

## Project Manager

Unit: DTS

Reference: ECDC/FGIV/2023/DTS-PM

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 one person for the above-mentioned vacancy to support the Early Warning and Response System (EWRS) project. ECDC also aims to establish a reserve list, which may be used for any future vacancies in the area.

The EWRS enables the European Commission and public health authorities of EU/EEA Member States to be in permanent communication for the purpose of preparedness, early warning and response, and determining the measures that may be required to protect public health. ECDC supports the European Commission with the operation and development of the platform. The EWRS has its basis in the serious cross-border threats to health Regulation<sup>1</sup>, adopted by the Council on 23 November 2022, and the Commission Implementing Decision 2017/253/EU<sup>2</sup>.

The European Commission, with the support of ECDC, seeks to further develop the EWRS to increase its effective and efficient use when dealing with serious cross-border threats to health.

In addition, ECDC has developed a platform, called EpiPulse, which is intended for the collection and reporting of epidemiological data linked to communicable disease events, the documentation and management of these events and production of daily and weekly reports describing ongoing communicable disease threats. EpiPulse complements the EWRS system and is in the process of being linked with EWRS to allow for both systems to have access to real time epidemiological information on serious cross border threats to health.

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<sup>1</sup> [EUR-Lex - 32022R2371 - EN - EUR-Lex \(europa.eu\)](#)

<sup>2</sup> [EUR-Lex - 32017D0253 - EN - EUR-Lex \(europa.eu\)](#)

The jobholder will report to the Group Leader Public Health Information Systems in the Digital Transformation (DTS) Unit and will be managing the Early Warning and Response System (EWRS) project.

The jobholder will be responsible in particular for the following areas of work:

- Coordinate and manage the EWRS project and products through all phases of the life-cycle from conception, development, testing and implementation to the deployment and maintenance;
- Work closely with the EWRS Product Manager and Business Owner;
- Liaise with relevant stakeholders in ECDC, DG SANTE, and Member states to advise and support business owners in their project governance roles, as agreed upon with the EWRS Product Manager;
- Contribute to the DTS Unit's objectives through the elaboration of the annual and multi annual work plan of EWRS and its implementation;
- Produce and update the EWRS deliverables and general documentation, according to agreed deadlines and DTS quality standards;
- Manage the project's human and financial resources, planning and scheduling, according to business needs;
- Develop the project detailed work plans including work breakdown structures;
- Coordinate the project team activities;
- Facilitate the smooth management of assigned projects/products;
- Manage EWRS changes, Third Level Support and Corrective Maintenance and prepare service contracts in cooperation with project team and external service providers;
- Comply with section's reporting requirements and Standard Operating Procedures;
- Implement DTS quality processes and project methodologies in all projects/products;
- Build good and collaborative relationships with clients and project team members;
- Solve issues primarily and escalate if necessary to line-manager(s), proposing potential solutions;
- 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>3</sup>;

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<sup>3</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.

- 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>4</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>5</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 or equivalent academic qualifications);
- Experience in project/programme management methodologies and agile methods like PM2, DevOps, SAFe or Scrum;
- 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;
- Good documentation skills / note taking;
- Ability to plan ahead, foresee difficulties and propose mitigations when required;
- Ability to work under pressure;
- Ability to build collaborative relationships with clients and project team members;
- Excellent conflict management skills.

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

## Equal Opportunities

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<sup>4</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>5</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.

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/management functions. 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 to cover the EWRS project. The contract may be renewed depending on project funding. 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 is on **30 November 2023, 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>6</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>6</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.