



## **Vacancy: Data Manager**

### **Unit: Surveillance and Response Support**

### **Reference: ECDC/FGIV/2018/SRS-DM**

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

### **Job description**

The jobholder will report to the Group Leader Surveillance Data Services.

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

- Support routine and ad-hoc data collections as part of a team of data managers by ensuring monitoring of the overall process, validation and cleaning of datasets, and preparation of specific datasets or data flows;
- Support data providers in their data preparation and data quality issues;
- Support ECDC disease experts and statisticians by preparing datasets of good quality and ready for further analysis;
- Ensure data quality is properly defined, documented, analysed and monitored;
- Support data analysis and visualisation, using mainly SQL scripts, R, and Qlik Sense in strong collaboration with internal stakeholders, such as disease surveillance experts and fellow data managers;
- Support relevant IT projects by ensuring data requirements are properly defined and data management activities are optimised;
- 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 the jobholder needs to meet a set of formal requirements. These requirements are:

- Completed university studies of at least three years attested by a diploma and appropriate professional experience of at least one year <sup>1</sup>;

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<sup>1</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 languages of the Communities and a satisfactory knowledge of another language of the Communities 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** in regard of 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;
- Direct experience in data management activities, including data mapping, transformation, aggregation and calculation in large and complex datasets;
- Experience in providing user support on data-related matters;
- Experience with executing data analysis, e.g. descriptive statistics;
- Experience in setting-up and managing data quality projects in close collaboration with subject matter experts;
- Advanced knowledge of SQL, T-SQL and experience with data management on Microsoft SQL Server;
- Excellent level of English, both written and spoken.

### *Personal characteristics/interpersonal skills:*

- Quality driven and service minded;
- Ability to work collaboratively and build good working relationships;
- Business solution oriented (problem solver);
- Well-organised and detail-oriented.

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<sup>2</sup> In addition, in order to be eligible for a promotion through an annual promotion exercise the staff members have to have a working knowledge of a third EU language, as described in the applicable Staff Regulations and Implementing Rules.

<sup>3</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.

*We have also identified experiences and skills that are advantageous for this post. These are:*

- Experience in data management of public health data at national or international level;
- Experience working with eHealth data;
- Experience working with Qlik Sense to build analytical results, reports and dashboards;
- Experience using ETL tools to support data manipulation and data flows.

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

## **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 may 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 Communities, 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.

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:

[http://ecdc.europa.eu/en/aboutus/jobs/Documents/Staff\\_Regulations\\_2014.pdf](http://ecdc.europa.eu/en/aboutus/jobs/Documents/Staff_Regulations_2014.pdf)

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/work-us/vacancies>**

The closing date for the submission of applications and 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 24 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.