

Expert Public Health Training

Unit: Public Health Functions

Reference: ECDC/AD/2021/PHF-EPHT

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 Lead of the Continuous Professional Development (CPD) Group and will be placed in the Public Health Training Section within the Public Health Functions Unit. He/she will work in close collaboration with the ECDC Fellowship Programme.

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

- Provide technical guidance and coordination in learning methodologies for ECDC training programmes, including on preparedness and bioinformatics, ensuring alignment with CPD, the ECDC Fellowship programme and related initiatives of other European and international stakeholders;
- Project manage continuous professional development activities, supporting the ECDC sections and disease programmes, in different formats (face-to-face, e-learning, and blended), including training content development and curation in the ECDC Virtual Academy (EVA);
- Contribute to strengthening the competencies of the ECDC Fellowship Programme training site supervisors and other national health professionals in the areas of mentoring and knowledge transfer (e.g. train the trainers);
- Contribute to the curricular developments in the ECDC Fellowship Programme, in line with the core competencies in applied infectious disease epidemiology and public health microbiology, and relevant evolution of Field Epidemiology Training Programmes (FETP) curriculum at global level;
- Participate in the organisation of training needs assessments;
- Provide expert input to the development of core competency frameworks;

- Contribute to other activities related to ECDC training programmes;
- Contribute to other activities of ECDC, as required, in his/her field of expertise;
- Contribute to other activities of ECDC as required, within his/her field of competence;
- May be asked to contribute to the 24/7 duty system of ECDC.

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 3 years attested by a diploma¹
- 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 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 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 in project management;
- Working experience from an international, multicultural setting;
- Excellent command of English, both written and spoken.

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).

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:

- Quality driven and service minded;
- Ability to work collaboratively and build strong working relationships;
- Results oriented;
- Committed to continuous learning and keeping abreast with developments within their field of expertise;
- Excellent analytical skills;
- Very good oral and written communication skills.

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 **AD 5**.

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 English⁴. 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 17 January 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.

⁴ 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.