

Scientific Engagement Officer

Unit: Office of the Chief Scientist

Reference: ECDC/FGIV/2019/OCS-SEO

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 Head of Section Scientific Advice Coordination.

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

- Coordinate and implement the ESCAIDE Scientific Conference, including planning, monitoring and evaluation, as well as the day-to-day management of related tasks, contracts and budget, and develop, maintain and promote good working relationships with all involved;
- Support the ESCAIDE Scientific Committee as needed including preparation of Scientific Committee meeting agendas, reports and minutes;
- Function as Scientific Secretariat by researching and proposing scientific programme content (including topics and speakers) that is interesting and relevant to the conference's target audience;
- Drive evaluation, re-design and innovation to further strengthen the conference's visibility and outreach, as well as the quality and relevance of its scientific programme and side events;
- Keep the ESCAIDE and the section's internet and intranet pages up-to-date, and contribute actively to related communication activities in collaboration with the Centre's internal and external communication sections;
- Contribute to the daily duties of the Scientific Advice Coordination Section in alignment with the Centre's commitment to scientific independence, quality, and transparency (e.g. development and monitoring of procedures, standards and indicators for scientific activities and outputs; developing and maintaining a sustainable network with related EU agencies and stakeholders involved in the provision of scientific advice; performing reviews and summarising data and information);

- Contribute to activities undertaken in support of strengthening the relevance and impact of the Centre's scientific activities and outputs;
- 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 three years attested by a diploma and appropriate professional experience of at least one 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;
- University degree within a scientific field relevant to the Centre's remit, i.e. infectious diseases epidemiology, microbiology, medicine, biomedical sciences, science communication or equivalent;
- Proven experience with project and contract management;
- Prior experience in organising international scientific events and conferences, and in particular, experience in the development of the scientific programme;
- Demonstrable knowledge of evidence-based approaches and experience with searching, appraising, summarising and presenting scientific data and information;
- Experience in working with, or within governmental institutions at national or EU level;

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.

- Excellent level of English, both written and spoken.

Personal characteristics/interpersonal skills:

- Friendly and open-minded, with strong interpersonal skills and ability to work well in a small team;
- Ability to work with internal and external partners from different disciplines in an international and multicultural environment;
- Solution oriented and open to continuous learning and improvement;
- Capable of applying good judgement, particularly when handling multiple tasks under pressure of deadlines and resource constraints;
- Clear and precise oral and written communication and interest in visual communication.

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.

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.