

# Country Support and International Relations Officer

Unit: Director's Office

Reference: ECDC/FGIV/2021/DIR-CSIRO

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 Country Support and International Relations Officer post. ECDC will also establish a reserve list which may be used for any future vacancies in this area and therefore actively encourages applications by candidates with experience and interest in the area to apply.

The jobholder will contribute to the work of ECDC in the areas of country support and international relations, as member of the European and International Cooperation Section (EICS), in the Director's Office (DIR).

The jobholder will report to the Head of Section European and International Cooperation.

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

- Contribute to the country knowledge creation by ensuring that all relevant information and indicators about a certain country are collected (e.g. data from public sources, country visit reports etc.)
- Contribute to the ECDC corporate approach to country missions by providing support to the operational units and monitoring these;
- Engage in dialogue with countries on needs for support for communicable disease prevention and control;
- Liaise with operational units on identifying best activities to implement to meet the needs for support expressed by countries;
- In coordination with the European Commission services, support the development of technical cooperation and collaboration between ECDC, EU/EEA countries and the

countries neighbouring the European Union (e.g. EU enlargement and European Neighbourhood policy partner countries);

- Develop and maintain structured cooperation frameworks with international partners in the assigned areas of responsibility, including assessing the needs of beneficiaries, budgetary and resource planning, mobilisation of funding and/or procurement, and monitoring and evaluation of project impact;
- Contribute to coordination of work of ECDC and international organisations and institutions, especially Commission services, WHO, major Centres for Disease Prevention and Control (CDCs), etc.;
- Contribute to public health emergency response and ECDC duty systems, as required;
- Support any other international activities, as requested, as part of the European and International Cooperation section in the Director's office.

## 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>1</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>2</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>3</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. These are:

#### Professional experience/knowledge:

- At least 3 years, following the award of the diploma, of professional experience acquired in positions relevant to the job description; including experience in public health and/ or public administration with exposure to public health/ health systems management;

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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.

- Work experience providing an understanding of the context in which national public health institutes (in the EU) are working;
- Work experience in international/EU institutions or experience of cooperating with such institutions providing an understanding of international relations/cooperation;
- Excellent knowledge of the relevant EU policies and activities, in particular familiarity with the EU external relations policies and/or EU public health policies;
- Hands-on experience in project management, including budget monitoring, and timely and accurate reporting;
- Excellent level of English, both written and spoken.

### Personal characteristics/interpersonal skills:

- Very good oral and written communication skills, including report writing and oral presentation skills;
- Ability to work collaboratively in a multi-cultural team and to build strong working relationships;
- Very good diplomatic and negotiation skills;
- High degree of political awareness and sensitivity;
- Ability to work under pressure and manage responsibilities; results oriented and quality driven;

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 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 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](mailto: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 English<sup>4</sup>. 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 is on **10 August 2021 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.

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<sup>4</sup> 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.