

# Principal Expert Coronavirus and Influenza/ Group Leader COVID-19 and Influenza

Unit: Disease Programmes

Reference: ECDC/AD/2021/DPR-PECI

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 lead the COVID-19 and Influenza Group within the Epidemic Prone Diseases Section and report to the Head of Section (HoS).

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

- Lead and contribute to the production of scientific evidence-based guidance and advice in response to questions from the Member States, The European Commission and the European Parliament;
- Line manage the staff of the COVID-19 and Influenza group ensuring effective team dynamics, promoting a service-minded attitude, providing timely and adequate performance feedback, and fostering staff development opportunities;
- Provide input to the annual workplan of the Epidemic Prone Diseases Section within the COVID-19 and Influenza field;
- Coordinate the activities of the COVID-19 and Influenza Group and ensure implementation of the annual workplan;
- Identify and address needs for risk assessments, technical advice, guidance and surveillance within prevention and control of COVID-19 and Influenza;
- Assist the Head of Section in the implementation of the activities of the Section;
- Contribute to other activities of ECDC, as required, in his/her field of expertise and participate in the 24/7 duty system of ECDC when necessary.

# 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 years<sup>1</sup>;
- At least 9 years of professional experience<sup>2</sup> (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 duties<sup>3</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>4</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 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;
- A university or post-graduate degree in the field of epidemiology, microbiology, public health, medicine, veterinary medicine, biology or other field relevant for the position;
- Thorough scientific and technical experience related to the epidemiology, prevention and control of COVID-19 and/or influenza obtained at an international and/or national level;
- Good knowledge of the EU policies and activities relevant to the duties listed above;
- Experience in leading and managing a team of experts, preferably as a line manager;
- Excellent level of English, both written and spoken.

---

<sup>1</sup> 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

<sup>2</sup> Compulsory military service is always taken into consideration.

<sup>3</sup> 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.

<sup>4</sup> 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:

- Proven organisational skills and ability to plan and implement the work of a team;
- Ability to work under strict deadlines, anticipate difficulties, and propose mitigations as required;
- Ability to work collaboratively and build strong working relationships;
- Ability to empower, motivate and lead others;
- Quality driven and service minded.

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 this business area/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 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 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](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>5</sup>. 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 26 November 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.

---

<sup>5</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.