

A circular inset image showing a large, multi-story red brick building with many windows, likely the ECDC headquarters. Several flags are flying in front of the building. The image is framed by concentric white circles on a light blue background.

## **Vacancy: Expert Data Management/Knowledge Management**

### **Unit: Surveillance and Response Support**

### **Reference: (ECDC/AD/2017/SRS-EDMKM)**

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 Group Leader Surveillance Data Services in the SRS Unit.

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

- Lead the organisation and coordination of the knowledge management, metadata management, terminology management and master data management activities in the SRS Unit by setting up and maintaining policies and procedures; ensure information management ends-up creating knowledge;
- Contribute to activities aimed at conformity of databases, information repositories and data exchange protocols in surveillance systems, promote the use of standardised reporting formats and the development of quality control procedures;
- Contribute to the information security management (strategy, policy, standards, procedures and control) and to the information lifecycle management;
- Contribute to the information governance programme at ECDC including definition of roles and responsibilities and setup and maintenance of operational procedures;
- Maintain and manage the ECDC information resources catalogue and;
- Support the dissemination of surveillance data, information and knowledge to ECDC's stakeholders;
- Organise and participate in training activities within the field of expertise and provide first and second line user-support on related tools and processes; support the creation of a rapid-learning environment;
- May be asked to supervise a small group of consultants;
- Contribute to the planning and implementation of the annual workplan and budget and to other activities of ECDC, as required, in his/her field of expertise;



## 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 diploma<sup>1</sup>
- 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 duties<sup>2</sup>;
- 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 citizen<sup>3</sup>;
- 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 related to the duties outlined in the job description;
- Experience in setting up and maintaining an information and knowledge management framework, content management systems, and information services (e.g. search services), including strategy, policies, procedures and quality assurance;
- Experience in metadata and master data management;
- Experience in project management;
- Knowledge of standards relevant to the position (e.g. Dublin Core Metadata Initiative, Ontology Web Language, Simple Knowledge Organisation System, Digital Object Identifier) and standard references (e.g. ICD10, SNOMED, MESH, MedDRA, LOINC);
- Excellent English skills, both written and spoken.

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<sup>1</sup> 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

<sup>2</sup> 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.

<sup>3</sup> 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:*

- Quality driven and solution oriented;
- Excellent organisational and analytical skills;
- Excellent communication skills and ability to interact effectively with colleagues in multidisciplinary teams and with external stakeholders;
- Ability to work under pressure, manage responsibilities and be proactive.

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

- Professional experience in the field of epidemiology or public health;
- Specific post-degree education in information/knowledge management;
- Knowledge and experience in using SQL, T-SQL and MS SQL Server;
- Experience in organising and providing technical or end-user training;
- Experience in managing people and managing activities supported by staff not under direct line 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](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](mailto: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 English<sup>4</sup>. 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.

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<sup>4</sup> 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.