

Administrative and Project Support Specialist

Unit: Various Units

Reference: ECDC/FGIII/2022/VAR

Applications are invited for the above Contract Agent post at the European Centre for Disease Prevention and Control (ECDC).

Job description

ECDC plans to recruit three persons for the above-mentioned vacancy. ECDC also aims to establish a reserve list, which may be used for any future vacancies in the area.

The jobholder will support a grant-funded project at ECDC and be responsible for carrying out tasks in one or more of the following areas.

tasks in one or more of the following areas:

Project Management Support

- Provide daily administrative management of the project, including drafting notes, minutes, correspondence and necessary follow-up;
- Support the project monitoring and tracking of activities including compiling and reviewing project metrics;
- Develop and maintain project related databases and reports;
- Design and support virtual project coordination meetings, online events, prepare presentations in support of project needs;
- Work closely with the project manager/members and the Centre's centralised support functions to identify and resolve issues related to the project.
- Contribute to the preparation, implementation, and monitoring of project communication and visibility activities.

Business Travel and Event Organisation

- Support the organisation of online, virtual and hybrid meetings, workshops and events in compliance with ECDC procedures;

- Collaborate with ECDC suppliers in the provisions of event-related services such as venue rental, catering, security, accommodation and travel arrangements;
- Provide financial and administrative support in management of the events, including planning, preparation, organisation, and follow-up of events, including services to ECDC staff and meeting delegates with their travel and hotel arrangements;
- Guide and support on workflows, guidelines and rules on travel arrangements, meeting organisations and reimbursements;
- Process travel requests, mission orders, travel claims and reimbursement applications;
- Verify invoices and registration of travel and financial information into ECDC monitoring systems.

General administrative support applicable to all areas mentioned above:

- Provide support tasks in the area of financial administration such as follow up on budget implementation;
- Provide administrative support tasks in the area of procurement and contract management, such as support in completing procurement documents based on templates, handling correspondence with contractors and follow up on the implementation of individual procurement procedures and orders placed under existing contracts;
- Carry out support tasks in the area of event and meeting organisation;
- Communicate, cooperate and liaise with a range of internal and external stakeholders;
- Develop and maintain databases and reports;
- Carry out a range of administrative tasks including filing, archiving, document registration, maintaining databases, etc.
- Provide guidance and support on workflows and procedure in compliance with ECDC procedures;
- Any other tasks related to his/her area of work as requested.
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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 post-secondary education attested by a diploma, or a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of 3 years¹;
- 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** with regard to 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;
- Proven professional experience and knowledge in at least one of the following fields: project management support, business travel and event organisation;
- Experience in working with support tasks in the areas of procurement, contract management, budgets and/or statistics;
- Experience in working in a multicultural environment;
- Excellent command of Microsoft Office (Word, Excel, PowerPoint, Outlook) and experience in maintaining databases;
- Excellent level of English, both written and spoken.

Personal characteristics/interpersonal skills:

- Excellent team-working ability as well as ability to work independently;
- Strong interpersonal skills and the ability to communicate with people at all levels within the organisation as well as external partners;
- Very well developed service-oriented approach;
- High level of tact and discretion;
- High sense of responsibility, ability to deliver results and attention to detail;
- Very good organisational skills, ability to prioritise tasks and to handle many issues at once.

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.

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.

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 will 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 Union, for a limited period of four years with a contract that may be renewed depending on the project funding. The appointment will be in **Function Group III**.

Applicants should note the requirement under the EU staff regulations for all new staff to successfully complete a probationary period of nine months.

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:

<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140501>

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.

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.

The ECDC application form and a candidate guide on the ECDC recruitment and selection process 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 is on **19 April 2022** at **23:59 Stockholm** time. 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.