

Call for applications

Temporary staff

No AD.2024.10 — Head of Unit ‘Risks to public safety and security unit (policy, crime and markets)’

Temporary agent AD 9 — 5-year contract

EUDA

The EUDA is one of the European Union’s decentralised agencies. Based in Lisbon, it is the central source of comprehensive information on drugs and drug addiction in Europe.

The EUDA’s mission focuses on contributing to EU preparedness on drugs through four main actions:

Anticipate: We anticipate future drug-related challenges and their consequences.

Alert: We alert in real time on new drug risks and threats to health and security.

Respond: We help the EU and its Member States strengthen their responses to the drug phenomenon.

Learn: We facilitate EU-wide knowledge exchange and learning for evidence-based policies and interventions.

The EUDA is an equal opportunities employer and accepts applications without distinction on the grounds of age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or family situation.

For further information on the EUDA, please visit <https://www.euda.europa.eu/>

Position

The successful candidate will lead the key EUDA scientific unit responsible for the areas of drug policy, drug-related crime, drug markets and will report to the Executive Director.

The jobholder will work closely with scientific staff and coordinate areas of work currently structured in two sectors.

- **Markets, crime, supply reduction and precursors**

The Markets, crime, supply reduction and precursors sector monitors and analyses illicit production, trafficking, distribution and sale of controlled substances, and their wide-ranging impacts on safety and security, including drug-related crime and violence. The sector is responsible for the development and implementation of market and supply reduction monitoring indicators, including darknet markets, and the corresponding responses in these areas. The sector contributes to the security area of EUDA work including threat assessments at European and international levels. The sector monitors and supports the delivery of effective drug supply reduction activities at EU level, notably



by participating in key EU platforms such as COSI and EMPACT and by maintaining a wide network of contacts in the EU and international law enforcement sphere, in particular with Europol and CEPOL. It also manages the EUDA reference group on drug supply. The sector plays a key role in supporting the European Commission and the Member States in key market and supply reduction policy areas. Furthermore, the sector monitors the production and diversion of chemical (pre-)precursors used in drug production and carries out technical assessments needed to support possible EU-level control measures while closely cooperating in this area with the European Commission and international organisations including the International Narcotics Control Board (INCB).

- **Policy and society**

The Policy and society sector provides support to EU, national and local decision-makers with the independent evaluation of drug policies and the implementation of evidence-based drug policies and strategies. This includes the monitoring of national drug strategies, economic policies and laws, as well as the development of tailored methodological tools and training. The sector also supports the development of evidence-informed social, economic and criminal justice policies, including health and social interventions in prison and alternatives to coercive sanctions. Maintaining a focus on emerging policy trends, additional thematic areas covered by the sector include cannabis policies, gender and drugs, co-morbidity and therapeutic use of illicit substances.

The head of unit will ensure that both sectors work together, and with other scientific units, fostering a strong sense of teamwork and shared responsibility, and contributing to the mission of the EUDA through leading or contributing to the activities of cross-unit and multi-disciplinary transversal project teams in the Agency.

Main duties

As the head of the unit, this role is crucial in developing new or improved services for our stakeholders. The ability to create well-targeted and value-added scientific outputs is critical to ensure effective service delivery to our customers. The jobholder is expected to:

- Coordinate and implement the agency's scientific work with the EUDA Chief Scientist and the heads of the Public health unit and Reitox unit, and with external partners.
- Be instrumental in ensuring compliance with the regulatory framework in which the EUDA operates to support the achievement of its mission and vision.
- Be responsible for defining the unit's internal working methods for implementing the EUDA work programmes. The jobholder's leadership, management and supervision of the unit's staff will be key in this process.
- Provide support and guidance to the cross-unit teams in charge of those services, and prioritise the unit's contribution to achieving those collective goals.
- Guarantee the technical quality of the unit's work, supervise production and maintain quality standards and timeliness in delivering the unit's services, outputs and publications, in particular, flagship publications such as the European Drug Report and EU Drug Markets Report.
- Be responsible for defining budget requirements and supervising/controlling financial transactions relating to the unit's work programme (contracts, meetings, missions, and other expenditures), including contract management and related oversight and reporting responsibilities.



- Represent the agency in meetings, conferences and events relevant to the unit's work. The jobholder will also facilitate cooperation and information exchange with EUDA institutional partners, stakeholders and target audiences, playing a key role in fostering collaboration and knowledge sharing.

The jobholder may be required to contribute to other areas of work, according to the needs and priorities of the EUDA.

Given the international scope of the role, fluency in English is required for effective communication with various actors and stakeholders.

1. Job requirements

1.1. Eligibility requirements

Introduction

The selection procedure is open to applicants who satisfy the eligibility criteria below, on the closing date for application.

General requirements

- Be a national of one of the Member States of the European Union, Norway or Türkiye;
- Have fulfilled any obligations imposed by the laws concerning military service, if applicable;
- Produce the appropriate character references as to the suitability for the performance of the required duties;
- Be physically fit to perform the duties of the post ⁽¹⁾.

Education requirements

- A level of education that 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 that corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least 3 years.

Professional experience requirements

- Have at least 12 years of relevant professional experience starting with the first position occupied after the completion of the diploma or certificate required for admission to this selection procedure, as mentioned above.

⁽¹⁾ As a condition for appointment, the successful candidate shall be medically examined in order that the EUDA may be satisfied that he/she fulfils this requirement, as foreseen in Article 12(d) of the Conditions of employment of other servants of the European Communities.



Language requirements

- Possess a thorough knowledge (mother tongue or minimum level C1) of one of the official languages of the European Union and,
- A proven satisfactory knowledge (minimum level B2) of another of these languages to the extent necessary for the performance of the required duties ⁽²⁾.

1.2. Essential requirements

Introduction

All eligible applications, according to the afore-mentioned criteria, will be assessed against the requirements listed below solely based on the information provided by the candidates in their application.

Please note that non-compliance with at least one of the essential selection criteria will result in the exclusion of the candidate from the selection process.

On the basis of the application

1. A university degree in a relevant scientific area such as chemistry, forensic science, sociology, criminology, social sciences or similar;
2. At least 12 years' proven experience working in drugs related disciplines relevant to the profile of the position;
3. At least 6 years' proven experience as a manager responsible for leading and managing human resources;
4. At least 6 years' experience of efficient budgetary and financial management, acquired in a national, European or international context;
5. Proven ability to produce high-quality documents for both technical and non-technical audiences. As evidence, please submit a maximum of three samples to the following e-mail address: AD.2024.10@euda.europa.eu

On the basis of the interview

1. **Solid knowledge and understanding** of the methodological and technical issues relevant to the job, such as statistics, drug markets and related indicators, research methods and other related fields.
2. **Demonstrated ability to set and implement scientific priorities** in line with the organisational strategy while considering associated risks and benefits.
3. **Good understanding and proven knowledge of the EU context**, such as:
 - The drug situation in the EU as well of the relevant EU policies and activities;
 - The role and functioning of the EU institutions and decision-making procedures, and of the interaction between national administrations and EU institutions.
4. **Excellent leadership and managerial skills**, including:
 - Sound judgment and proven capacity to manage staff with the ability to set clear objectives and deliver results;

⁽²⁾ In addition, in order to be eligible for a first promotion, the staff member shall prove a working knowledge of a third EU language.



- Solid and demonstrated management experience, acquired in a national, European, or international context, particularly in budgetary and financial management;
- Ability to lead, motivate and develop a multidisciplinary team in a European, diverse, multicultural and multilingual environment.

5. **Excellent interpersonal skills with proven ability to communicate fluently and efficiently in English** at all levels, including with stakeholders, media and with the public. This includes:

- Demonstrated effective stakeholder management, not only in communication but in influencing, negotiating and maintaining and strengthening relationships with both internal and external partners;
- Capability to ensure coordination between institutions and foster collaboration across diverse stakeholders, such as EU institutions, European, international, national and local authorities, international organisations, civil society organisations.

6. **Proven change management capabilities in:**

- Promoting and enabling transformational initiatives (such as new network development, innovative approaches, organisational changes and processes) to ensure support to the EUDA's evolving strategic goals;
- Effectively managing stakeholders, balancing interests while ensuring alignment and collaboration across teams and with external partners;
- Fostering a culture of cross-functional collaboration and autonomy, empowering others to embrace and lead change.

On the basis of the written test

1. **Thorough knowledge of the drug situation in the EU** and of the relevant EU policies and activities, especially as regards drug markets and drug policy issues.
 2. **Solid knowledge and understanding of the methodological and technical issues** relevant to the job, such as issues related to drug markets and drug policies, drug monitoring, research, indicator development and responses.
 3. Robust experience and skills in **quality assurance**, including the ability to review and sign off on high-level policy and scientific documents.
 4. **Ability to write high-quality texts in English** for different audiences.
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1.3. Advantageous requirements

Introduction	Advantageous criteria constitute additional assets and will not result in exclusion if not fulfilled.
On the basis of the application	<ol style="list-style-type: none">1. A postgraduate or doctoral degree in a subject relevant to the post.2. Professional experience in EU bodies or in other European or international bodies.3. Proof of having received formal training in management (certificate, diploma, etc.).4. Several years of professional experience in either drug markets or policy area.5. Knowledge of other EU languages.
On the basis of the interview	<ol style="list-style-type: none">1. Experience in crisis management or response planning to ensure preparedness for potential threats and the ability to implement effective response measures.2. Proven ability to lead and implement innovation that drives continuous improvement.3. Demonstrated commitment to customer-centric solutions that enhance service delivery and stakeholder satisfaction.

2. Submission of applications

2.1. Overview

Procedure	<ul style="list-style-type: none">• Interested candidates must apply for this post through the EUDA e-recruitment application, accessible on this link: https://e-recruitment.euda.europa.eu.• To make an online application you will need to create your EUDA profile using a valid e-mail address and a password.• During the application procedure, candidates should ensure that they clearly indicate how they meet the selection criteria in their application.• All sections of the application should be completed in English in order to facilitate the selection procedure.
Deadline for applications	The closing date for the submission of applications is 11/12/2024 at 23.59, Lisbon time.

2.2. Selection procedure

Selection on files

- The selection on files is the phase during which the selection committee assess, on the basis of each application file received, whether candidates meet the requirements set for admission, eligibility and selection.
- The essential requirements have a maximum of 10 points each. Non-compliance with at least one of the essential selection criteria will result in the exclusion of the candidate from the selection process.
- The advantageous requirements have a maximum of 5 points each. Advantageous criteria constitute additional assets and will not result in exclusion, if not fulfilled.
- On this basis, the selection committee will select the candidates that obtain at least 60 % of the total points available to rank their compliance with the essential requirements and with the advantageous requirements.
- The maximum number of invitees for an interview shall be 10. This ceiling may be adapted, depending on the number of applications received, by decision of the appointing authority/authority authorised to conclude employment contracts. Should the case arise that there are various candidates scoring the same number of points in the 10th ranking, the number of candidates to be invited will be increased accordingly to accommodate this.

Interview and written test

- The selected candidates will be invited to carry out an interview and a written test.
 - Interviews will be held by the selection committee at the EUDA premises.
 - The candidates will be assessed on the basis of the essential requirements mentioned above out of a maximum of 10 points each and the advantageous requirements above out of a maximum of 5 points each.
 - Candidates will be asked to undergo a written test, either at the EUDA premises or remotely (online). The candidates will be assessed on the basis of the requirements mentioned above and a maximum of 40 marking points will be available for this purpose.
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**Assessment centre**

- The candidates placed on the reserve list will go to an assessment centre, unless they have already taken part in such an assessment in the two years preceding the closing date for the receipt of applications. However, candidates who attended an assessment centre between 18 months and two years prior to this call, may be asked to attend the centre again.
 - The assessment centre will evaluate the candidates' potential and provide an in-depth analysis of their managerial skills, adaptability and other core competencies relating to the position advertised.
 - Candidates will be assessed based on individual and/or group exercises and interviews focusing on management skills.
 - The result of the assessment centre will be taken into consideration by the appointing authority/authority authorised to conclude employment contracts.
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Final interview

- Upon completion of the assessment centre, the candidates on the shortlist will be interviewed by the EUDA Executive Director and one EUDA staff member of a grade and management function equal or superior to that of the position advertised.
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Reserve list

- The work of the selection committee ends with the preparation of a shortlist of candidates considered suitable to occupy the position advertised, to be proposed to and approved by the appointing authority/authority authorised to conclude employment contracts of the EUDA.
 - Only candidates who reach 70 % of the marking points can be included in the reserve list for appointment.
 - On the basis of the adopted reserve list, the appointing authority/authority authorised to conclude employment contracts of the EUDA may offer a contract of engagement.
 - Candidates shall note that the inclusion in the reserve list does not guarantee recruitment, which will depend, among other things, on availability of vacant posts and budget.
 - The established reserve list may be used in order to fill similar positions within the EUDA.
 - The reserve list will be valid until 31/12/2026 and may be extended by decision of the EUDA appointing authority/authority authorised to conclude employment contracts.
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Selection committee

The selection committee for this selection procedure will be composed as follows:

- Ovidiu Huluban (chairperson and member nominated by the Staff Committee)
- Jane Mounteney (member)
- Laurent Laniel (member)
- Anne Line Bretteville-Jensen (external member)
- Pascale Luyckx (external member)

The selection committee's work and deliberations are strictly confidential and any contact, either direct or indirect, with its members is strictly forbidden. The confidentiality principle is intrinsic to all steps of the recruitment procedure and is in accordance with Article 6 of Annex III to the Staff Regulations of Officials of the European Communities.

Information on the process

All candidates will be informed of the outcome of the selection procedure.

For up-to-date information on the process of this selection procedure, please visit the EUDA's website at the following link: <https://www.EUDA.europa.eu/about/jobs>

Applicants invited for the interviews may be entitled to a flat-rate contribution towards travel and subsistence expenses. Information will be provided together with the invitation letter.

3. Conditions of employment

Legal framework

A contract offer will be made pursuant to the Conditions of employment of other servants of the European Union (<https://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>), for a five-year period according to Title II, Chapter 1, Article 8 of these Conditions.

Place of employment

The place of employment will be Lisbon, Portugal, where the EUDA has its seat.

Remuneration

The remuneration consists of a basic salary and, where applicable, additional allowances, paid on a monthly basis and reimbursements, paid upon their evidenced occurrence.

Monthly basic salary

- The jobholder's monthly basic salary, for AD 9 step 1 will be approximately EUR 9300.

Correction coefficient

- A correction coefficient is applied to the remuneration of staff members in order to make up for differences in living conditions, as compared to Brussels and Luxembourg.



- In order to evaluate such differences in living conditions, the EU Staff Regulations use differences in purchasing power as a statistically reliable and calculable indicator.
- For Portugal, the local weighting factor is 94.5 % for 2024.

Examples of net monthly salaries are presented below

AD 9 - Step 1

- a) Minimum final net salary (without any allowances): EUR 6430
- b) Final net salary with expatriation allowance: EUR 7840
- c) Final net salary with expatriation, household and one dependent child allowance: EUR 9060

Income tax

- Income tax is levied progressively at a rate of between 8 % and 45 % of the taxable portion of your salary.
- A special levy (6 %) is calculated on the part of the remuneration exceeding the minimum remuneration.
- Your salary is exempt from Portuguese tax.
- For more information, please see the protocol on the immunities of the European Union.

Social security

Staff members pay a community tax at source and contribute to:

- health insurance and accident insurance;
- EU pension scheme;
- unemployment insurance.

Depending on the individual family situation and the place of origin, the jobholder may be further entitled to:

- Expatriation or foreign residence allowance.
- Family allowances:
 - household allowance;
 - dependent child allowance;
 - pre-school allowance;
 - education allowance.
- Taking up duties allowance:
 - installation allowance;
 - daily allowance intended offset costs of temporary residence;
 - reimbursement of removal expenses;
 - initial travel from place of recruitment to the place of employment for the staff member and direct family.



Annual leave

- Staff members are entitled to annual leave of 24 working days plus EUDA holidays, which correspond to some Portuguese national holidays and Easter, Christmas and other events.
- Additional leave days are granted for age, grade and if you are entitled to the expatriation allowance. Special leave is granted for certain circumstances such as marriage, birth of a child or other family events.

For more information consult our website: <https://www.euda.europa.eu/>

Confirmation of engagement and security clearance

The successful applicant may be required to undergo a security vetting and clearance procedure.

Declaration of commitment to serve public interest independently

Staff engaged by the EUDA are required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to the interests that might be considered prejudicial to their independence.

EUDA staff are required to carry out their duties and conduct solely with the interests of the EUDA and of the European Union in mind; they shall neither seek nor take instruction from any government, authority, organisation or person outside their agency. EUDA staff shall carry out the duties assigned objectively, impartially and in keeping with the duty of loyalty to the EUDA and to the European Union.

Protection of personal data

All personal data collected for this selection process will only be used for the purposes of this selection procedure and will in no case be transmitted to any third party.

Any data provided will be treated in the strictest confidence and with high standards of security.

All documents provided to the EUDA during this selection procedure will be kept in the EUDA's files and will not be returned to applicants.

Application documents will only be kept for as long as it is mandatory to fulfil the requirements of existing auditing/control procedures applicable to the EUDA.

For further details please read carefully the 'Privacy statement' as published in the EUDA website at the following link: https://www.EUDA.europa.eu/about/data-protection_en.

4. Request for review and appeal procedure

Request for review

A candidate who feels that a mistake has been made during the selection procedure may ask to have their application reconsidered by sending, within 20 calendar days from 31/01/2025, a request for review, quoting the number of the selection procedure concerned to the chairperson of the selection committee at the following address:

EUDA
Chairperson of the selection committee
Praça Europa 1, Cais do Sodré
1249-289 Lisbon
Portugal

The selection committee will reconsider the application and notify the candidate of its decision within 45 calendar days of receipt of the letter.

Appeals procedure

Candidates who consider that they have been adversely affected by a particular decision may lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Union, at the following address:

EUDA Executive Director
Praça Europa 1, Cais do Sodré
1249-289 Lisbon
Portugal

The complaint must be lodged within three months. The time limit for initiating this type of procedure (see Staff Regulations <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1594050364017&uri=CELEX:01962R0031-20140101>) starts to run from the time the candidate is notified of the act adversely affecting him or her.

Like all citizens of the European Union, candidates can make a complaint to the European Ombudsman:

European Ombudsman
1 avenue du Président Robert Schuman — CS 30403
67001 Strasbourg Cedex
France

Note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union. Note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.



5. EUDA contact

Email: Recruitment@euda.europa.eu

Recruiter: Leila Mekkaoui

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