority (EFSA) is the keystone of European Union (EU) risk assessment regarding food and feed safety. In close collaboration with national authorities and in open consultation with its stakeholders, EFSA provides independent scientific advice and clear communication on existing and emerging risks.

The Authority has set up a selection procedure that aims to establish a reserve list for Temporary Agents (5 years renewable contract) for:

**Head of Unit**

**Legal and Policy Affairs Unit**

Grade AD 9

Ref.: EFSA/X/AD/2007/048

**The Directorate of Administration**

The missions of the Directorate of Administration is to contribute to the implementation of EFSA’s mandate, and vision, by providing optimal support to the Directorates of Science and Communications.

**Policy and Legal Affairs Unit**

The Unit ensures a legally sound environment for all EFSA activities. The Unit is involved in the continuous monitoring and implementation of the corpus of laws applicable to the Authority, and in providing all of the guidance and advice necessary to ensure compliance. This includes consolidating the basis of EFSA operations and activities by continuous work of internal rules, decisions and guidance. The Unit liaises with EU Institutions, EU Member States, other bodies of the EU and other stakeholders that may have a direct or indirect impact on the work of the EFSA. In particular, it attends and reports on meetings of the aforementioned entities, it follows the development and progress of legislative proposals and other initiatives undertaken by EU Institutions, other bodies of the EU and other stakeholders on behalf of EFSA. The Unit coordinates the expertise of the other EFSA Directorates and Units in order to strengthen their position in matters that affect the interaction of the Authority with the mentioned entities. It ensures overall coordination on international matters and liaises with the Italian authorities both at national and at local level.
The job

The job holder will have to manage the Unit and will be responsible for the following tasks:

- Ensuring the proper interpretation and implementation of all legislation applicable or pertaining to EFSA activities;
- Provide legal and regulatory advice on questions related to the scientific activities or any legal issue referred to for consideration;
- Represent EFSA in litigation cases at the European Courts involving or relating to EFSA’s mission or activities;
- Legal advice with regard to the implementation of the Seat Agreement with the host State and contractual and other legal issues linked to the Authority’s provisional accommodation in Parma;
- Liaison between EFSA and the representative national bodies of the EU Member States, following the development and progress of legislative proposals or initiatives which may have an impact on EFSA;
- Interface with the European Parliament, the European Council and the Commission participating in relevant meetings;
- Co-ordination of contributions from the relevant Directorates and Units of EFSA concerning the development of positions related inter alia to legislative and non-legislative initiatives impacting on EFSA activities;
- Co-ordination of Codex Alimentarius;
- Development and implementation of an international strategy towards organisations working in areas within the remit of EFSA;
- Efficient implementation of the Pre-accession and other wider Europe programmes entrusted to EFSA by the Commission;
- Development and updating of crisis procedures;
- Secretariat of the Stakeholder Consultative Platform and its working groups, development of stakeholders policy and liaison with stakeholders organisations;
- Liaison with the Assistant of the Executive Director for External relations and administrative support for the meetings of the Management Board.

The job holder reports to the Director of Administration

The requirements

Qualifications and experience

A. Eligibility criteria

i. A level of education which corresponds to completed university studies attested by a diploma in Law, Political Science or related areas when the normal period is (4) years or more, or

ii. A level of education which corresponds to completed university studies attested by a diploma in Law, Political Science or related areas, and appropriate professional experience of at least one year (1) when the normal period of university education is at least three years (3);

iii. In addition to the above, either in case A(i) or A(ii), at least twelve (12) years of relevant post-university professional experience;
iv. Thorough knowledge of one of the official languages of the Communities and a satisfactory knowledge of another language of the Communities;

v. Candidates must be nationals of a Member State of the European Communities;

vi. Candidates must have fulfilled any obligations imposed on them by laws concerning military service;

vii. Meet the character requirements for the duties involved;

viii. Candidates must be entitled to his or her full rights as a citizen;

ix. Be physically fit to perform the duties linked to the post.

B. Selection criteria

Essential criteria

- Out of the twelve (12) years of experience mentioned above, at least three (3) years of experience working with European Institutions as defined above, particularly in areas related to the remit of EFSA;
- Management experience;
- Have recent working experience acquired in European, international or national administrations or organizations, ideally covering developments within and outside the EU;
- Experience of working as a senior legal advisor;
- Thorough understanding of the EU legislative and policy-making processes;
- Knowledge and ability to understand the underlying legislative and policy environment relating to EFSA’s mission and tasks;
- Excellent command of English, both written and spoken;
- Strong organisation skills (planning, co-ordination and prioritising).

Assets

- Experience in an European Institution (Council, Parliament and/or Commission);
- Excellent knowledge of the legal framework applicable to EFSA;
- Experience of work with the European Institutions and Bodies particularly in the fields of food safety;
- Experience of working with scientific expertise committees;
- Ability to work in a multicultural environment;
- Ability to communicate effectively at all levels within EFSA as well as with the European Parliament, European Commission, Member States, national competent bodies and stakeholders;
- An excellent client/service orientation.

Selection procedure

The eligibility of candidates will be assessed only if the requirements requested in the vacancy notice are met by the closing date of the submission of applications. Depending on the needs of the Authority and its teams, a shortlist will be established. Shortlisted applicants will be invited for an interview by the Selection Committee and may be also interviewed by

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1 Before the appointment, a successful candidate shall be medically examined by an institutions’ medical officer in order that the European Food Safety Authority may be satisfied that he/she fulfils the requirement of article 28(e) of the Staff Regulations of the Officials of the European Communities.
the Executive Director. The interview will mainly be held in English and during the selection process candidates may be required to undergo a competency assessment exercise. The interview will take place in Parma (Italy), where the Authority has its seat and where the place of employment is.

Candidates invited to an interview will be requested to submit, on the day of the interview, a non-certified copy of their diploma(s) and evidence of their professional experience, clearly indicating the starting and finishing dates, the function(s) and the exact nature of the duties carried out. However, prior to contract signature, the successful candidate/s will be requested to provide EFSA with original or certified copies of all relevant documents proving the eligibility requirements.

Successful candidates will be included on a reserve list established by the Selection Committee and the Executive Director will appoint the selected jobholder/s. This reserve list may be used for the recruitment of a similar post depending on the needs of the Authority, and will be valid until 31/12/2008 (the validity of the reserve list may be extended). Candidates should note that inclusion on a reserve list does not guarantee recruitment.

Please note that the Selection Committee’s internal proceedings are strictly confidential and that any contact with its members is strictly forbidden.

**Conditions of employment**

Depending on the budgetary situation, selected candidate/s may be offered a five-year contract in accordance with the conditions of employment of other servants of the European Communities. Before signing the contract, the selected candidates will be asked to sign a declaration of interest. The successful candidates will be recruited in the grade AD9. The basic monthly salary for the grade AD9 (step 1) is € 6,574.76. In addition to the basic salary, staff members may be entitled to various allowances, such as a household allowance, expatriation allowance (16% of basic salary), dependent child allowance and education allowance. The salary is subject to a Community tax deducted at source and staff members are exempt of national taxation.

Please note that recruitment is done in the first or second step of the indicated grade, depending on the duration of the acquired professional experience.

EFSA offers a comprehensive welfare package including pension scheme, medical accident and occupational disease insurance coverage, unemployment and invalidity allowance and travel insurance. Further information regarding rights and conditions of employment can be found in the following document:

http://europa.eu.int/comm/dgs/personnel_administration/statut/tocen100.pdf

The Authority is an equal opportunities employer and takes care to avoid any form of discrimination.
**Submission of applications**

Candidates are requested to submit their application electronically through the Authority’s website: [www.efsa.europa.eu](http://www.efsa.europa.eu) or download the forms from the EFSA website and send their application by registered mail to the following address:

**EFSA**  
Human Resources Unit  
**Ref.: EFSA/X/AD/2007/048**  
Largo N. Palli, 5/A  
I-43100 PARMA

Candidates should note that the online application is the recommended method.

Applications delivered via email will not be accepted. An application will be deemed admissible only if it includes a duly completed application form. This vacancy notice and the form are only available in English. Candidates are kindly invited to fill in their application form in English, in order to facilitate the recruitment procedure. The Authority regrets that due to the large volume of applications only candidates selected for interviews will be notified. Information concerning the status of the selection procedure can be found at the following address: [http://www.efsa.europa.eu/en/opportunities/recruitment.html](http://www.efsa.europa.eu/en/opportunities/recruitment.html).

Please note that EFSA will not return applications to candidates. The personal information EFSA requests from candidates will be processed in line with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. The purpose of processing of the personal data candidates submit is to manage applications in view of a possible pre-selection and recruitment at EFSA.

**Deadline**

Applications must be sent no later than **29 November 2007 at midnight** (Local time, GMT +1). For those sent by registered mail, the postmark date will serve as a proof. The Authority will disregard any applications received after that date.

Please note that due to the extremely large number of applications we receive, when reaching the deadline for submission of applications, the system may have problems to process the large amounts of data. We therefore advise the applicants to send in their application well ahead of the deadline.