



Vacancy: Head of Section Communication Support
Unit: Public Health Capacity and Communication Unit
Reference: (ECDC/AD/2016/PHC-HOSCS)

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 directly to the Head of the Public Health Capacity and Communication Unit and will work in close collaboration with other colleagues in the unit and ECDC at large.

- He/She will be responsible in particular for the following areas of work:
 - Line manage staff within the section and manage the implementation of the section 's work plan and budget;
 - Implement a new ECDC communication strategy including social media;
 - Lead the day-to-day external communication activities of the Centre across all communications channels, based on the strategy and agreed annual communication plans;
 - Provide strategic communication advice to the ECDC Director and Senior Management Team;
 - Work closely with the Director and Senior Management Team to help ensure consistency of message across the Centre and enhance ECDC's reputation;
 - Provide communication support to the ECDC disease programmes;
 - Provide section support to European health campaigns, notably the annual European Antibiotic Awareness Days;
 - Support 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, including preparedness planning and training;
 - In close liaison with the Public Health Training section support country capacity building in the area of risk communication including behaviour change, notably related to vaccine hesitancy and prudent use of antibiotics;
 - Proactively engage with ECDC communication stakeholders and support the development of 'communities of practice' in the areas of communication;
 - Represent ECDC in international networks and meetings related to communication.

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 attested by a diploma when the normal period of university education is four years or more, or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years¹;
- At least 9 years of professional experience² (following the award of the 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 with regard to professional experience and personal characteristics/interpersonal skills. These are:

Professional experience/knowledge:

- At least 5 years of professional experience in positions related to the duties as outlined in the job description;
- Excellent knowledge, understanding and hands-on experience of using a broad range of both traditional and new social media for effective and proactive communication;
- Experience in developing and implementing communications strategies, including to increase the visibility of an organisation;
- Experience of conducting media relations in crisis / emergency situations;
- Excellent managerial skills, including staff issues, planning, budgetary issues;
- Excellent command of oral and written English.

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 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.

Personal characteristics/interpersonal skills:

- Excellent communication skills with a strong aptitude to engage and enthuse;
- Proactive and goal-oriented;
- Ability to collaborate as a team player and to lead, motivate and develop direct reports and others;
- 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:

- Experience in dissemination of communication knowledge including training;
- Experience of working in the area of public health;
- Working experience from an international and multicultural setting;
- Experience and knowledge in health communication and/or behavioural change;
- 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 8.

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.