



**European Centre for Disease Prevention and Control
Vacancy for the post
Corporate Governance Specialist in the Director's Office
(ECDC/FGIII/2016/DIR-CGS)**

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.

The Director's Office

The work in the Director's office is carried out in three sections:

International Relations: Facilitating and coordinating ECDC activities with an international dimension, in collaboration with the European Commission and in line with EU and ECDC policies and guidance. Thereby, the section works to guarantee a corporate approach towards ECDC activities that involve countries beyond EU borders;

Corporate Governance: Ensuring the smooth provision and delivery of top-notch substantive, logistical and administrative support for high-level meetings of the Management Board (MB), the Advisory Forum (AF), the Competent Bodies (CB) and the Senior Management Team (SMT). Developing the ECDC Partnerships Management System to provide ECDC staff and external sources with easy access to high quality information regarding stakeholders, activities and processes. Applying the System to safeguard smooth, transparent and efficient interactions between the ECDC and Member States.

Corporate Affairs: Managing the Director's agenda, forward planning and missions, official visits and correspondence, protocol and secretarial needs of the Director.

Furthermore the Director has policy advisors with different portfolios who report directly to him.

Job description

Reporting directly to the Head of Section, Corporate Governance, the incumbent provides effective administrative and logistical support in respect to the ECDC Management Board (MB), Audit Committee (AC) and Advisory Forum (AF) meetings and working groups.

The jobholder will work on activities related to Corporate Governance. In particular, s/he will be responsible for the following tasks:

- Assisting with programme and logistics related matters for Governance wide meetings;
- Management of the MB, AC and AF Membership;
- All related correspondence with the MB, AC and AF;
- Minute taking (for weekly Section meetings, Governance wide meetings, MB meetings, related working group meetings and any other meetings as required);
- Preparation of meeting programme for MB, AC and AF meetings;

- Updating the annual calendar of events and circulating list of deadlines and deliverables to all pertinent stakeholders as required;
- Document administration (including editing, formatting and proofreading);
- Assisting in troubleshooting document systems issues;
- Maintaining an overview of the Corporate Governance budget and budget preparations where applicable;
- Management of Corporate Governance related intranet, extranet and internet functionalities as well as ECDC website;
- Annual submission of ECDC reports to stakeholders;
- Setting up and maintaining Section's filing system (computer-based) ensuring the proper indexing of correspondence and reports. Filing and archiving confidential records, meeting documentation and other relevant correspondence;
- Responding to queries from internal/external clients and perform all administrative duties;
- Assisting the Head of Section, Corporate Governance, and providing administrative support in varied special projects, including analysis of complex issues, budgetary studies, document and report preparation;
- Providing support and backup to the Head of Section, Corporate Governance, as needed and during her absence;
- Providing backup to the Country Cooperation Officer for CRM related matters.

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;

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.

- 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, following the award of the diploma, of professional experience in positions related to the duties outlined in the job description;
- Proven professional experience in handling high-level administrative tasks in a fast-paced environment with tight deadlines, especially organisation and logistics of high-level meetings;
- Very good analytical skills;
- Excellent editing and drafting skills;
- Excellent command of English, both written and spoken;
- Exceptional command of Microsoft Office (especially Word, PowerPoint, Project, Outlook, Excel).

Personal characteristics/interpersonal skills:

- Very high sense of autonomy in organising work and prioritising accordingly;
- Ability to work under pressure and often within tight deadlines;
- Acute sense of discretion and confidentiality as well as maturity of judgment;
- Excellent communication skills and enthusiasm for organisational values, goals and policies;
- Highly driven sense of service orientation;
- Excellent team-working ability;
- Resourcefulness and ability to take initiative.

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

- Proven experience of working in an international organisation and multicultural environment.

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.

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 III**. 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 **22 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.

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.