

Business Analyst

Unit: Information and Communication Technologies

Reference: ECDC/FGIV/2019/ICT-BA

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 the Group Leader Business Analysis.

The successful candidate will perform ICT studies by analysing, documenting and proposing solutions for operational and support Units. He/she will perform requirement engineering throughout the whole project/product life cycle.

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

- Liaise closely with the operational and support units, to capture and understand their business needs and processes, and to identify opportunities for improving their operations through the use of IT;
- Contribute to the definition, provision and management of high quality, cost efficient and effective IT solutions to address business needs;
- Contribute to the streamlining and harmonisation of business processes;
- Ensure the coherence of the proposed solutions with the corporate enterprise architecture;
- Provide user training and support;
- Supervise contract performance;
- Guide and follow-up with consultants;
- Review deliverables;
- Contribute to other activities of ECDC, for example acting as product/project manager for selected systems.
- Any other tasks related to his/her area of work as requested.

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:

- Completed university studies of at least 3 years attested by a diploma and appropriate professional experience of at least 1 year ¹;
- Thorough knowledge of one of the official EU languages and a satisfactory knowledge of another official EU language 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 relevant to the job description;
- A level of education, according to the formal requirements above, in a relevant field (e.g. Computer Science, Computer Engineering, or equivalent academic qualifications in the areas of Management, Engineering and/or Information Technologies);
- Sound knowledge of business analysis methodologies and best practices, demonstrated by practical experience in IT projects and preferably also by certifications on internationally recognised methodology for business analysis (such as IIBA CCBA/CBAP, IREB CPRE, or equivalent);
- Experience with requirements development and management in software development projects during the whole software development life cycle;
- Experience with feasibility studies, market studies (software), and/or preparation of business cases and IT work plans;
- Experience with project management tools, methodologies and best practices;
- Experience in procurement and/or contract management of IT services;
- 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 Candidates with a non-official EU language or English as their mother tongue must provide proof of their level of a second language with a certificate (B1 or more).

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, service-minded and results-orientated;
- Excellent communication and negotiation skills;
- Ability to plan ahead, foresee difficulties and propose mitigations when required;
- Ability to build collaborative relationships with clients and project team members.

Depending on the number of applications received, the selection committee may apply stricter requirements within the aforementioned selection criteria.

Equal Opportunities

ECDC is an equal opportunities employer and encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction on grounds of age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities.

Women are currently under-represented in this business area. Therefore, women are encouraged to apply.

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:

<https://ecdc.europa.eu/en/about-us/work-us/recruitment-process>

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 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.