



Vacancy: Scientific Editor Eurosurveillance

Unit: Resource Management and Coordination

Reference: (ECDC/AST/2016/RMC-SEE)

Applications are invited for the above Temporary Agent post at the European Centre for Disease Prevention and Control (ECDC).

Job description

The jobholder will report to the Editor-in-chief of Eurosurveillance.

He/She will in particular contribute to the following:

- Contribute to all day-to-day editorial tasks in the Editorial Office of Eurosurveillance;
- Edit submitted articles and work closely with authors and peer-reviewers to facilitate (rapid) publication of high-quality articles;
- Support the Editor-in-Chief in the evaluation and processing of suitable manuscripts;
- Support the Editor-in-Chief in developing the content and promotion of the journal;
- Occasionally write short articles on timely topics;
- Liaise with the national editorial advisers and associate editors;
- Represent the journal at relevant meetings and conferences;
- Develop close working relations with relevant national and international bodies (inside and outside the EU);
- Any other tasks as assigned by the Line Manager;

Qualifications and experiences required

A. Formal requirements

In order to be an eligible candidate you need to fulfil a set of formal requirements. These requirements are:

- A level of post-secondary education of at least three years attested by a diploma¹ and at least 6 years of professional experience² after that diploma; or a level of secondary

¹ Only diplomas and certificates that have been awarded in EU member states or that are the subject of equivalence certificates issued by authorities in the said Member States shall be taken into consideration

education attested by a diploma giving access to post-secondary education and at least 9 years of professional experience after that diploma

- Thorough knowledge of one of the languages of the Communities and a satisfactory knowledge of another language of the Communities to the extent necessary for the performance of his/her duties³;
- Nationality of one of the EU Member States or of Norway, Iceland or Liechtenstein;
- To be entitled to his or her full rights as a citizen⁴;
- To have fulfilled any obligations imposed by the applicable laws on military service;
- Meet the character requirements for the duties involved; and
- Be physically fit to perform the duties linked to the post.

B. Selection criteria

To qualify for this post we have identified *essential criteria* in regard of *professional experience* and *personal characteristics/interpersonal skills*. These are:

Professional skills and experiences:

- At least 3 years, (following the award of the diploma), of professional experience acquired in positions relevant to the job description;
- Excellent level of English, both written and spoken;
- Excellent experience and ability in editing and proof reading scientific/medical texts in English;
- Familiarity and experience in working with style guides;
- Excellent experience and ability in writing scientific/medical texts in English.

Personal characteristics/interpersonal skills:

- Excellent communication skills;
- Very good organisational skills, ability to prioritise and work under pressure;
- Very good critical appraisal skills;
- Ability to work collaboratively and build strong working relationships as well as service minded;
- Flexibility and problem-solving attitude;
- Attention to detail and quality driven.

We have also identified experiences and skills that are *advantageous* for this post. These are:

² Compulsory military service is always taken into consideration

³ In addition, in order to be eligible for a promotion through an annual promotion exercise the staff members have to have a working knowledge of a third EU language, as described in the applicable Staff Regulations and Implementing Rules.

⁴ Prior to the appointment, the successful candidate will be asked to provide a certificate from the police file to the effect of non-existing criminal record.

- Understanding of the concepts of communicable disease epidemiology, prevention and control or related medical or scientific disciplines;
- Work experience with peer-reviewed biomedical journals or scientific publishers;
- Skills and experience in desktop publishing and layout;
- Experience of working in an international working environment.

Depending on the number of applications received, the selection committee may apply stricter requirements within the aforementioned selection criteria.

Appointment and conditions of employment

The jobholder will be appointed on the basis of a shortlist proposed by the Selection Committee to the Director. This vacancy notice is the basis for the establishment of the Selection Committee's proposal. Candidates may be requested to undergo written tests. Candidates should note that the proposal may be made public and that inclusion in the shortlist does not guarantee recruitment. The shortlist of candidates will be established following an open selection process.

The successful candidate will be recruited as a Temporary Agent, pursuant to article 2f) of the Conditions of Employment of Other Servants of the European Communities, for a period of five years which may be renewed. The appointment will be in grade **AST 4**.

Applicants should note the requirement under the EU staff regulations for all new staff to complete successfully a probationary period.

For any further information on contractual and working conditions, please refer to the Conditions of Employment of Other Servants of the European Communities, which are available at the following link:

http://ecdc.europa.eu/en/aboutus/jobs/Documents/Staff_Regulations_2014.pdf

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

Reserve list

A reserve list may be created and used for recruitment, should similar vacancies arise. It will be valid until 31 December of the same year as the application deadline and may be extended.

Application procedure

To apply please send a completed application to Recruitment@ecdc.europa.eu clearly indicating the vacancy reference and your family name in the subject line of the email.

For your application to be valid you must complete all required sections of the application form, which should be submitted in Word or PDF format and preferably in English⁵. Any incomplete applications will be considered invalid.

The ECDC application form can be found on our website here:

<http://ecdc.europa.eu/en/aboutus/jobs/Pages/JobOpportunities.aspx>

The closing date for the submission of applications and further information regarding the status of this selection procedure, as well as important information regarding the recruitment process, is noted on our website and can be found using the above link.

Due to the large volume of applications received, only candidates selected for interviews will be notified.

⁵ This vacancy notice has been translated into all 24 official EU languages from its English original. As the language of day-to-day operations in the Agency is generally English, ECDC prefers to receive the application in English.