



**European Centre for Disease Prevention and Control
Vacancy for the post
Expert Communication Capacity Support
in the Public Health Capacity and Communication Unit
(ECDC/AD/2016/PHC-ECCS)**

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

Job description

The jobholder will work in the Communication Support Section, in close collaboration with colleagues engaged in country capacity support, training and preparedness in the Public Health Capacity and Communication Unit (PHC) and ECDC at large.

The jobholder will report to the Group Leader Press, Media and Communication.

He/She will in particular be engaged in the operational aspects for the following areas of work:

- Provide support to the ECDC disease programmes on activities related to country capacity support in the area of risk communication and behavioural change;
- Provide support to the European Commission and the EU 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;
- Support efforts to integrate risk and crisis communication in national preparedness planning within the EU;
- Provide support to the EU Member States on capacity building in the area of health communication, including training;
- Support the development of 'communities of practice' in the areas of risk and crisis communication;
- Represent ECDC in international networks and meetings related to risk and crisis communication;
- Contribute to other activities of ECDC as required, and in his/her field of competence.

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:

- University degree or equivalent professional qualification in communication, journalism or related fields;
- At least 5 years of professional experience (following the award of the diploma), of which at least 3 acquired in positions related to the duties outlined in the job description;
- Good knowledge and hands-on working experience of risk and crisis communication based on modern concepts and principles;
- Strong experience in dissemination of communication knowledge;
- Strong experience in supporting public health campaigns and health-related behavioural change activities;
- Experience in communication during crisis / emergency situations.

Personal characteristics/interpersonal skills:

- Excellent command of English, both written and spoken;

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 communication skills;
- Proactive and goal-oriented;
- Ability to collaborate as a team player;
- Strong organisational skills, a structured approach to tasks and ability to prioritise;
- High degree of political sensitivity.

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

- Working experience from an international and multicultural setting;
- 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 as a reserve for recruitment, should similar vacancies arise. It will be valid until 31 December 2016 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 is ~~10th May 2016, at 24:00 CET~~

Application deadline extended to 12th May 2016 at 24:00 (CET).

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

Further information regarding the status of this selection procedure can be found on our website using the above link.

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.