



European Centre for Disease Prevention and Control Vacancy for the post Office Assistant Various Units (ECDC/FGII/2016/VU-OA)

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

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 Control¹.

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. developing epidemiological surveillance at European level and encouraging cooperation between expert and reference laboratories;
- d. Early Warning and Response, based on 'round the clock' availability of specialists in communicable diseases.

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

¹ Official Journal No. L 142 of 30 April 2004, page 1

Working in the Centre

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 vital to make 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 consists of 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. **The core values of ECDC are to be a quality-driven, service-minded organisation that acts as one team.** We expect all staff to live these values.

There are currently two Office Assistant vacancies; one for the SRS unit and one for the ICT unit, with the view to also appoint a sufficient reserve list which may be used for any future openings.

Description of the 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: Contributing to reducing the incidence and prevalence of communicable disease 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: Supporting health preparedness at EU level, in front of major risks in the area of infectious diseases and according the principles stated on the Decision of the European Parliament and of the European council on serious cross-border threats to health.

Coordinating 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.

Ensuring 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. Maintaining 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: Delivering high quality scientific outputs and keeping 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: Ensuring 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.

Description of the ICT Unit

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: Being 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: Being 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: Providing 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.

Job description

He/She will be responsible in particular for the following areas of work:

- Providing general support by receiving incoming communication to their respective Unit, such as mail, phone calls and documentation;
- Organising appointments and helping to maintain calendars;
- Organising meetings both internally and externally, as well as assisting with the preparation of missions;
- Responding to queries and requests for information and documentation with a high level of service, tact, discretion and confidentiality;
- Drafting and finalising correspondence and other documentation as well as taking minutes at meetings;
- Managing electronic and paper documents (contact lists, mailing, typing, photocopying, scanning, filing and archiving);
- Providing administrative services internally to the Unit's staff members as well as externally;

- Supporting the Unit's processes and workflows;
- Performing any other task as requested by the Line Manager.

Qualifications and experiences required

A. Formal requirements

In order to be an eligible candidate the jobholder needs to meet a set of formal requirements. These requirements are:

- A post-secondary education attested by a diploma, or a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of three years²;
- 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/knowledge and personal characteristics/interpersonal skills.

Professional experience/knowledge:

- At least 3 years of professional experience, following the award of the diploma, in positions related to the duties outlined in the job description[1];
- Proven experience of working in a support function within a multicultural working environment;

2 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.

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.

[1] Compulsory Military Service shall always be taken into consideration

- Experience in preparing correspondence and other documentation for internal and/or external partners;
- Thorough knowledge of Microsoft Office (Word, Excel, Power Point and Outlook).

Personal characteristics/interpersonal skills:

- Excellent command of English, both oral and written, and the ability to communicate with individuals on all levels;
- High level of responsibility and ability to take initiative;
- High level of service orientation and the ability to adapt to changing organisational needs;
- Ability to work under pressure and quality driven;
- Excellent ability to work in a team;
- High level of discretion and ability to handle confidential matters.

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

- Experience of an electronic data management system;
- Experience of working within the EU and/or another international organisation;
- Knowledge of additional EU languages.

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 contract agent, pursuant to article 3a) of the Conditions of Employment of Other Servants of the European Communities, for a period of five years. The contract may be renewed. The appointment will be in **Function Group II**. Applicants should note the requirement under the EU staff regulations for all new staff to successfully complete 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.

Successful candidate appointed by the Director will be required to be available at the shortest notice possible.

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 2017 and may be extended.

Commitment to serve the public interest independently

Prior to appointment, the candidate will be required to make a declaration in relation to the interests that might be considered prejudicial to his/her independence. The Director will examine such declarations and take measures if necessary. Similarly, after appointment, the jobholder may be required to make such a declaration and 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

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 in English. 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 **19 February 2016, at 24:00 CET.**

At a later stage you may be requested to supply documentary evidence, in original, in support of the statements that you make for this application. As a candidate please be informed that should you be offered a position a mandatory medical analysis and physical check-up is done with a selected medical service.

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.

Candidates are advised that it is foreseen to hold telephone interviews for this vacancy on 9th March 2016 – those who will be invited can expect to be notified on 7th March 2016.

The Selection process

For detailed information regarding the selection process at ECDC, please refer to the Internal Procedure on Recruitment and Selection at ECDC available at the following link:

http://ecdc.europa.eu/en/aboutus/jobs/Documents/1112_ECDC_Recruitment_Selection_Procedure.pdf

Applicants are reminded that the work of the selection committee is confidential. It is forbidden for applicants to make direct or indirect contact with members of these committees with regards to this selection process or for anybody to do so on their behalf.

Applicants are also advised that references may be requested at a later stage of the recruitment process.

Privacy statement

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.