

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/2021/003	Chair of the Member State Committee	AD 10	3

The closing date and time for submission of applications for this call is 12 April 2021 at noon 12.00 Helsinki time (11.00 Central European Time).

1. The job

The European Chemicals Agency (ECHA) is organising the current call for expressions of interest to constitute a reserve list for the post of the Chair of the Member State Committee (MSC).

The person we are looking for understands the business of the Agency, has broad experience relevant to chemicals management, involving the use of scientific knowledge in a policy context. S/he communicates clearly, is open to different points of views and a good networker and engages the Committee members in the discussions and leads them towards effective decision making.

The post of the MSC Chair is located in the ECHA Directorate of Hazard Assessment. The MSC participates in several REACH processes such as evaluation and authorisation and plays a vital role in ensuring an efficient decision-making system. The Committee is responsible for resolving diverging opinions among Member States in relation to requesting additional substance-specific hazard information from registrants (dossier or substance evaluation), and on proposals for the identification of Substances of Very High Concern (SVHCs) to be subjected to the authorisation procedure. It also provides opinions on ECHA's draft recommendation for the authorisation list (Annex XIV) and draft Community Rolling Action Plan (CoRAP) for the substance evaluation process.

Reporting to the Director of Hazard Assessment, the Chair is responsible for organising the work of MSC and its Working Groups. In consultation with the relevant Heads of Unit s/he will be responsible for coordinating the activities related to MSC within the framework of the overall planning of the Agency.

In particular, she/he will be responsible for the following tasks:

- Lead the MSC as an integrated body of the Agency, ensuring the adoption of high-quality regulatory evaluation decisions and scientific opinions in line with the Agency's regulatory strategy and multiannual work programme.
- Ensure the effective and timely planning, preparation, organisation and follow-up of the work of the Committee and its meetings.
- Chair the plenary and other meetings of the Committee.
- Ensure that legal deadlines are met.
- Contribute to the creation and update of a quality control system for the functioning of the Committees and ensure its application for the Committee.
- Ensure that MSC is aware and follows the Agency's policy and rules regarding transparency and openness, stakeholder participation, management of potential conflicts of interest and information security.
- Ensure appropriate level of cooperation between MSC and relevant ECHA units.
- Liaise with the Commission on the adequacy of the MSC opinions in addressing their needs.
- Ensure consistency of opinions within the Committee and between the other relevant Committees, including those run by other EU bodies.
- Contribute to the continuous development of guidance and tools/methodologies relevant for the implementation of REACH in general and the work of ECHA and MSC in particular.
- Contribute to the preparation of the annual and multi-annual work programmes of the Agency and relevant Units and to their implementation.
- Follow-up relevant activities of other relevant legislation.
- Support ECHA's communication activities related to REACH, in particular when addressing media requests or preparing communications related to the Committee.
- Represent ECHA in scientific and other international conferences and other fora.

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 appropriate professional experience.

Only qualifications issued by EU Member State authorities or EEA authorities and qualifications recognised as equivalent by the relevant EU or EEA Member State authorities will be accepted.

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.

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.

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 a) and b).

At least five (5) years of your total professional experience must be relevant⁷ in the fields listed in 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 the next stage of the selection process.

- 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 relevance⁶ to the areas of work listed in section 1.

The following will be considered as assets:

- Experience in participating in and leading scientific/regulatory committees at EU or international level;
- Demonstrated knowledge and any publications in the fields relevant to the tasks of MSC, in particular relating to physicochemistry, toxicology, ecotoxicology, environmental fate and behaviour of substances, and hazard/impact assessment of substances on health and environment;
- Experience in cooperation and negotiations with international organisations and countries on the regulatory risk management of chemical substances or analogous regulatory systems;
- Work experience gained in a similar multicultural environment. Preference will be given to work experience abroad.

⁶ Only relevant 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 part-time 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 as detailed as possible in your application.

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

Candidates may be invited for a written test and interview(s) with ECHA's selection committee. Further selected candidates will undergo reference checks and will also be invited for an assessment centre and aptitude and competence test by personnel selection consultants serving in an advisory capacity to the selection committee.

During the different assessment stages, you will be assessed on the basis of the following criteria and competencies⁸:

- Knowledge and understanding in your areas of experience that are most relevant to the tasks set out in section 1;
- Knowledge of assessing the impact of substances on health and environment in relation to regulating chemicals or similar regulatory fields, and familiarity with the REACH Regulation and relevant guidance documents, including knowledge in the fields of expertise listed in section 1;
- Aptitude to lead and coordinate the work of a scientific/technical committee dealing with complex issues, including aptitude for negotiation and consensus building;
- Demonstrated ability to communicate clearly and concisely both orally and in writing;
- Excellent command of spoken and written English.

Your ability to communicate in spoken/written English, and the knowledge, skills and competencies related to the job will be assessed throughout the written tests and interviews.

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.

Interviews, written tests and assessment centre participation may be organised **remotely**.

⁸ You can read more about the general competencies in place at ECHA through the following link:
https://echa.europa.eu/documents/10162/13602/echa_staff_competencies_en.pdf

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, with the possibility of extension.

Inclusion on the reserve lists does not imply any entitlement of employment in the Agency.

At ECHA, we believe in continuous learning and flexible work assignments to ensure the best use of our human resources and to maintain a high level of staff motivation and expertise. Hence, your career at ECHA, once recruited, may lead you to another role within ECHA in the future.

6. Equal opportunities

ECHA is an equal opportunity organisation which welcomes applications from qualified professionals all over European Union and European Economic Area. We are committed to achieving diversity, as the diversity of ECHA's staff is essential to the Agency's success. We, therefore, encourage qualified women and members of other under-represented groups (i.e. nationals of Croatia and Luxembourg) with profiles relevant to the job to submit their application. Irrespective of their gender or nationality, applicants who are judged to be the most suitable, based on the assessment in the selection process, will be placed on the reserve list.

7. 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.

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.

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

¹⁰ Implementing rules on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS:
https://echa.europa.eu/documents/10162/17100/MB_DECISION_03_2018_4_MB49_FINAL.pdf/7087cc5b-2dee-aade-0de0-bcdb47aa605d

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 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 € 9.117,48 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 dependent 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:
https://echa.europa.eu/documents/10162/17100/MB_DECISION_03_2018_4_MB49_FINAL.pdf/7087cc5b-2dee-aade-0de0-bcdb47aa605d
- 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 (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>