

# Facilities Management Specialist

Unit: Resource Management Services

Reference: ECDC/FGIII/2022/RMS-FMS

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 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 Facilities Management.

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

- Support the Group Leader Facilities Management with the management of the facility and security's contracts including preparing order forms, specific contracts and requests for services, and liaise with external suppliers when necessary;
- Support the Group Leader Facilities Management, ensuring timely procurement of facility and security related goods and services including drafting documentation for low value procurement procedures;
- Monitor and supervise service providers and suppliers in the related fields of responsibility including with insurance claims or other related matters;
- Assist with the timely preparation of financial dossiers according to ECDC financial procedures;
- Assist with the forecast and planning as well as the implementation of the section's annual budget with specific focus on improving ECDC sustainable performance;
- Support managing the building space and facilities of the Centre including works and maintenance, allocations, removals, inventory of assets and physical inventory records;
- Support assessing physical security, health and safety risks;
- Support the development, improvement and review of new and existing policies, procedures, guidelines and work instructions;

- Provide general administrative support, including electronic document archiving, filing, document registration, maintaining databases, etc;
- 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 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>;
- 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:

- At least 3 years, (following the award of the diploma), of professional experience acquired in positions relevant to the job description;
- Proven experience of working in an administrative support function, preferably linked to office, facilities management and security;
- Experience of working with procurement and/ or contract management support tasks;
- Experience of working with budgets and/or finance.
- Thorough knowledge of IT tools, in particular Microsoft Office (Word, Excel, Power Point and Outlook) and preferably including databases, ticketing systems and autocad;
- Excellent level of English, both written and spoken.

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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.

## Personal characteristics/interpersonal skills:

- Service mindedness and high level of service orientation;
- Ability to manage internal and external clients and/or stakeholders and to communicate at all levels;
- Collaborative working, strong interpersonal skills and high aptitude for teamwork in a multicultural environment;
- Problem solving abilities and strong sense of initiative and responsibility;
- Quality driven, high level of accuracy and eye for details;
- Capacity 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.

## 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 [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 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 09 May 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>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.