

Head of Section Legal Services and Procurement

Unit: Resource Management Services

Reference: ECDC/AD/2021/RMS-HSLSP

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.

As Head of the Legal Services and Procurement Section, the jobholder will support the organisation by ensuring timely, effective and efficient delivery of legal advice as well as procurement services with a customer-oriented approach. The jobholder will also act as the Centre's Data Protection Officer.

The jobholder will report to the Head of the Resource Management Services Unit.

As a Head of Section, he/she will:

- Develop Section strategies together with annual and multiannual work plans in line with ECDC goals;
- Drive continuous evaluation, standardisation and improvement of work plans (including procurement plans), processes, procedures, working methods (e.g. templates, guidelines) and tools (including electronic workflows) to enable ECDC to efficiently meet changing objectives and priorities;
- Implement the Section's work plan and objectives by efficient use of human and financial resources;
- Lead and manage two teams of legal and procurement professionals, including line managing staff of the Legal Services Group and the Group Leader Procurement;
- Create training plans, implement training and other awareness raising activities in the Centre on matters falling within the responsibility of the Section, such as procurement, ethics and fraud prevention;
- Collaborate with internal and external auditing/controlling bodies;

- Ensure appropriate quality assurance for all outputs of the Legal and Procurement Groups (including coordination and prioritizing of both planned and ad-hoc procurement requests from multiple internal and external stakeholders and chairing of the Committee for procurements, contracts and grants).

In the legal and procurement advisory functions, he/she will:

- Act as a legal business partner by providing legal advice in administrative, strategic as well as operational matters with a high level of customer and solution orientation (notably in the area of conflict of interest, intellectual property, governance procedures, EU law relevant to the mission of the Centre, procurement, contracts and grants, EU Staff Regulations and ethics);
- Provide support in the development and implementation of internal guidelines, rules and procedures;
- Manage, monitor and provide proactive support and guidance on all aspects of existing and emerging legal issues and risks;
- Provide legal advice, assistance in litigation cases at both administrative and judicial levels and provide advice on issues which potentially give rise to litigation (including management of outsourcing of legal advice to external legal service providers where applicable);
- Handle particularly sensitive/complex requests for public access to ECDC documents, after joint processing with the business owner;
- Provide analysis, advice and support across ECDC on procurement related matters, with a practical, problem-solving approach;
- Develop and maintain strong relationships across the organisation and have an understanding of the Centre's activities, its objectives, priorities and products/services in its various field of operations;
- Be the interface to other EU legal services and participate in the network of legal advisors of EU agencies;
- Fulfil the role of 'Ethics Officer' and promote and advocate the highest level of ethical standards within ECDC, encouraging employees to conduct themselves with integrity, and fostering an environment where ethical behaviour is respected and supported.

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 attested by a diploma when the normal period of university education is 4 years or more, or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least 1 year when the normal period of university education is at least 3 years¹;

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

- At least 9 years of professional experience² (following the award of the 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 duties³;
- 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 citizen⁴;
- 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 5 years of professional experience acquired in positions relevant to the job description including proven experience of working in a legal department/unit/team in an EU body/institution, international organisation or a public service in a national administration;
- University degree in law;
- Proven knowledge of EU administrative law and of the legal framework related to the functioning of an EU body / international organisation, in particular in matters such as, inter alia, dispute resolution, contract management, legal remedies, EU Staff Regulations and EU Financial Regulation or equivalent, public access to documents, data protection;
- Proven experience in providing legal advice to management as well as drafting policies, procedures and legal opinions in a clear and concise way and a successful record of formulating practical solutions for the business;
- Experience in legal risk management;
- Proven experience in managing a team;
- Excellent command of English, both written and spoken.

Personal characteristics/interpersonal skills:

- Good judgment combined with a high level of integrity and confidentiality;
- Well-developed solution-oriented and problem-solving approach, customer orientation and a proactive way of working;
- Excellent communication skills with the ability to describe complex legal issues to non-experts in a comprehensive and service-oriented manner;

² Compulsory military service is always taken into consideration.

³ 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.

⁴ 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.

- Excellent ability to build and maintain productive and cooperative working relationships on all levels in an organisation, as well as excellent negotiation and conflict-resolution skills;
- Excellent capability to lead, motivate, coordinate and manage work and responsibilities of a team and enhance work performance to deliver expected results;
- Ability to prioritise and organise work in an efficient way and to work under pressure and with 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.

Women are currently under-represented in 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 Temporary Agent, pursuant to article 2(f) of the Conditions of Employment of Other Servants of the European Communities, for a period of five years which may be renewed. The appointment will be in grade **AD 8**.

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 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 English⁵. 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 23 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.

⁵ 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.