

# Learning and Development Officer

Unit: RMS

Reference: ECDC/AST/2022/RMS-LDO

Applications are invited for the above Temporary 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. ECDC also aims to establish a reserve list, which may be used for any future vacancies in the area.

The jobholder will report to the Group Leader Learning and Development.

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

- Manage processes in the area of performance management (performance appraisal and promotion) providing support and guidance to colleagues, staff members and managers;
- Manage the activities pertaining to the area of learning and development, from skills/learning needs analysis, training design, training deployment and training evaluation. Providing support and guidance to colleagues, staff members and managers in relation with this area;
- Contribute to the development and review of new and existing policies, procedures, guidelines and work instructions in the areas performance management and/or in the area of learning and development;
- Interpretation and implementation of the Staff regulations and implementing rules, in the areas of performance management (annual performance review and promotion exercise) and/or in the area of learning and development;
- Manage and monitor contracts, budgets and expenditure related to HR activities;
- 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 post-secondary education of at least 3 years attested by a diploma<sup>1</sup> and at least 6 years of professional experience<sup>2</sup> after that diploma; or a level of secondary education attested by a diploma giving access to post-secondary education and at least 9 years of professional experience after that diploma;
- 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 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 in the areas of performance management and/or learning and development.
- A degree level education in Human Resources Management, or another related discipline relevant to the work of HR;
- Very good experience in managing processes in the area of performance management (annual appraisal and promotion) and/or in organising training, from the learning needs analysis, to design and deployment, in a wide range of formats, e.g. classroom type, self-pace e-learning etc.
- Very good ability to analyse, interpret and implement HR rules and regulations in the area of performance management: appraisal and promotion, and/or learning and development;
- Very good experience of working with budgets;
- Experience leading specific projects in the areas of performance management and/or learning and development.

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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

<sup>2</sup> Compulsory military service is always 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).

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>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.

- Good command of Microsoft Office (Word, Excel, Power Point, Outlook) and experience of working with HR tools/databases/learning management systems.
- Excellent level of English, both written and spoken.

### Personal characteristics/interpersonal skills:

- Excellent service-oriented approach and ability to work collaboratively and build strong working relationships;
- Ability to deliver results and attention to detail;
- Ability to think forward, embracing change and innovation;
- Very high level of tact, discretion and confidentiality;
- High capacity to work under pressure, with multiple tasks and within tight deadlines.

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 Temporary Agent, pursuant to article 2f) of the Conditions of Employment of Other Servants of the European Union, for a period of five years which may be renewed. The appointment will be in grade **AST 4**.

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>5</sup>. Any incomplete applications will be considered invalid.**

**The ECDC application form and a candidate guide on the ECDC recruitment and selection process 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 the 29<sup>th</sup> of April 2022 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>5</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.