

# Human Resources Specialist

Unit: Resources Management Services

Reference: ECDC/FGIII/2021/RMS-HRS

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 vacancy. ECDC also aims to establish a reserve list, which may be used for any future vacancies in the area.

The jobholder will be part of the Human Resources Section and be responsible for carrying out tasks in one or more of the following areas of Human Resources:

### Personnel Administration

- Managing individual staff rights and entitlements, including salaries and allowances as well as the administration of employment contracts and procedures related to staff taking up duties, probationary periods, contract renewals and end of service;
- Managing and supporting procedures related to staff working conditions, time management, leave and absences;
- Supporting the integration process of staff by providing advice and information on relevant matters (including induction to ECDC and relocation).

### Recruitment and Selection

- Coordinating selection processes by managing all administrative steps, documents and communication with candidates;
- Acting as secretary to the Selection Committee;
- Advising and supporting the Selection Committee during all steps of the recruitment procedure.

### Employee Health and Wellbeing

- Coordinating activities related to staff health and wellbeing at work, such as: ergonomics, seasonal vaccinations, health promotion campaigns;

- Managing the arrangements and administration of the annual and pre-recruitment medical examinations;
- Cooperating with external suppliers providing services in the area of staff health and wellbeing.

#### Learning and Development

- Deploying and administering learning activities in various learning settings, including the use of learning management systems, social learning and curation of content from learning platforms (for self-directed learning);
- Assisting with the design of learning interventions, including e-learning solutions;
- Assisting in the planning, organisation and administration of the annual performance review and promotion exercise.

#### General HR support applicable to all areas mentioned above

- Providing advice and support to staff and managers on HR matters in general and specifically in one or more of the above mentioned areas;
- Supporting the development and review of new and existing policies, procedures, guidelines and work instructions in the respective area of HR and contributing to the development of HR management systems;
- Interpreting and applying rules and regulations, and advising colleagues, staff and managers accordingly including the drafting of information notes and intranet content;
- Providing regular and ad-hoc staff statistics for management and external bodies, such as the European Commission;
- Carrying out a range of administrative tasks in the area of HR (including filing, archiving, document registration, maintaining databases, etc.).
- Any other tasks related to his/her area of work as requested.

This vacancy notice is firstly intended for a Human Resources Specialist working in the field of HR Services (including responsibilities in the areas of recruitment and selection, and personnel administration). Should future vacancies arise, the reserve list drawn up in relation to this selection may be used for any HR function in the Human Resources Section.

## 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 years<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 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.

### Professional experience/knowledge:

*Professional experience/knowledge:*

- At least 3 years, following the diploma, of professional experience acquired in positions relevant to the job description;
- Proven professional experience and knowledge in at least two of the following fields: personnel administration, recruitment and selection, learning and development, performance management or employee health and wellbeing;
- Ability to analyse, interpret and implement HR rules and regulations;
- Proven experience in dealing with confidential and sensitive matters;
- Excellent command of Microsoft Office (Word, Excel, Power Point, Outlook) and experience of working with HR tools/databases or Learning Management Systems or HR Data Analytics;
- Excellent level of English, both written and spoken.

*Personal characteristics/interpersonal skills:*

- Strong interpersonal skills and the ability to communicate with people at all levels within the organisation as well as external partners;
- Very high sense of discretion and confidentiality;
- Excellent team-working ability;
- Very well developed service-oriented approach;
- High sense of responsibility, ability to deliver results and attention to detail;
- High capacity to work under pressure and within tight deadlines;
- Excellent planning and organisational skills.

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

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<sup>2</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>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.

## 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 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 [HR.recruitment@ecdc.europa.eu](mailto:HR.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 **26 October 2021 at 23:59 Stockholm time**. Further information regarding the status of this selection procedure, as

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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.

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.