



Vacancy: Head of Disease Programme Emerging and Vector-borne Diseases

Unit: Office of the Chief Scientist

Reference: ECDC/AD/2017/OCS-HODP

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 Head of Section Diseases Programmes and will be supported by a Programme Manager. The jobholder will be responsible for the scientific and technical content of the Programme of Emerging and Vector-borne Diseases (EVD Programme).

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

- Advising the Director, Chief Scientist and ECDC Senior Management Team concerning all aspects of EVD, including developing and updating the strategy of ECDC work on EVD prevention and control;
- Coordinating and facilitating the work of the EVD Programme in the Centre, including preparing a draft multi-annual and annual work plan with a budget and being accountable for the quality of all outputs of the Centre related to EVD;
- After clearance from the Director's Office, liaising with external stakeholders (the European Commission, European Medicines Agency, and WHO) in the area of EVD prevention and control;
- Leading the coordination of and interaction with the ECDC EVD Network of Member State experts;
- Identifying and addressing needs for technical advice, guidance and surveillance on EVD prevention and control;
- Overseeing the production of scientific evidence-based guidance and advice in response to questions from the European Parliament, the European Commission and Member States;
- Designing and coordinating scientific studies at EU level in the area of EVD prevention and control and promoting EVD research programmes within the EU;
- Contributing to other activities of ECDC, as required, in his/her field of expertise and participate in the 24/7 duty system of ECDC when necessary.

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:

- A medical degree with specialisation in infectious disease, and/or epidemiology, and/or microbiology;
- Proven working experience in prevention and control of emerging and vector-borne diseases at the international level;
- Documented training in and sound knowledge of medical entomology;
- Thorough familiarity, scientific and technical, with the situation within the EU as regards the epidemiology of emerging and vector-borne diseases;

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.

- Proven experience in designing and conducting epidemiological and other relevant public health studies;
- Excellent strategic programme and project management skills, including budgetary issues;
- Proven people management experience and leadership;
- Excellent level of English, both written and spoken.

Personal characteristics/interpersonal skills:

- Proven skills in communicating scientific information to authorities and scientists, as well as to a wider audience;
- Strong inter-personal skills and ability to work well in a team, including excellent networking, liaison and negotiation skills;
- Ability to work under pressure and effectively manage multiple responsibilities.

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

- Good knowledge of EU policies and activities in the field of public health and communicable disease prevention and control;
- University degree in medical entomology and/or vector control.

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 **AD8**.

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:
<https://ecdc.europa.eu/en/work-us/vacancies>

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.