

Vacancy Notice

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/2016/003	Conference and Events Management Team Leader	AD 8	3

The closing date and time for submission of applications for this call is 5 September at noon 12.00 Helsinki time (11.00 Central European Time).

1. The job

The Conference and Events Management Team Leader will work in the Corporate Services Unit within the Directorate of Resources.

Reporting to the Head of Unit Corporate Services, he/she will act as a Team Leader of the Conference and Events Management team of the Unit. In this role, the Conference and Events Management Team Leader will have team supervisory responsibilities and will assist the Head of Unit in achieving the Unit objectives within the context of ECHA's overall mission.

He/she will be responsible in ensuring the well-functioning and safe operation of the Agency's conference and meeting facilities and specifically for the following work areas:

Audio-Visual Management:

He/she will be responsible for the management at high-quality audio-visual support and services to meetings of the committees, the Management Board and other meetings or events organised in ECHA. In particular, he/she will be responsible for the following tasks:

- Ensuring the efficient and effective management of adequate virtual conferencing services provided for ECHA's meetings and other events;
- Identifying and proposing improvements or upgrades to virtual conferencing services or equipment, implementing these when required;

- Monitoring virtual conferencing contract management and invoicing-related matters;
- Ensuring the training of users for virtual conferencing services;
- Developing further the audio-visual network and control logic system installed in the ECHA Conference Centres, as well as web-based remote control systems;
- Ensuring documentation of processes through procedures and working instructions.

Travel and Meetings Management:

- Ensuring efficient and effective management of ECHA's travel and meetings operations;
- Preparing, implementing and updating travel and meeting-related procedures for ECHA staff and meeting participants;
- Coordinating and maintaining meeting profiles;
- Developing training for staff on travel and meeting-related procedures;
- Ensuring timely and accurate information to staff and meeting participants on travel and reimbursement matters;
- Monitoring end-user compliance with established travel and meeting-related policies and procedures;
- Liaising closely with the operational units on the efficient management of travel and meeting-related issues;
- Preparing reports for planning and monitoring purposes;
- Analysing expenditure, in particular, relating to hotel and travel expenses;
- Managing travel and meeting-related contracts;
- Ensure smooth communications and liaison with the Agency staff related to matters under the responsibility of his/her team;
- Driving continuous service improvement, identifying and implementing best practices related to travel and meetings;
- Facilitating the conditions necessary for the promotion of excellent customer service provision;
- Performing other related duties.

General responsibilities:

- Plan and organise the work of the team in an efficient and effective manner, and ensure sound communication and collaboration practices in the team and Unit;
- Supervise the team by allocating tasks and targets, managing performance, identifying potential for career development, identifying learning and development needs, providing appropriate learning activities and support and fostering career development;
- Ensure close liaison with Committees Secretariat to ensure efficient and effective management delivery of services;
- Advise middle and senior management on matters related to his/her area of responsibility;
- Coordinate the drafting of quality management documents for the processes under the responsibility of his/her team;

- Manage the financial, budgetary and procurement matters (including contracts) under the responsibility of his/her team;
- Contribute actively to the effective management of the Corporate Service Unit;
- Ensure the promotion of an effective and positive working environment for staff in the Corporate Services Unit.

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.

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.

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 relevant professional experience⁶.

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 nine (9) years acquired after achieving the minimum requirements stated out in 2.2 a) and b). At least, six (6) years of your total professional experience must be relevant professional experience⁷ in the fields listed in the section 1.

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: the range of fields covered; the length, type and level of work done and its relevance to the areas of work listed in section 1.

The following will be considered as assets:

- Experience of people management;
- Experience in process management, including optimising efficiencies in processes;
- Experience in managing internal and external clients and/or stakeholders;
- Experience of working abroad and/or in an international/multicultural environment.

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 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 experience should be described in the ECHA CV.

The academic and professional qualifications, professional experience and knowledge and experience considered as an asset must be described as precisely as possible in the ECHA CV⁸.

4. Interview and written test

If selected for interview, 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;
- Understanding of the role and aims of ECHA in relation to the REACH, CLP and Biocides legislations;
- Organisational, negotiation, problem solving and conflict resolution skills;
- Ability to work effectively in a multidisciplinary team in a multicultural and multilingual environment;
- Ability to work effectively in an environment with tight deadlines;
- Ability to deliver results and meeting customer expectations;
- Adapting and responding to change⁹;
- Team leader capacity and/or experience;
- Ability to communicate clearly at all organisational levels in 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.

⁸ http://echa.europa.eu/doc/opportunities/jobs/echa_cv.doc.

⁹ You can read more about the general competencies in place in ECHA through the following link: http://echa.europa.eu/documents/10162/13602/echa_staff_competencies_en.pdf

6. Applications

Before applying, you should carefully read the Guide of Applicants¹⁰ 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.

All interested candidates are invited to apply by filling in the following two documents:

- **ECHA CV¹¹:** This document is available in two different formats: .doc format (http://echa.europa.eu/documents/10162/17100/echa_cv_en.doc) and .pdf format (http://echa.europa.eu/documents/10162/13602/echa_cv_en.pdf);
- **Application form¹²:** https://comments.echa.europa.eu/comments_cms/ApplicationForm.aspx?Code=ECHATA2016003

7. Other information

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)¹³ or, subject to the establishment plan availabilities, Article 10¹² 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	3 years

¹⁰ http://echa.europa.eu/documents/10162/13602/general_guide_for_applicants_en.pdf

¹¹ The ECHA CV must be attached to the Application form. Failure to submit the ECHA CV will lead to exclusion from the procedure.

¹² Applications that are sent after the closing date for submission, are incomplete or do not fulfil the criteria set out above will be excluded from the selection.

¹³ 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_to_temporary_agents_en.pdf

AST3	6 years
AST4	9 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 of any actual or potential conflict of interest. Applicants must confirm their willingness to do so in their application.

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>

8. Protection of personal data

The European Chemicals Agency will ensure, on its part, that your personal data is processed as required by Regulation (EC) No 45/2001¹⁴ on the protection of personal data.

For more information on the protection of personal data, please consult the Guide for Applicants¹⁵.

¹⁴ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2001:008:0001:0022:EN:PDF>

¹⁵ http://echa.europa.eu/documents/10162/13602/general_guide_for_applicants_en.pdf