

Vacancy: Expert Public Health Training and Capacity Building

Unit: Public Health Capacity and Communication

Reference: ECDC/AD/2018/PHC-EPHTCB

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

Job description

The Jobholder will report to the Head of Section Public Health Training.

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

- Organise training courses under the continuous professional development programme, supporting the ECDC sections and disease programmes, in different formats (face-to-face, e-learning and blended), including content development;
- Curate training content and materials, in the ECDC training virtual platform hosting those and administer the platform;
- Develop a strategy for and moderate communities of practice in a collaborative virtual workspace in the area of public health training;
- Provide continuous professional development support to supervisors in the ECDC Fellowship Programme and to other national health professionals contributing to the cascading of ECDC training activities;
- Support internal and external networking in the area of public health training and capacity building;
- Other training-related activities as needed;
- Contributing to other activities of ECDC as required, within his/her field of competence.

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 of at least three years attested by a diploma¹;
- 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* with regard to *professional experience* and *personal characteristics/interpersonal skills*. These are:

Professional experience/knowledge:

- At least 5 years of professional experience (following the award of the diploma), of which at least 3 years' experience acquired in positions relevant to the job description;
- Strong background in communicable disease surveillance and intervention epidemiology;
- Proven experience in organising public health training activities, including e-learning;
- Strong hands-on experience and skills in project management;
- Working experience from an international, multicultural setting;
- Excellent command of English, both written and spoken.

Personal characteristics/interpersonal skills:

- Results orientated;
- Quality driven;
- Service minded;
- Ability to work collaboratively and build strong working relationships;
- Very good oral and written communication skills.

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.

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 Temporary Agent, pursuant to article 2f) 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 **AD5**.

Applicants should note the requirement under the EU staff regulations for all new staff to complete successfully 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>

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.

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.