



Vacancy: Scientific Officer Training and Capacity Building
Unit: Public Health Capacity and Communication
Reference: ECDC/FGIV/2017/PHC-SOTCB

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

Job description

The jobholder will work in the Public Health Training Section in the Public Health Capacity and Communication Unit (PHC). She/he will report to the Training Network and Capacity Strengthening Group Leader; and will work closely with the ECDC Disease Programmes, Corporate Governance and ICT in the Centre.

The jobholder will be responsible in particular for the following areas of work:

- Contribute to high quality ECDC training activities undertaken by ECDC Disease Programmes and sections, including support for project management, and development of guidance and tools;
- In cooperation with content-matter experts, coordinate development of training outputs in different formats (face-to-face, e-learning and blended);
- Contribute to the coordination of the ECDC Country Support Mechanism, including liaising with internal stakeholders as well as national and international organisations and networks involved in training on prevention and control of communicable diseases;
- Provide business input for an ICT platform for stakeholders' relationships management and country profiles;
- Contribute to the timely announcement of training activities and to other communication activities in the Section (e.g. newsletter, communities of practice, twitter, fact sheets, etc.);
- Other country capacity building activities 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 year¹;
- 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 duties²;
- 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 citizen³;
- 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, of which at least one year's experience acquired in positions relevant for the duties as outlined in the job description;
- Strong hands-on experience and skills in project management;
- Experience in capacity building activities in the area of public health;
- Knowledge and understanding of tools and technologies applied to training, including e-learning and/or stakeholder management;
- Experience in communicating and collaborating with multiple stakeholders;
- Excellent command of English, both spoken and written.

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 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.

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:

- Strong organizational skills;
- Excellent service-orientation;
- Well-developed political awareness and sensitivity;
- Ability to work collaboratively and build strong working relationships;
- Ability to manage responsibilities and achieves results;
- Very good oral and written communication skills.

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

- Experience in defining and formulating business needs as part of IT development;
- Working experience from an international and multicultural setting;
- Proven experience in public procurement and contract management.

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

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 English⁴. 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.

⁴ 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.