

Head of Fellowship Programme

Unit: Public Health Capacity and Communication

Reference: ECDC/AD/2019/PHC-HFP

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 Public Health Training while working closely with the other members of the section.

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

- Under the guidance of the Head of Section, lead the implementation of the scientific, structural and administrative reform of the ECDC Fellowship Programme (EPIET/EUPHEM)¹ based on the external evaluation of the programme and the new ECDC strategy;
- Plan and supervise the work of the Fellowship Programme Group and external scientific coordinators, including performance management;
- Provide scientific coordination of the Fellowship Programme and MediPIET², including curriculum and pedagogical methods;
- Supervise the operational implementation of the Fellowship Programme and MediPIET, including contract management, logistics, budget monitoring and execution;
- Promote and advocate the Fellowship Programme;

¹ The EPIET/EUPHEM Fellowship Programme is a European regional field epidemiology training programme (FETP), member of the [TEPHINET global network](#). The European Programme for Intervention Epidemiology Training, EPIET that started in 1995 as a project covering EU15, funded by the European Commission and the European Public Health Microbiology Training Programme, EUPHEM, initiated in 2008, were merged in One Programme since Cohort 2017. Fellows are fully-fledged public health professionals, and training takes place on-the-job, at national and regional centres for surveillance and control of communicable diseases, including public health laboratories in the European Union (EU) and European Economic Area (EEA) Member States. For more information, visit:

ECDC website <https://ecdc.europa.eu/en/epiet-euphem/about>

The Manual for Cohort 2020 <https://ecdc.europa.eu/en/publications-data/ecdc-fellowship-programme-manual-cohort-2020>

² MediPIET is an EU funded regional FETP covering 18 non-EU countries around the Mediterranean and the Black Sea. ECDC will coordinate this programme in 2021-2024.

- Facilitate links between the Fellowship Programme and other European, regional and global public health training programmes;
- Represent the Fellowship Programme in relevant meetings and conferences;
- Be the main operational ECDC contact point with the Training Site Forum (TSF);
- Contribute 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 attested by a diploma when the normal period of university education is 4 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 1 year when the normal period of university education is at least 3 years³;
- At least 9 years of professional experience⁴ (following the award of the diploma);
- 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 duties⁵;
- 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 citizen⁶;
- 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.

³ 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

⁴ Compulsory military service is always taken into consideration.

⁵ 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).

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.

⁶ 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.

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 of professional experience acquired in positions relevant to the job description;
- Experience in management, including managing a team, planning and budgetary issues;
- Professional experience in the field of communicable diseases, prevention, surveillance and control, especially in epidemiology;
- Extensive professional experience in pedagogics, education and training on a post-graduate level;
- Knowledge of the working of field epidemiology training programmes;
- Working experience from an international and multicultural setting;
- Excellent command of English, both written and spoken.

Personal characteristics/interpersonal skills:

- High level of diplomacy and ability to balance diverging wishes and expectations;
- High level of service orientation and customer service spirit;
- Ability to collaborate as a team player and to lead, motivate and develop direct reports and others;
- Excellent planning, coordination, priority setting and organising abilities;
- Meticulous and high attention to detail and to achieve results.
- Ability to work collaboratively and build strong working relationships;
- Very good oral and written communication skills.

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

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 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 English⁷. 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.

⁷ 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.