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 Epidemic Intelligence Group Leader and also work closely with the disease-specific programmes, ICT and communication unit in the Centre.

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

- Ensure the timeliness and quality of ECDC Epidemic Intelligence (EI) activities, including the development of tools, procedures, principles and practices of EI;
- Coordinate the routine threat detection and threat assessment activities within the unit;
- Actively contribute to the continuous development and strengthening of EI activities within ECDC, including development of IT applications (e.g. web-platforms), procedures and practices;
- Provide scientific content to the EI System (EPIS) and Threat Tracking Tool (TTT);
- Ensure strong liaison and active collaboration with disease experts within ECDC and in the Member States, with a specific focus on the strengthening of early detection and assessment of threats;
- Coordinate the production of the annual threat report;
- Train ECDC and MS experts in the field of EI;
- Collaborate with European and international partners in EI activities;
- Assist Member States in the early detection and assessment of communicable disease threats and provide expertise and training to Member States when required;
- Contribute to other activities of ECDC, as required, in his/her field of expertise;
- 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 three years attested by a diploma;
- 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 duties;
- 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;
- 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 related to the duties outlined in the job description;
- A diploma or degree in communicable diseases epidemiology or public health;
- Proven experience in Epidemic Intelligence activities, both from an operational as well as a conceptual perspective at an international or national level;
- Good understanding of existing Epidemic Intelligence tools, methods and stakeholders at EU and international level;
- Excellent command of English, both spoken and written.

Personal characteristics/interpersonal skills:

- Quality driven, service minded and results orientated;
- Ability to work under pressure and manage responsibilities;
- Ability to work collaboratively and build strong working relationships;

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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 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.
Commit to continuous learning and keeping abreast of developments within their field of expertise;

Excellent analytical skills.

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

- Familiarity with activities within the EU with regard to preparedness and response to health threats;
- Competence in the use of information technology tools and platforms;
- Competence in the use of IT tools (Excel) and Geographical Information Systems;
- Knowledge of additional EU languages;
- Experience in project 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 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 **AD 5**.

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:


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 English\(^4\). Any incomplete applications will be considered invalid.

The ECDC application form can be found on our website here: [http://ecdc.europa.eu/en/aboutus/jobs/Pages/JobOpportunities.aspx](http://ecdc.europa.eu/en/aboutus/jobs/Pages/JobOpportunities.aspx)

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.

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\(^4\) 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.