



Vacancy: Group Leader Publications
Unit: Public Health Capacity and Communication
Reference: (ECDC/AD/2017/PHC-GLP)

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 Head of Section Communication Support and be responsible in particular for the following areas of work:

- Plan and supervise work of the Publications Group, including budget monitoring and execution;
- Line manage staff within the Publications Group, including performance management;
- Ensure high quality and timeliness of editorial, graphic design and audiovisual services to ECDC disease programmes and other stakeholders;
- Implement the ECDC communication strategy in the relevant area of work, integrating web, social and traditional media in dissemination of publications;
- Lead on needs analysis and implementation of new publication standards and production processes;
- Ensure further development and consistent application of ECDC's editorial and visual style guidelines across the organisation;
- Liaise with external editors, layout designers and other contractors and manage related procurement processes;
- Contribute to the work of the Group by quality checking, writing short texts such as report abstracts, editing, proof-reading or acting as rapporteur.

The job holder is expected to work closely in an integrative way with the other groups in the Communication Support section.

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 education which corresponds to completed university studies of at least three years attested by a diploma¹;
- 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 duties²;
- 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 citizen³;
- 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* with regard to *professional experience* and *personal characteristics/interpersonal skills*. These are:

Professional experience/knowledge:

- At least 5 years professional experience (following the award of the diploma), of which at least 3 years' experience acquired in positions relevant to the job description;
- Extensive experience with publications management and production processes;
- Proven experience in developing and maintaining guidelines, standards and processes in the area of publications;
- Familiarity and hands-on experience with tools and technologies used in publications processes;
- Experience in managing people;
- Excellent command of English, both written and spoken.

Personal characteristics/interpersonal skills:

- High level of service orientation and customer service spirit;
- Ability to collaborate as a team player and to lead, motivate and develop direct reports and others;

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

² 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.

³ 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.

- Excellent planning, coordination, priority setting and organising abilities;
- Meticulous and high attention to details.

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

- Experience in scientific editing and publishing, particularly in the field of bio-medical sciences and communicable diseases;
- Use of digital channels and social media in dissemination of publications;
- Experience with xml-based publishing environment;
- Proven experience in public procurement and contract management.

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 **AD 5**.

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 English⁴. 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.

⁴ 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.