

Vacancy Notice

The European Chemicals Agency (ECHA) is launching this call for expressions of interest in order to establish a reserve list for the following temporary agent profile:

Reference number	Vacancy notice	Grade	Indicative n° on reserve list
ECHA/TA/2015/005	Communications Officer	AD 7	3

The closing date and time for submission of applications for this call is 10 August 2015 at noon 12.00 Helsinki time (11.00 Central European Time).

1. The job

The Communications Officer will work in the Communications Unit in the Agency's Cooperation Directorate. The Communications Unit is responsible for all the internal and external communications of the Agency, and also for the engagement with key stakeholders (known as ECHA's Accredited Stakeholders). ECHA's communicators have three key challenges: meeting the needs of the large number of disparate stakeholders and target audiences; working in English but providing content in 23 EU languages; and communicating about highly scientific issues.

The Unit has four teams: Corporate Communication, Digital Communication, External Communication and the Newsroom.

The Communications Officer is responsible for upholding and developing the reputation and corporate identity of the Agency by producing or editing content so that it is easy to understand and well targeted to wider audience needs, and by developing and managing communication products that are tailored – also for the general public – and accessible.

In particular, she/he will be responsible for the following tasks:

- Advising senior managers on how best to communicate, including to the general public, in order to meet their business needs;
- Developing and delivering communications strategies and plans;
- Developing content and messages in excellent English for ECHA's key communication vehicles – the website, Newsletter, publications, e-guides, press releases, speeches, audio visual products and articles for the media;

- Developing and managing creative communications campaigns;
- Training and educating colleagues on communications best practice;
- Liaising with stakeholders, particularly those representing civil society.

Other tasks may include:

- Stakeholder relationship management;
- Media relations and media training;
- Risk and Crisis communication.

2. Eligibility criteria

The selection procedure is open to applicants who satisfy the following eligibility criteria, on the closing date for application:

2.1. General requirements

The applicant must:

- Be a national of a Member State of the European Union, or a national of the European Economic Area (Iceland, Liechtenstein, Norway)¹;
- Enjoy the full rights as a citizen;
- Have fulfilled any obligations imposed by the laws concerning military service;
- Produce the appropriate character references as to the suitability for the performance of the duties²;
- Be physically fit to perform the duties³;
- Have a thorough knowledge of one of the official languages of the European Union⁴ and a satisfactory knowledge of another such language to the extent necessary to perform your duties;
- Be able to communicate orally and in writing in English as this is the working language of ECHA and the language in which all communications content is produced.

¹ The Member States of the European Union are: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

² Before appointment, successful applicants will be required to produce an official document indicating that they do not have a criminal record.

³ Before appointment, successful applicants will be required to undergo a medical examination to ensure that they fulfil the requirements of Articles 12, 2 (c) of the Conditions of Employment of Other Servants of the European Communities.

⁴ The languages of the EU are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish, Swedish.

2.2. Qualifications

- a) Successful completion of a full course of university studies attested by a degree, where the normal duration of university education is four (4) years or more.

Or

- b) Successful completion of a full course of university studies attested by a degree, where the normal duration of university education is three (3) years and at least one (1) year of professional experience⁵.

Only qualifications issued by EU Member State authorities or EEA authorities and qualifications recognized as equivalent by the relevant EU or EEA Member State authorities will be accepted.

2.3. Professional experience

To qualify for this profile, you must have at the closing date for applications a total professional experience⁵ of at least six (6) years acquired after achieving the minimum requirements stated out in 2.2 a) and b). At least five (5) years of your total professional experience must be relevant professional experience⁶ in the fields listed in the section 1.

3. Selection criteria

If you meet the eligibility criteria set out in section 2, you will be assessed on the basis of the following selection criteria. The candidates who are judged to be the most suitable on the basis of the selection criteria will be invited to an interview.

- Your academic and professional qualifications and their relevance to the main areas of work listed in section 1;
- Your professional experience: the range of fields covered; the length, type and level of work done and its relevance to the areas of work listed in section 1.

The following will be considered as assets:

- Experience of working in an international or multicultural environment;
- Experience in public sector communications;

⁵ Only appropriate professional experience acquired **after achieving** the minimum qualification stated in 2.2 shall be considered. Where additional periods of training and study are accompanied by periods of professional activity, only the latter shall be considered as professional experience. Compulsory military service or equivalent civilian service accomplished after the achieving the minimum qualification stated in 2.2. shall be taken into consideration. Professional activities pursued on a part-time basis shall be calculated pro rata, on the basis of the percentage of full-time hours worked. A given period may be counted only once.

⁶ Relevant experience should be described in the ECHA CV.

- Experience in communications role in a scientific, regulatory or technical field;
- Experience of journalistic writing for general audiences, particularly on complex topics;
- Speechwriting experience at a senior level.

The academic and professional qualifications, professional experience and knowledge and experience considered as an asset must be described as precisely as possible in the ECHA CV⁷.

4. Interview and written test

If selected for interview, you will be assessed on the basis of the following criteria:

- Knowledge and understanding in your areas of experience that are most relevant to the tasks set out in section 1;
- Theoretical and practical knowledge of communications and press relations;
- Ability to communicate on scientific and regulatory matters in a clear and simple way, both in written and spoken English;
- Good presentation and advocacy skills;
- Knowledge and experience of reputation management;
- Understanding of the role and aims of ECHA in relation to the REACH, CLP and Biocides legislation;
- Capacity to rapidly grasp the scientific and political sensitivity of the activities of the Agency;
- Aptitude for working in a multicultural and multilingual environment;
- Excellent team working skills.

Your ability to communicate in written and oral English will be assessed by a presentation and written tests.

5. Placement on the reserve list

If you are judged to be among the most suitable candidates, on the basis of the criteria listed in sections 2, 3 and 4, you will be placed on the reserve list. The reserve list will be valid for a period of two years.

It should be noted that inclusion on the reserve lists does not imply any entitlement of employment in the Agency.

⁷ http://echa.europa.eu/doc/opportunities/jobs/echa_cv.doc.

6. Applications

Before applying, you should carefully read the Guide of Applicants⁸ published on ECHA Website. This guide is an integral part of the Vacancy Notice and will help you to understand the rules governing the procedure and how to apply.

All interested candidates are invited to apply by filling in the following two documents:

- **ECHA CV⁹**: This document is available in two different formats: .doc format (http://echa.europa.eu/documents/10162/17100/echa_cv_en.doc) and .pdf format (http://echa.europa.eu/documents/10162/13602/echa_cv_en.pdf);
- **Application form¹⁰**:
https://comments.echa.europa.eu/comments_cms/ApplicationForm.aspx?Code=ECHATA2015005

7. Other information

Successful applicants may be offered an employment contract for five years as a temporary agent. This contract may be renewed for a definite period. If renewed for a second time, the contract becomes indefinite. If the successful applicant from the external selection procedure is already a member of temporary staff 2(f) in the relevant function group or another function group, the Agency shall offer the person, in writing, the opportunity to be assigned to the post by means of mobility under the provisions of Article 6(2)¹¹ or, subject to the establishment plan availabilities, Article 10¹¹ respectively, if the person prefers to ensure continuity of contracts.

The minimum number of years of professional experience required after the award of the qualification certifying the completion of the level of studies required as a condition of eligibility for any selection procedure is as follows:

Grade of engagement	Number of years of professional experience
AD5	0 years
AD6	3 years
AD7	6 years
AD8	9 years
AD9/10	12 years
AD11/12	15 years
AST1	0 years
AST2	1 year
AST3	3 years
AST4	6 years

⁸ http://echa.europa.eu/documents/10162/13602/general_guide_for_applicants_en.pdf

⁹ The ECHA CV must be attached to the Application form. Failure to submit the ECHA CV will lead to exclusion from the procedure.

¹⁰ Applications that are sent after the closing date for submission, are incomplete or do not fulfil the criteria set out above will be excluded from the selection.

¹¹ Implementing rules on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS.

For the purposes of determining professional experience, the appointing authority shall allow 24 months' additional seniority of step in grade for professional experience equal to more than the number of years indicated below:

Function group and grade	Minimum years of work experience for additional seniority
AD14-AD16	21 years
AD12-AD13	18 years
AD9-AD11	15 years
AD8	12 years
AD7	9 years
AD6	6 years
AD5	3 years
AST4	12 years
AST3	9 years
AST2	6 years
AST1	3 years

The successful applicant will be required to make a declaration of commitment to act independently in the public interest and to make an annual declaration with respect to any interests which might be considered prejudicial to his/her independence. Moreover, before recruiting a member of staff, ECHA's Executive Director will examine whether the applicant has any personal interest which may impair his/her independence or any other conflict of interest. To that end, the applicant, using a specific form, shall inform the Executive Director of any actual or potential conflict of interest. Applicants must confirm their willingness to do so in their application.

For more information on the selection process of temporary agents and on the contractual and working conditions, please, refer to:

- Guide for Applicants:
http://echa.europa.eu/documents/10162/13602/general_guide_for_applicants_en.pdf
- Conditions of Employment of Other Servants of the European Communities:
<http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

8. Protection of personal data

The European Chemicals Agency will ensure, on its part, that your personal data is processed as required by Regulation (EC) No 45/2001¹² on the protection of personal data.

For more information on the protection of personal data, please consult the Guide for Applicants¹³.

¹² <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2001:008:0001:0022:EN:PDF>

¹³ http://echa.europa.eu/documents/10162/13602/general_guide_for_applicants_en.pdf