



## European Centre for Disease Prevention and Control

### Call for expression of interest for Seconded National Experts (ECDC/2016/SNE)

Applications are invited for the secondment at the European Centre for Disease Prevention and Control (ECDC). The aim of secondment is to enhance and develop the relationship between ECDC and national institutions throughout Member States of the European Union.

The Centre is located in Stockholm, Sweden. The legal base for the Centre is Regulation (EC) No 851/2004 of the European Parliament and of the Council of 21 April 2004 establishing a European Centre for Disease Prevention and Control<sup>1</sup>.

### General description of the tasks and role of the ECDC

The mission of the Centre is to identify, assess and communicate current and emerging threats to human health from communicable diseases. Within this broad mission statement, the main technical tasks of the Centre fall into the following four categories:

- a. Scientific opinions, bringing together technical expertise in specific fields through its various EU-wide networks and via ad hoc scientific panels;
- b. Technical assistance and communication about its activities and results, and disseminating information tailored to meet the needs of its different audiences;
- c. Epidemiological surveillance and networking of laboratories, i.e. the development of epidemiological surveillance at European level and the maintenance of networks of reference laboratories;
- d. Early Warning and Response, based on 'round the clock' availability of specialists in communicable diseases.

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<sup>1</sup> Official Journal No. L 142 of 30 April 2004, page 1

See also the Centre home page at <http://www.ecdc.europa.eu/en/Pages/home.aspx>

The work in the Centre is characterised by a high level of professionalism and efficiency. We believe each and every staff member's contribution is important in making the Centre a good place to work with a strong team spirit. We can offer an opportunity of being an important part of a dynamically developing European Agency.

The Centre is organised in the Director's Office and five units: the Office of the Chief Scientist, the Surveillance and Response Support Unit, the Public Health Capacity and Communication Unit, the Resource Management and Coordination Unit and the Information and Communication Technologies Unit. **ECDC strives to be a quality-driven, service-minded organisation that acts as one team.** We expect all staff to live these values.

## Description of the Units

### Director's Office

The work in the Director's office is carried out in three sections:

**International Relations:** Facilitates and coordinates ECDC activities with an international dimension, in collaboration with the European Commission and in line with EU and ECDC policies and guidance. Thereby, the section works to guarantee a corporate approach towards ECDC activities that involve countries beyond EU borders.

**Corporate Governance:** Ensures smooth provision and delivery of top-notch substantive, logistical and administrative support for high-level meetings of the Management Board (MB), the Advisory Forum (AF), the Competent Bodies (CB). Develops the ECDC Customer Relation Management System (CRM) to provide ECDC staff and external sources with easy access to high quality information regarding stakeholders, activities and processes. Applies the System to facilitate smooth, transparent and efficient interactions between ECDC and Member States.

**Corporate Affairs:** Manages the Director's agenda, forward planning and missions, official visits and correspondence, protocol and secretarial needs of the Director. In addition, ensures smooth provision and delivery of excellent functional, logistical and administrative support for the Senior Management Team (SMT).

Furthermore the Director has policy experts with different portfolios who report directly to him. Moreover, the Data Protection Officer and Accountant report directly to the Director in those specific functions.

### Office of the Chief Scientist

With high-level expertise in the main specific disease areas as well as in some important generic determinants of infectious diseases, the Office of the Chief Scientist drives the scientific agenda of the ECDC, and oversees the quality of the scientific output of the Centre. The Office works in three sections:

**Disease Programmes:** Comprises the Heads of the seven Disease Programmes: antibiotic resistance and healthcare-associated infections; emerging and vector borne diseases; food- and waterborne diseases; HIV, sexually transmitted infections and hepatitis; influenza and other respiratory viruses; tuberculosis; and vaccine-preventable diseases. Leading the specific activities and projects linked to individual diseases or disease areas.

**Scientific Advice Coordination:** Develops, maintains, and improves the quality, consistency and transparency of the Centre's scientific advice procedures and outputs; fosters information exchange between ECDC and European public health scientists/stakeholders on questions related to the scientific advice processes and research coordination; and develop and promote evidence-based methods and tools for public health.

**Microbiology Coordination:** Strives to strengthen the capacity and capability of the EU public health microbiology system to provide timely and reliable information for infectious disease prevention and control at Member State and EU levels.

Additionally, responsibilities and resources for developing and maintaining an in-house programme to ascertain a high level of public health knowledge among the staff are based in this Office. The Office builds its activities on close cooperation with the other Units, and not least on extensive networks with other scientific institutions and experts in the EU and globally.

## Surveillance and Response Support Unit

With broad technical expertise in surveillance and response, the Surveillance and Response Support Unit aims at ensuring timely detection of communicable disease threats, their assessment and providing support for enabling Member States to mitigate them. The Unit works in four sections:

**Surveillance:** Contributes to reducing the incidence and prevalence of communicable diseases in Europe by analysing relevant public health data, and following valid data interpretation, make this information available to decision makers and health professionals in Member States, other public health agencies and key stakeholders, to ensure informed decision making for actions targeted at the timely prevention and control of communicable diseases in Europe.

**Epidemic Intelligence and Response:** Supports health preparedness at EU level, in front of major risks in the area of infectious diseases and according the principles states on the Decision of the European Parliament and of the European Council on serious cross-border threats to health.

Coordinates the response support functions in ECDC in order to provide timely support to Member States and the European Commission regarding requests for risk assessments, threat investigations, and provision of experts in the field when requested.

Ensures early detection of emerging threats to the EU, their analysis, and the feedback to Member States and stakeholders through daily, weekly and annual threat reports. Maintains the Emergency Operation Centre (including ICT and communication capacity), plans (Public Health Event plan) and procedures (24/7 duties) to ensure optimal support to management of public health emergencies.

**Scientific Assessment:** Delivers high quality scientific outputs and keeps high the ECDC presence in the European scientific community, with a particular focus on evidence-based prevention. Strategies, methodologies and priority areas will be defined according to the ECDC strategy for scientific advice production.

**Epidemiological Methods:** Ensures efficient and harmonised use of the epidemiological and microbiological data collected by ECDC in order for health professionals at EU, national and local level to draw reliable and valid conclusions for guiding appropriate infectious disease prevention and control interventions.

All activities are carried out in close cooperation with other Units of ECDC as well as with external partners across Europe and globally.

## Public Health Capacity and Communication Unit

With broad public health and communication expertise, the work of the Public Health Capacity and Communication Unit aims at strengthening European capacities, knowledge and cooperation in communicable diseases prevention and control, in a way that is complementary to the other activities of the Centre. The work to achieve these aims is carried out in three sections:

**Public Health Training:** Strengthens public health capacities in Europe through coordinating the EPIET and EUPHEM programmes, providing short courses and programmes for training the trainers and continuous education of experts. Strengthens training networks and progressively implementing innovative methods and tools for teaching.

**Country Preparedness Support:** Coordinates ECDC activities related to efficient planning and evaluation of emergency preparedness and other systems for communicable disease control in and between Member States, mainly by offering assessment methodologies and tools, developing scientific guidance and facilitating the exchange of experiences and best practices.

**Communication Support:** Efficiently communicates ECDC scientific and technical knowledge to promote public health. Raises awareness of the impact of communicable diseases and the importance of their prevention and control. Supports the European Commission and the Member States in the area of risk and crisis communication in the context of the Decision 1082/2013/EU on Serious Cross-border Threats to Health.

## Resource Management and Coordination Unit

The Resource Management and Coordination Unit aims at top quality management of ECDC's human and financial resources. In its coordinating function it develops the implementation of quality management and a transparent internal communication. The Eurosurveillance Editorial Office is responsible for the independent scientific journal Eurosurveillance. The Unit's work is carried out by five sections in the area of Resource Management, two sections in the overall coordination function, the Eurosurveillance Editorial Office, and Internal Control Coordinator.

**Human Resources:** Promotes a supportive work environment that attracts, develops and motivates a multicultural and highly professional work force by providing high quality services based on competent advice and communication with the ECDC's staff and management.

**Finance and Accounting:** Ensures that the financial resources of the Centre are managed efficiently and reported in a clear and comprehensive manner. Provides financial initiation and verification of commitments and payments. Executes all payments of the Centre. Provides the annual accounts of the Centre which present a true and fair view of the financial position of the Centre. Ensures the preparation of draft and amending budgets and its publications. Provides budgetary reporting on the general implementation of the budget and its transfers. Finance provides financial advice and support to all Units in the Centre regarding budgetary commitments and budget monitoring.

**Legal Services:** Provides legal advice to the Centre and all Units in legal matters related to the operational as well as administrative field of the Centre's activities.

**Procurement:** Being the central reference entity for procurement and grant activities, the section is providing clear operational support to all Units and assisting all internal customers in accomplishing their operational goals in a timely manner. The section helps maintaining compliance with the procedures and monitors the Centre's contracting for goods and services.

**Corporate Services:** Develops and maintains the premises of the Centre to meet the requirements of the organisation, provides logistics services for the operational activities and to staff, maintains the physical inventory and ensuring security. Organises travel and hotel arrangements and provides budget verification, monitoring and processing of reimbursement claims for staff, interviewees and experts invited to ECDC with a high level of service attitude and ensures an economically prudent use of ECDC's travel budget.

**Quality Management:** Implements a quality management system encompassing all areas of work in the Centre, and ensures coordination of the Work Programme by providing the technical tools to all Units to plan and monitor the implementation of their activities more efficiently.

**Internal Communication and Knowledge Services:** Aims at a coherent and transparent stream of information and quick access to relevant information for all staff. Facilitates the free flow of knowledge and information across the Centre to enable ECDC to act as one team and supporting through networking a broad sharing of knowledge services.

**Internal Control Coordinator:** Provides advice, coordination and expertise in Internal Control activities, including risk management, the Internal Control Standards, the Internal Procedures and the Director's Declaration of Assurance. Coordinates relations with the Audit Committee and the Internal Audit Service, including coordination of the follow-up on all audit recommendations.

**Eurosurveillance Editorial Office:** Responsible for the independent scientific journal on surveillance, prevention and control of infectious diseases published by ECDC. Provides a platform for exchange of scientific disease information among experts in Europe and worldwide, free of charge for readers and authors.

## Information and Communication Technologies

With high-level expertise in information and communication technologies, the ICT Unit delivers advice and studies, software products, development expertise, front-end services, application hosting and enterprise infrastructure services in support to ECDCs' core missions and administration. The Unit advises and supports the Centre notably in regards to the overall governance of IT-Assets and to the definition of IT-strategies, frameworks, policies, methodologies and best practices. The Unit's work is carried out in four sections:

**ICT-Quality:** Responsible for ICT quality management including drafting of IT quality plan, IT quality policies and methodologies, overall coordination, planning and monitoring of the Unit resources, overview of IT-Assets, coordination of IT-Security, and support to ICT-Internal communication within ECDC.

**Business Solutions:** Responsible for delivering strategic and secretarial support to the Information System Strategic Committee and to IT-Portfolio Steering Committees, managing business requirements, conducting studies and projects and maintaining IT-products for all Units.

**Development:** Provides solution architecture design, development and maintenance of ECDC core-business products as well as products supporting ECDC administration, database modelling, business intelligence architecture, and user-interface development.

**Infrastructure:** Providing front-end services, application hosting and enterprise infrastructure services, the section aims to build maintainable, compatible and sustainable services, which are scalable according to operational need. The section networks on infrastructure issues with other EU bodies and partners across Europe.

## **The Centre is especially looking for candidates in the following areas (but not exclusively in these areas or units):**

### **in the Surveillance and Response Support Unit:**

- Surveillance
- Epidemic intelligence and response
- Scientific assessment
- Epidemiological methods
- Microbiology

### **in the Public Health Capacity and Communication Unit:**

- Public health training including didactics and pedagogics
- Public health preparedness
- Risk and crisis communication
- Social sciences and behavioural change
- Health system analysis
- Health economics

### **in the Resource Management and Coordination Unit:**

- Organisational Performance management and Business intelligence
- Corporate strategy development and business transformation
- Quality management, efficiency and effectiveness improvement
- Organisation and people development

### **in the Information and Communication Technologies Unit:**

- Project management
- Business analysis
- Architecture
- Software development
- Testing
- System administration.

## Qualifications and experiences required

In order to qualify for secondment at ECDC, candidates need to meet the following criteria:

- Current employment in the national, regional or local public sector or international civil service (alternatively candidates may be employed in non-profit or voluntary sector) for at least 12 months before the start of secondment and guarantee to remain in the service of the current employer throughout the period of secondment;
- Thorough knowledge of one of the Community languages and a very good command of English, which is the working language in the Centre;
- Preferably nationality of one of the EU Member States or the EEA/EFTA Member States or an accession country; exceptionally candidates with another nationality can be considered for secondment;
- At least three years' experience of scientific, technical, administrative, legal, advisory or supervisory functions.

## General conditions of secondment

During the period of the secondment, the national expert remains in employment by the respective national institution and is paid by the employer including the continuation of social security and pension rights coverage. Therefore, before application is considered, the employer needs to be in full support of possible arrangement with ECDC for a secondment.

The initial duration of secondment is from six months up to two years (to be agreed between the current employer and ECDC). The secondment is renewable once or more but the total duration of secondment cannot exceed four years. Please note that secondment does not lead to subsequent employment at the ECDC.

For any further information, please refer to the Rules applicable to National Experts on the secondment to ECDC, which are available at the following link:

<http://www.ecdc.europa.eu/en/aboutus/jobs/Pages/seconded-national-expert.aspx>

The place of employment will be Stockholm, where the Centre has its activities.

## Declaration of commitment to serve the public interest independently

The seconded national expert will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to the interests that might be considered prejudicial to his/her independence. The seconded national expert may be asked to divest himself of any interests deemed by ECDC to pose a potential conflict of interest.

## Equal opportunities

ECDC applies equal opportunities and accepts applications without distinction on the grounds of age, race political, philosophical or religious conviction, sex or sexual orientation and regardless of disabilities, marital status or family situation.

## Application procedure

For application to be valid, you must submit all of the following documents by e-mail:

- A detailed Curriculum Vitae in **European format** (available on <http://europass.cedefop.europa.eu>);
- A letter of motivation indicating areas of interest and possible time frame of secondment;
- A supporting letter from the employer confirming the wish to second the candidate and the employment of the candidate for the last 12 months and during the whole period of secondment at ECDC.

Applications preferably in the working language of the Centre, which is English, should be sent by e-mail in Word or PDF format to [Secondment@ecdc.europa.eu](mailto:Secondment@ecdc.europa.eu). The application will be rejected if the dossier is incomplete.

The closing date for the submission of applications is ~~15 April 2016, at 24:00 CET.~~

**Extended deadline: 2 May 2016, at 24:00 CET.**

## Protection of personal data

Please note that the personal information ECDC requests from applicants will be processed in line with Regulation (EC) N° 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 your personal data is to support the selection procedures at ECDC. This processing may involve distribution of this data to other Community institutions. For further information or exercise of your rights (such as the right to access or the right to correct my data), contact can be taken with the Human Resources section.