



**European Centre for Disease Prevention and Control
Vacancy for the post
Senior Expert Data Management / Group Leader Surveillance
Data Services
in the Surveillance and Response Support Unit
(ECDC/AD/2015/SRS-GLSDS)**

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 Epidemiological Methods while working closely with the other members of the section and the teams from the disease programmes in the Surveillance section. The jobholder's main duties will include:

- Manage the Surveillance Data Services group by creating a strong team and service oriented spirit, providing regular technical and performance feedback to the staff in the group;
- Coordinate the management of the data uploaded and stored in the European Surveillance System (TESSy) thus ensuring high quality data for analysis and maximisation of data interpretation;
- Coordinate, standardise and as far as possible automate infectious disease surveillance data collection, cleaning and validation processes;
- Ensure the establishment of effective collaborations between disease experts, data managers, and biostatisticians throughout the data collection, cleaning, validation and exploration phases by developing efficient processes and supporting these with the creation of well organised monitoring reports;
- Develop and enforce internal data management quality assurance processes and procedures;
- Coordinate the establishment of a data management framework and strategy at enterprise level;
- Support Member States in their use of TESSy by organising training and/or performing site visits;

- Foster best practices in EU surveillance data submission processes in order to reduce the reporting burden for the data providers in Member States;
- Ensure an efficient and high quality TESSy helpdesk service for data providers and internal users;
- Propose and implement innovative services for epidemiologists to retrieve and explore cleaned datasets, ready for analysis;
- Increase the accessibility and use of TESSy data by being the focal point for the implementation of the new policy on data sharing with third parties;
- Coordinate the process for revising the TESSy metadata sets;
- Liaise with TESSy IT developers and with TESSy users in order to ensure the timely and effective correction of bugs and the implementation of agreed improvements;
- Lead the planning and implementation of the annual workplan and budget allocated to surveillance data management;
- Contribute to other activities of ECDC as required, and in his/her field of competence;
- May be asked to contribute to the 24/7 duty system of ECDC.

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;

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.

- 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:

- University degree within the field of computer science, bioscience, information technology or another related area;
- At least 9 years working experience acquired in positions relevant to the duties outlined in the job description;
- At least 5 years of experience in managing large public health surveillance databases at international, national or local level;
- At least 3 years of experience in managing teams and line managing staff;
- Experience in using business intelligence software for supporting business-oriented activities;
- Experience in data management using SQL;
- Experience in data analysis using statistical software such as STATA or R.

Personal characteristics/interpersonal skills:

- Excellent organisational and communication skills;
- Excellent command of English, both spoken and written, and ability to communicate with individuals on all levels;
- Strong inter-personal skills and ability to work well in a team;
- Ability to work under pressure and manage responsibilities;
- Being quality-driven and service-minded.

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

- Knowledge of information governance principles for managing data at an enterprise level;
- Specific experience in managing infectious disease data;
- Experience in organising and performing training activities;
- Having received training in people management;
- Experience in project management;
- Understanding of the ECDC role within the EU agencies and specifically in the field of communicable disease surveillance;
- Working experience with procurement processes within the EU regulation framework.

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 as a reserve for recruitment, should similar vacancies arise. It will be valid until 31 December 2017 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 is ~~10th May 2016, at 24:00 CET~~

Application deadline extended to 12th May 2016 at 24:00 (CET).

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.

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.