

**OPEN CALL FOR EXPRESSIONS OF INTEREST FOR SECONDED NATIONAL EXPERTS AT THE  
EUROPEAN CHEMICALS AGENCY (ECHA), HELSINKI**

Seconded National Experts (SNEs) are drawn from the civil services of EU countries. They bring their unique skills and knowledge to ECHA for a period of time before taking the experience acquired during their stay at the Agency back to their home administration.

ECHA offers job opportunities for **Seconded National Experts (SNEs)** in thirteen (13) different profiles:

<b>Profile Reference</b>	<b>Profile Title</b>
ECHA/SNE/001	SCIENTIFIC OFFICER IN COMMITTEES SECRETARIAT
ECHA/SNE/002	LEGAL OFFICER
ECHA/SNE/003	SCIENTIFIC OFFICER - BIOCIDES
ECHA/SNE/004	ADMINISTRATOR/SCIENTIFIC OFFICER – REGISTRATION 2018 AND COMPANY SUPPORT
ECHA/SNE/005	SCIENTIFIC OFFICER – SUBSTANCE IDENTIFICATION AND DATA SHARING
ECHA/SNE/006	SCIENTIFIC OFFICER – PROCESSING AND ANALYSIS OF DATA
ECHA/SNE/007	SCIENTIFIC OFFICER – CLASSIFICATION AND LABELLING
ECHA/SNE/008	SCIENTIFIC OFFICER – RISK MANAGEMENT
ECHA/SNE/009	SCIENTIFIC OFFICER – SOCIO-ECONOMIC ANALYST
ECHA/SNE/010	SCIENTIFIC OFFICER – SUBSTANCE AND DOSSIER EVALUATION
ECHA/SNE/011	PROJECT COORDINATOR FOR ACTIVITIES FOR EU CANDIDATE AND POTENTIAL CANDIDATE COUNTRIES
ECHA/SNE/012	ADMINISTRATOR WITH EXPERIENCE IN GOVERNANCE
ECHA/SNE/013	ADMINISTRATOR WITH EXPERIENCE IN QUALITY MANAGEMENT SYSTEM AND BUSINESS IMPROVEMENT INITIATIVES

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## 1. DESCRIPTION OF THE AGENCY'S TASKS

ECHA is the driving force among regulatory authorities in implementing the EU's groundbreaking chemicals legislation for the benefit of human health and the environment as well as for innovation and competitiveness. ECHA helps companies to comply with the legislation, promotes the safe use of chemicals, provides information on chemicals and addresses chemicals of concern.

You will find more information on ECHA and the different Regulations on ECHA website at: <http://www.echa.europa.eu>

## 2. GENERAL REQUIREMENTS

Candidates for secondment must:

- Have current employment in the national, regional or local public sector or international civil service. Alternatively candidates may be employed in a non-profit or voluntary sector;
- Hold a university degree in a field relevant to the areas of work described in this call;
- Have at least three years of experience in scientific, technical or administrative fields, with advisory or supervisory responsibilities;
- Be a national of an EU or EFTA Member State or a candidate country as decided by the Council;
- Be able to communicate in written and spoken English as this is the working language of ECHA.

## 3. SECONDMENT

The secondment will be subject to an exchange of letters between the Executive Director of ECHA and the applicant's employer. The duration of the first secondment is a maximum of two years. This period may be renewed for a maximum of two additional years.

Seconded National Experts remain in the service of their employer throughout the period of their secondment. The sending organisation must continue remunerating the SNE, who will thus benefit from social security coverage. In certain cases ECHA may reimburse part of the remuneration costs of the SNE during the period of secondment to its employer. During their secondment, SNEs will receive subsistence allowances and reimbursement of expenses as set out in the "Rules on the secondment of national experts to the European Chemicals Agency" (Decision ED/13/2014).

The Rules can be found on ECHA website at: <http://echa.europa.eu/web/guest/about-us/jobs/seconded-national-experts>

## 4. PROFILES

### 4.1. SCIENTIFIC OFFICER – COMMITTEES SECRETARIAT; ref.: ECHA/SNE/001

#### JOB DESCRIPTION:

The Seconded National Expert will work in the Unit in charge of the Committees Secretariat. The Agency's four technical and scientific Committees (Member State Committee - MSC, Committee for Risk Assessment - RAC, Committee for Socio-Economic Analysis – SEAC, and Biocidal Products Committee - BPC) operate in an independent, efficient, transparent and consistent manner and deliver high quality scientific opinions or agreements. A seconded national expert will contribute to plan, prepare, organise and follow-up, in close collaboration with the Chair and reporting to the Head of Unit, the work of the Committee.

Specifically, the tasks will be:

- 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, take the necessary follow-up actions.
- 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 the Committees.
- Contribute to the quality control system for the management of the Committees and apply it, including risk analysis and review of deliverables and timetables.
- Contribute to the preparation of the annual work program of the Unit and its implementation.
- Contribute to the set up and update of the document management and IT platforms for the Committees (e.g. Documentum).
- 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 the Committees, 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 REACH, CLP and/or BPR legislations.

**4.2. LEGAL OFFICER; ref.: ECHA/SNE/002****JOB DESCRIPTION:**

The Seconded National Expert will work as a Legal Officer either in the Agency's Unit for Legal Affairs or in the Registry of the Board of Appeal. He/she will work primarily on issues concerning the REACH Regulation, the Biocidal Products Regulation and other relevant EU chemical legislation or on appeal proceedings. The main tasks of SNE will be:

- Providing legal advice on the REACH Regulation, the CLP Regulation, or the Biocidal Products Regulation and other related legislation as well as on applicable procedures, including appeals against the Agency decisions;
- or
- Contributing to the processing of appeals before the Board of Appeal and supporting other activities of the Registry of the Board of Appeal.

**REQUIREMENTS:**

Education: Successful completion of a full course of university studies attested by a degree in law where the total duration of the course is three (3) or more years. Admittance to the bar or postgraduate degree in EU law are considered as assets.

Experience:

- At least three (3) years of professional experience in the legal field related to legal advice, representation, analysis and drafting related preferably to REACH, CLP, biocidal products, or analogous regulatory systems (e.g. plant protection products, food additives, pharmaceuticals); or to regulatory appeal or judicial proceedings.

**4.3. SCIENTIFIC OFFICER – BIOCIDES; ref.: ECHA/SNE/003****JOB DESCRIPTION:**

The Seconded National Expert will work in the Unit in charge of biocides. The main tasks of SNE will be:

- Carrying out and contributing to scientific/technical tasks related to the process of biocides (biocide active substances or biocidal products) evaluation and the administrative and scientific aspects of the biocides evaluation process, including the support to the Biocidal Products Committee;

- Carrying out and contributing to scientific/technical tasks related to the development of tools for biocides evaluation processes;
- Contributing to scientific/technical activities related to other relevant biocides processes, such as technical equivalence assessment or active substance supplier application assessment;
- Contributing to the development and testing of relevant IT tools (e.g. R4BP, IUCLID, EUSES) supporting the biocides evaluation process;
- Performing other relevant scientific/technical duties as required (e.g. contribute to the preparation of guidance, organisation of workshops in relation to biocides evaluation).

**REQUIREMENTS:**

Education: Successful completion of a full course of university studies attested by a scientific degree in chemistry, engineering or (eco)toxicology where the normal duration of university education is three (3) or more years.

Experience:

- At least 3 (three) years of experience in biocides or chemicals risk assessment and/or management under the Biocidal Products legislation or other frameworks such as REACH and pesticides legislation. This can include experience in organising the work of scientific or technical bodies;
- Experience in contributing to or coordinating projects or activities in an EU or similarly multi-national contexts.

**4.4. ADMINISTRATOR/SCIENTIFIC OFFICER – REGISTRATION 2018 AND COMPANY SUPPORT (short term, 6-9 months); ref.: ECHA/SNE/004****JOB DESCRIPTION:**

The Seconded National Expert be hosted in the Unit for Dossier Submission and PIC but will work across the Directorate for Registration with a multi-expert team in support of the 2018 registration deadline. The SNE will support ECHA's preparations for REACH 2018, and is expected at the end of the secondment period (expected early-mid 2017) to be knowledgeable on the main topics of concern for companies (and in particular SMEs) starting to prepare their registrations for 2018; therefore better able to advise and support companies in the own Member State afterwards.

This will involve taking a strong role in the further development and maintenance of practical support and advice to companies under the 2018 Roadmap: from enabling companies to understand their obligations; co-operate and share data with co-registrants; to documenting the hazard and risk assessments in the registration dossier and working with our technical tools. This will also include the opportunity to participate in the further development of REACH-IT and IUCLID and updating of registration processes e.g. in relation to the One Substance-One registration principle, resolving disputes around Joint submission and verifying the content of registration dossiers.

In particular, the Seconded National Expert will gain first-hand experience in supporting companies across the EU, with the following main tasks:

- Contribute to the development of processes, procedures and criteria needed in the context of the changes in the registration process and further actions on registrations;
- Contribute to the implementation of the Registration 2018 Roadmap: reviewing the Agency's current support material for registrants and identifying needs and support (processes or information) for SMEs and unexperienced registrants;
- Contribute to the business testing and validation of REACH-IT and IUCLID, with a special focus on identifying areas where SMEs might need additional support for understanding the tool;
- Potential involvement in the processing of dossiers submitted under REACH, giving an insight into these processes;
- Providing direct support to companies in the area of registration.

**REQUIREMENTS:**

Education: Successful completion of a full course of university studies attested by a degree where the normal duration of university education is three (3) or more years.

Experience:

- Previous experience of supporting companies in satisfying regulatory requirements;
- Good knowledge of REACH and its implementation.

**4.5. SCIENTIFIC OFFICER – SUBSTANCE IDENTIFICATION AND DATA SHARING; ref.: ECHA/SNE/005****JOB DESCRIPTION:**

The Seconded National Expert will work in the Unit in charge of Substance Identification and Data Sharing. The main tasks of SNE will be:

- Assessing of Substance Identification (SID) information in the different types of dossiers submitted under the REACH, CLP and Biocidal Products regulations, in close cooperation across ECHA's directorates;
- Contribution to ECHA opinions and decisions in the field of SID;
- Communicating the result of SID assessments to ECHA colleagues and stakeholders;
- Contributing to activities related to data sharing, such as the provision of data and the assessment of data sharing dispute cases submitted to ECHA.

**REQUIREMENTS:**

Education: Successful completion of a full course of university studies attested by a scientific degree in a field related to one of the following disciplines: chemistry, bio-chemistry, material science or chemical engineering where the normal duration of university education is three (3) or more years.

Experience:

- At least three (3) years of professional experience in the areas of work listed in the Job Description above.

#### **4.6. SCIENTIFIC OFFICER – PROCESSING AND ANALYSIS OF DATA; ref.: ECHA/SNE/006**

##### **JOB DESCRIPTION:**

The Seconded National Expert will work within the Unit for Computational Assessment and Dissemination to support the operational activities of ECHA, in particular in the processing and analysis of submitted data, data mining and in the application of various searching and computational techniques. The main tasks of SNE will be:

- Performing technical and administrative activities in support of REACH, CLP and Biocides processes;
- Investigating the use of non-test methods and other alternatives in submitted dossiers;
- Promoting alternative methods by developing guidance and examples, as needed;
- Contributing to the work of the common screening group and in particular on the development of algorithms for substance prioritisation;
- Responding to internal and external requests by mining and analysing registration and external data;
- Providing support and feedback to the development of IT tools and related reporting and monitoring tools;
- Contributing to the drafting, testing and implementation of working instructions and processes;
- Supporting the preparation of tender specifications;
- Testing of computational tools and providing feedback to the developers.

##### **REQUIREMENTS:**

Education: Successful completion of a full course of university studies attested by a degree in chemistry, toxicology, ecology, information technology or in a related field where the normal duration of university education is three (3) or more years.

Experience:

- At least three (3) years of professional experience in processing data, data mining and analysis, and/or development and application of alternatives to testing, preferably in a regulatory environment.

#### **4.7. SCIENTIFIC OFFICER – CLASSIFICATION AND LABELLING; ref.: ECHA/SNE/007**

##### **JOB DESCRIPTION:**

The Classification and Prioritisation Unit manages all Agency tasks resulting from the CLP Regulation and in particular supports the opinion-making process for proposals for harmonising the classification and labelling of hazardous substances. Besides that it manages the C&L Inventory.

The Seconded National Expert will take part in one or several of the activities listed below:



- Analysing dossiers prepared by the Member States or industry proposing harmonised classification and labelling, preparing feedback to the Dossier Submitters and analyse comments received on these dossiers;
- In the role of a Scientific Dossier Manager (SDM), providing support to the Committee of Risk Assessment (RAC) in the harmonised classification process;
- Supporting the Chair of RAC in preparing meetings, including the preparation of meeting documents, briefing and contributing to minutes;
- Evaluating the outcome of studies on the toxicological and ecotoxicological properties of substances;
- Examining requests for use of alternative chemical names and preparing draft decisions;
- Analysing data from the Classification and Labelling inventory and the C&L platform;
- Participating in the development, updating and revision of the Agency's guidance documents.

**REQUIREMENTS:**

Education: Successful completion of a full course of university studies attested by a degree in a field relevant for the areas of work, specifically veterinary sciences, pharmacology, biology, biochemistry or other relevant studies in (eco)toxicology where the normal duration of university education is three (3) or more years.

Experience:

- At least three (3) years of professional experience in some of the areas of work listed in the Job Description above.

**4.8. SCIENTIFIC OFFICER – RISK MANAGEMENT; ref.: ECHA/SNE/008****JOB DESCRIPTION:**

The Seconded National Expert will work in various services of the Agency on activities regarding Risk Management. The main tasks of the SNE will be:

- Further development and implementing screening of REACH and CLP databases for regulatory purposes;
- Supporting the co-operation with Member State authorities and stakeholders (PBT and ED Expert groups, risk management expert (RiME) meetings) and co-ordination of the SVHC Roadmap implementation work;
- Preparing Annex XV dossiers proposing a restriction or identification of Substances of Very High Concern (SVHCs);
- Analysing information for priority-setting purposes and preparing recommendations for inclusion of SVHCs in Annex XIV (substances subject to authorisation) of REACH;
- Working as a team member in Applications for Authorisation or Restriction teams to assist the rapporteurs of RAC and SEAC in opinion formulation;

- Further development of the Exposure Scenario (ES)<sup>1</sup> concept and its use in Chemicals Safety Assessment (CSA) and in supply chain communication and further develop support for the use of ES in evaluation, authorisation and restriction processes;
- Contributing to the verification of the intermediate registration dossiers and to the development of practical guides and examples for registrants to support the compliance with the intermediate registration requirements;
- Further development of the Agency's work on risks resulting from exposure to substances in articles;
- Developing and implementing socio-economic analysis in an integrated manner when assessing the impacts of risk management measures;
- Contributing to and/or carrying out internal and external training activities, capacity building and awareness-raising in the area of risk management in relation to the CSA, evaluation, restrictions and authorisation processes.

**REQUIREMENTS:**

Education: Successful completion of a full course of university studies attested by a degree in chemistry, engineering, (eco)toxicology, economics or similar fields where the normal duration of university education is three (3) or more years.

Experience:

The candidate must have professional experience in some of the following areas:

- Implementation or enforcement of risk management aspects of chemicals legislation at national level;
- International co-operation in the field of chemicals risk management;
- Human health or environmental risk assessment for chemical substances;
- Health, environmental or socio-economic analysis/impact assessment of chemical or related risks;
- Development and implementation of product safety schemes in industry;
- Research and development of risk management systems or safer alternatives;
- Identification and assessment (i.e. human health, environmental, technical and economic) of alternative substances and techniques.

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<sup>1</sup> An exposure scenario is the set of conditions that describe how the substance is manufactured or used during its life-cycle and how the manufacturer or importer controls, or recommends downstream users to control, exposures of humans and the environment. These sets of conditions contain a description of the risk management measures and operational conditions.

**4.9. SCIENTIFIC OFFICER - SOCIO-ECONOMIC ANALYST; ref.: ECHA/SNE/009****JOB DESCRIPTION:**

The Seconded National Expert will work in various services of the Agency on activities regarding socio-economic analysis (SEA). The main tasks of the SNE will comprise of the following:

- Preparing the SEA and other relevant sections (analysis of alternatives and risk management measures) of a restriction proposals;
- Working as a team member for Restrictions or Applications for Authorisation to support the rapporteurs and possible co-rapporteurs of the Committees to ensure that their opinions are developed efficiently and underpinned by sound scientific argumentation, and in a consistent manner;
- Participating in further developing methodologies and approaches to analyse socio-economic impacts of regulating chemicals and integrating this into the practical work of the Agency;
- Contributing to the development or revision of the procedures and quality documents, for the authorisation and restriction processes under REACH, in particular with regard to the interface to SEAC;
- Contributing to organising the outsourcing/contracting of specific tasks to institutes/consultants;
- Providing analytical support on socio-economic issues to the ECHA Secretariat as well as to the rapporteurs and co-rapporteurs of the SEAC and, as required, of the RAC;
- Comparing experiences with the staff responsible for the impact assessment of restriction proposals in the European Commission and follow-up the relevant activities of other relevant Community and national legislation.

**REQUIREMENTS:**

Education: Successful completion of a full course of university studies attested by a degree in economics, business administration or similar fields where the normal duration of university education is three (3) or more years.

Experience: Apart from being fluent in English (in writing and speaking), the candidate has professional experience in some of the following areas:

- Development and application of methods relating to socio-economic analysis in the fields of environment and/or health risk;
- Regulatory impact assessment using socio-economic analysis (i.e. cost-benefit or cost-effectiveness analysis) either from an authority or a company perspective;
- Contribution to development of environmental or health risk management and/or related policies including regulatory and company level risk management.

#### **4.10. SCIENTIFIC OFFICER – SUBSTANCE AND DOSSIER EVALUATION; ref.: ECHA/SNE/010**

##### **JOB DESCRIPTION:**

The Seconded National Expert will work in one of the Units in Directorate Evaluation in charge of dossier and substance evaluation. The SNE will take part in one or several of the activities listed below:

- Carrying out scientific/technical tasks related to the annual updating of the Community Rolling Action Plan (CoRAP) of substances to be evaluated by Member States, including the screening of the registration database and prioritisation of substances based on hazard, exposure and regulatory criteria;
- Carrying out scientific/technical tasks to support the substance evaluation process, including the coordination and support of the evaluations performed by Member States and proposal of amendments to draft decisions requesting further information;
- Carrying out scientific/technical tasks related to the process of dossier evaluation, in particular the assessment of testing proposals and the compliance checks of REACH registration dossiers;
- Contributing to scientific/technical activities of related REACH and CLP processes, in particular regulatory risk management;
- Carrying out scientific/technical tasks related to the further optimisation of standard operation procedures and IT tools applied during the substance or dossier evaluation processes.

##### **REQUIREMENTS:**

Education: Successful completion of a full course of university studies attested by a scientific degree in chemistry, engineering or (eco)toxicology where the normal duration of university education is three (3) or more years.

Experience:

- At least three (3) years of professional experience in chemicals risk assessment and/or management

#### **4.11. PROJECT COORDINATOR FOR ACTIVITIES FOR EU CANDIDATE AND POTENTIAL CANDIDATE COUNTRIES; ref.: ECHA/SNE/011**

##### **JOB DESCRIPTION:**

The European Union's enlargement policy includes dedicated measures to foster collaboration of the EU candidate countries and potential candidates with EU agencies. The Commission supports this interaction via the Instrument for Pre-accession Assistance (IPA) to which ECHA contributes in the field of sound management of chemicals by providing capacity building on the EU chemicals legislation. The beneficiaries of ECHA's IPA activities are Albania, Bosnia and Herzegovina, the former Yugoslav Republic of Macedonia, Kosovo, Montenegro, Serbia and Turkey.

The Seconded National Expert will work on the following areas:

- Planning and putting into practice ECHA activities (e.g. workshops and study visits) for beneficiaries within the framework of the IPA-programme;
- Providing support to experts and participants taking part in these activities;
- Reporting on the progress of the ECHA IPA project to the European Commission;
- Providing support to the Agency's International Relations Officer.

**REQUIREMENTS:**

Education: Successful completion of a full course of university studies attested by a degree in a field relevant for the areas of work - e.g. business administration, international studies, natural sciences or chemical engineering – or other academic background combined with relevant experience of the EU Chemicals legislation, specifically REACH, CLP, BPR or PIC where the total duration of the course is three (3) or more years.

Experience:

At least three (3) years of professional experience in the following areas:

- Good understanding of project management (including financial follow up) and organisation of events;
- Understanding of how the EU chemicals legislation requires Member States to work with ECHA;
- Experience in communicating and coordinating activities with authorities in different countries; and
- Adequate understanding of ECHA's regulatory processes and knowledge of the beneficiary languages will be considered as assets.

**4.12. ADMINISTRATOR WITH EXPERIENCE IN GOVERNANCE; ref.: ECHA/SNE/012**

The European Chemicals Agency continues to maintain its strategic international relations in the period of 2016-2017, especially with EU/EEA-EFTA Member States. A Seconded National Expert is sought to contribute to putting into practice the Agency's relevant strategy. The Seconded National Expert will work in various services of the Agency, contributing to processes related to international relations and administration.

In particular, the Seconded National Expert will work on the following areas:

- Contributing to maintaining and developing the Agency's strategic relations with international partners, in particular EU/EEA-EFTA Member States;
- Liaising with international partners;
- Developing and delivering networking strategies and plans;
- Advising the Agency's senior management on EU institutional stakeholder relationship management;
- Supporting policy analysis and development.

**REQUIREMENTS:**

Education: Successful completion of an university degree in law, business administration, political science or similar studies with experience in work described under "Knowledge, skills and experience" below.

Knowledge, Skills and Experience:

- At least three (3) years of professional experience in international relations - especially with EU/EEA-EFTA Member States - policy development, good governance and effective or efficient public administration;
- Sound knowledge of the European Union's institutional and operative framework;
- Skills in networking with international partners, devising, analysing and drafting policies and a solution-based approach to problem;
- A good command of English is a prerequisite.

**4.13. ADMINISTRATOR WITH EXPERIENCE IN QUALITY MANAGEMENT SYSTEM AND BUSINESS IMPROVEMENT INITIATIVES; ref.: ECHA/SNE/013**

The European Chemicals Agency launched a business improvement programme containing elements of lean management in 2014 and this work continues. A Seconded National Expert is sought to assist the team of lean management and quality experts focussing on business improvements across various internal processes and enhancing the Agency's quality management system and related policies.

The Seconded National Expert will work on the following areas:

- Analysing key Agency processes and working with stakeholders to re-engineer selected processes according to lean principles;
- Supporting analysis and lean transformation of the Agency's integrated management system;
- Supporting continual improvement through audits and analysis (e.g. audit findings, non-conformities and other improvement initiatives).

**REQUIREMENTS:**

Education: Successful completion of a university degree in (applied) sciences, business administration, law or similar studies with experience in work described under "Knowledge, skills and experience" below.

Knowledge, Skills and Experience:

- At least three (3) years of professional experience in developing quality management systems (e.g. ISO9001), including business improvement initiatives and internal audits;
- Experience in introducing lean management principles;
- Good project management skills and drive towards creating an efficient public administration;
- Sound knowledge of the European Union's institutional and operative framework;
- Good analytical skills and a solution-based and pragmatic approach to problem solving;
- Good command of English.

## 5. HOW TO APPLY

### In order to be considered, applications must:

- Be submitted online through the **Application Form:**  
<https://comments.echa.europa.eu/comments/cms/ECHA-SNE-2016-001.aspx>

- Include the following documents:

**- CV in European Format:**

[http://echa.europa.eu/documents/10162/17100/europass\\_cv\\_en.doc](http://echa.europa.eu/documents/10162/17100/europass_cv_en.doc)

**- Employer Statement:**

[http://echa.europa.eu/documents/10162/17100/sne\\_employer\\_statement\\_en.pdf](http://echa.europa.eu/documents/10162/17100/sne_employer_statement_en.pdf)

**- Letter of Motivation**

Candidates are requested to submit one application per profile. Candidates applying for several profiles should submit a separate application for each profile. Applications for each profile will be considered and assessed separately.

### To apply online, follow the instructions below:

- Identify the profile which is most suitable for you, make sure you comply with the requirements for the profile
- Click on the **"Application Form" above**, choose relevant profile from the drop – out list and use the "Browse button" to upload the following documents:
  - 1. European Format CV** (saved under the title "Your Family Name \_ Your First Name", either as .doc or as .PDF file. You should indicate in the CV the reference number and the title of the profile.
  - 2. Employer statement**
  - 3. Letter of motivation**
- Press the button **"Submit to ECHA"** at the bottom of the page to finalize your application.

After successfully submitting your application, a confirmation message will appear on your screen and you will receive an automatically generated email as an acknowledgement of receipt, sent to the email address that you provided in the form.

Please contact us at [jobs@echa.europa.eu](mailto:jobs@echa.europa.eu) if you are not able to successfully submit your application.

**NB: Applications that are incomplete or do not fulfil the criteria set out above will not be taken into account.**

## 6. ASSESSMENT OF APPLICATIONS

Applicants will be assessed on the basis of their academic and professional qualifications and their relevance to the job.

Short-listed candidates will be required to undergo a telephone and/or face-to-face interview.

Human Resources will contact the successful candidates and their employers to initiate an exchange of letters between the Agency and the employers.

## 7. 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 Rules on the secondment of national experts to the European Chemicals Agency (Executive Director Decision 13/2014).

The European Chemicals Agency will ensure on its part that applicants' personal data is processed as required by *Regulation (EC) No 45/2001 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*. Only ECHA staff directly involved in the selection procedure in question shall have access to this data.

For non-recruited candidates the personal data will be stored for a maximum period of two years. Documents related to recruited candidates are kept in the SNE's personal file, which are kept until 10 years after the SNE has terminated the secondment 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.