



Vacancy: Scientific Officer Surveillance
Unit: Surveillance and Response Support
Reference: ECDC/FGIV/2017/SRS-SOS

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

Job description

The jobholder will report to a Group Leader Surveillance and will contribute to the work of one or more of ECDC's disease programmes.

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

- Contribute to the collection, validation, analysis, interpretation and dissemination of communicable disease surveillance data with focus on a specific disease area;
- Support the day-to-day and strategic coordination of surveillance networks, including preparation, organisation and follow-up of meetings;
- Contribute to liaising with national and international bodies involved in the surveillance of communicable diseases;
- Contribute to the strengthening and integration of epidemiological and laboratory surveillance of communicable diseases in the Member States;
- Communicate routine communicable disease surveillance data in a timely manner through high-quality ECDC reports and ECDC web content (e.g. public health developments, fact sheets), and research findings through peer-reviewed publications and presentations at scientific conferences;
- Contribute to risk assessments;
- Support scientific studies (e.g. literature reviews, guidance developments) and disease specific projects in his/her field of expertise;
- Contribute to other activities of ECDC, as required, in his/her field of expertise;
- Contribute to public health emergencies and the 24/7 duty system of ECDC, as required.

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:

- Completed university studies of at least three years attested by a diploma and appropriate professional experience of at least one year ¹;
- 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** 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 acquired in positions related to the duties as outlined in the job description;
- University degree within the field of public health, epidemiology, biosciences, medicine or another related area;
- Experience in the epidemiological surveillance and data analysis of communicable diseases at regional, national and/or international level;
- Proven experience and skills in data analysis and analytical epidemiology using a statistical software;
- Experience in report writing, oral presentations and preparing manuscripts;
- Excellent level 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.

Personal characteristics/interpersonal skills:

- Quality-driven and service-minded;
- Ability to work collaboratively in a team and build strong working relationships;
- Results oriented and ability to take initiative;
- Good organisational skills and ability to manage responsibilities under routine conditions as well as under pressure.

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

- Training in field epidemiology (e.g. EIS, EPIET, FETP) or academic training in epidemiology;
- Experience in using STATA or R software for epidemiological data analysis;
- Experience in project 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 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 IV**. 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.

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 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 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.

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.