

## Business Analyst

Unit: Digital Transformation Services  
Reference: ECDC/FGIV/2023/DTS-BA

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 two persons for the above-mentioned profile, one long-term post and one post covering the EWRS projects<sup>1</sup>. ECDC also aims to establish a reserve list, which may be used for any future vacancies in the area.

The jobholder will be placed in the Digital Solutions section, in the Digital Transformation (DTS) Unit. He/She will provide business analysis, requirement engineering services and contribute to the design and development of advanced digital solutions in support of the Centre's core business.

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

- Liaise closely with all the relevant stakeholders in ECDC, DG SANTE, and Member states, to capture and understand their business needs and processes, and to identify opportunities for improving their operations;
- Contribute to the definition, provision and management of high quality, cost efficient and effective IT solutions to address business needs;
- Contribute to the mapping, development, and harmonisation of business processes;
- Ensure the coherence of the proposed solutions with the IT policies of ECDC and DG SANTE (e.g. standards, architecture);
- Provide user training and support;
- Supervise contract performance;
- Guide and follow-up with consultants;

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- Review deliverables;
- Contribute to other activities of ECDC related to the assigned projects;
- 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:

- A level of education which corresponds to completed university studies of at least three years attested by a diploma <sup>2</sup>;
- 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 duties<sup>3</sup>;
- 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 citizen<sup>4</sup>;
- 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;
- A level of education, according to the formal requirements above, in a relevant field (e.g. Computer Science, Computer Engineering, Information Technologies, Management, or equivalent academic qualifications);
- 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 in agile methods, like DevOps, SAFe or Scrum;

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<sup>2</sup> 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.

<sup>3</sup> 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).

<sup>4</sup> 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.

- 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.

### 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 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 period of five years (applicable to both, the long-term and the project post). 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 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 for this vacancy, please create/ log in to your account via ECDC's e-recruitment system, complete all required sections of the application and submit it. **ECDC does not accept applications submitted by e-mail, mail or any other means.**

The closing date for the submission of applications is on the **07 November 2023 at 11:59:59 (midday) Stockholm time**. You are advised to submit your application well ahead of the deadline in case you face technical issues and/or if there is heavy traffic on the website. ECDC will not accept any applications after the deadline. Once you have submitted your application, you will receive an automatic e-mail message confirming receipt of your application. Please ensure that the email address you provide for your applicant account is correct and that you check your email regularly.

You can find an e-recruitment user guide and a guide on the ECDC recruitment and selection process on our website:

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

Due to the large volume of applications received, only candidates selected for interviews will be notified.

You can find the translation<sup>5</sup> of this vacancy notice in all EU languages here:

<https://www.ecdc.europa.eu/en/about-ecdc/work-ecdc/recruitment/vacancies/vacancy-translations>

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<sup>5</sup> While this vacancy notice has been translated into all official EU languages from its English original the language of day-to-day operations in the Agency is generally English. ECDC therefore prefers to receive the application in English.