



CALL FOR APPLICATIONS FOR THE SELECTION OF CONTRACT STAFF

Ref. CA.2017.01 — Scientific analyst on new psychoactive substances — Contract Agent (M/F) FG IV — Four-year contract

The EMCDDA is one of the European Union's decentralised agencies. Established in 1993 and based in Lisbon, it is the central source of comprehensive information on drugs and drug addiction in Europe.

The EMCDDA 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. The EMCDDA actively encourages applications from women.

For further information on the EMCDDA, please visit <http://www.emcdda.europa.eu/>

1. Job profile

1.1. Overall purpose

Scientific analysts on new psychoactive substances are scientific experts who work in a multidisciplinary team managing different processes related to the early warning and risk assessment of new psychoactive substances that may pose a danger to public health. The EMCDDA conducts this work under the framework of Council Decision 2005/387/JHA. This piece of European Union (EU) legislation defines a 3-step procedure of early warning, risk assessment, and, control measures that allows the EU and the Member States to rapidly respond to the appearance of new psychoactive substances on the drug market ⁽¹⁾. Under the Council Decision the EMCDDA is responsible for early warning — known as the EU Early Warning System — and risk assessment process ^(1,2).

Working within the Action on New Drugs Sector, the jobholder will support the collection, collation and analysis of data on new psychoactive substances, in order to allow the EMCDDA to identify, assess, and react to new substances that may pose a danger to public health ⁽²⁾. For this post, a specific focus of the work will be in relation to managing data related to poisonings and other serious adverse events that are linked to the use of new psychoactive substances.

The post holder will also contribute to the EMCDDA overall reporting on drug trends and work in close collaboration with the other staff to achieve this aim. Upon recruitment, staff generally start working in one area of work, but will be expected during their career at the EMCDDA to develop skills to enable them to work in multiple areas.

The vehicular language for this post has been designated as English as the EU Early Warning System and risk assessment process is operated in English.

⁽¹⁾ <http://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1488983364271&uri=CELEX:32005D0387>

⁽²⁾ <http://www.emcdda.europa.eu/activities/action-on-new-drugs>

1.2. Main duties

The main areas of work include:

Support to early warning and risk assessment:

To contribute to the management, analysis and reporting of data submitted to and collected by the EMCDDA in respect to the EU Early Warning System and risk assessment process, including:

- To manage the electronic submission of data from national early warning systems in Europe as well as data collected by the EMCDDA.
- To manage quality control and quality assurance systems in order to ensure data validity and reliability.
- To prepare and conduct quantitative and qualitative analysis of data sets using a range of methods in the area(s) under her/his responsibility and to liaise with external data providers, where appropriate.
- To perform literature searches and literature reviews.
- To contribute to data reporting, including drafting and editing of technical documents related to the early warning and risk assessment of new psychoactive substances.

System development:

- To participate in the further development of data management systems for early warning and risk assessment.
- To participate in the further development of early warning and risk assessment methodologies, processes and procedures.
- To participate in the development, updating, and revision of the EMCDDA's guidance documents and operating procedures related to early warning and risk assessment.

Other tasks:

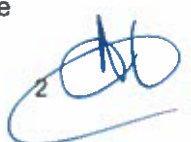
- To analyse data, prepare tables, graphics and methodological notes for inclusion in the EMCDDA's scientific products, in collaboration with relevant technical staff.
- To respond to queries and requests from national early warning systems and members of the EMCDDA's other networks.
- To represent the EMCDDA in scientific and institutional meetings, training events, and any other events relevant to the work of the Agency.
- To work with other staff of the EMCDDA and to contribute to the overall work programme as requested.
- To take on any other duties that may be assigned by the Head of Unit or Head of Sector in relation to the purpose of the post.

2. Job requirements

2.1. Eligibility requirements

The following requirements shall be met by the deadline for applications:

- A level of education which corresponds to completed university studies of at least three years attested by a diploma;
- at least 3 years of relevant professional experience acquired after the completion of the above mentioned studies;
- be a national of one of the Member States of the European Union, Norway or Turkey;
- have fulfilled any obligations imposed by the applicable laws concerning military service if any;
- produce the appropriate character references as to the suitability for the performance of the required duties;



- be physically fit to perform his/her duties (³);
- a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of these languages to the extent necessary for the performance of the required duties (⁴).

2.2. Essential requirements

Eligible candidates will be evaluated as follows:

a. On the basis of the application, by assessing the following in relation to job profile as set out in section 1:

- Relevant academic qualifications;
- Relevant professional experience;
- Experience in data management and analysis using a range of data sets and methods;
- Experience in reporting, including drafting and editing of technical documents;
- A good understanding of the methodological and procedural issues related to the main duties of this position.

The academic qualifications, professional experience, experience and understanding must be described as precisely as possible in the application.

b. On the basis of an interview and written test, by assessing the following:

- Knowledge and understanding in the areas of expertise required for this position;
- Capacity to quickly understand, analyse and summarise methodological and technical issues;
- Ability to work independently and within a team;
- Ability to communicate effectively on complex scientific and technical matters in written and spoken English to both technical and non-technical audiences;
- Good organisational and interpersonal skills;
- Good knowledge of Microsoft Office.

2.3. Advantageous requirements

Non-compliance with the advantageous requirements is not a condition for exclusion of applicants as these will be taken into account as assets while assessing each application. Advantageous requirements will only be assessed once during the course of the selection procedure, either in its first or second phase, according to the skills concerned. The advantageous requirements are as follows:

I. On the basis of the application, by assessing the following:

- Scientific publications and technical reports on topics relevant to the work of the EMCDDA;
- An understanding of early warning systems and risk assessment;
- Knowledge of the issues related to the use of psychoactive substances in society (such as the causes and consequences as well as policy responses);
- Experience of studying, living, and/or working in a multicultural and multilingual environment.

II. On the basis of an interview and written test, by assessing the following:

⁽³⁾ As a condition for appointment, the successful candidate shall be medically examined in order that the EMCDDA 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.

⁽⁴⁾ N.B.: In addition, in order to be eligible to a first promotion, the staff member shall prove a working knowledge of a third EU language.

- Knowledge of the issues related to the use of psychoactive substances in society (such as the causes and consequences as well as policy responses);
- Understanding of the role and activities of the EMCDDA, including in respect to its responsibilities and work conducted under the terms of Council Decision 2005/387/JHA;
- Ability to work effectively in a multidisciplinary team in a multicultural environment;
- Additional linguistic skills.

3. Submission of applications

Interested candidates must apply for this post through the EMCDDA e-recruitment application, accessible on this link: <https://e-recruitment.emcdda.europa.eu>. Please note that to make an EMCDDA online application you will need to create your EMCDDA profile using a valid e-mail address and a password.

The closing date for the submission of applications is 28/04/2017 at 23.59, Lisbon time.

The deadline is extended until 19/05/2017 at 23.59, Lisbon time.

4. Selection procedure

The selection will be carried out in two phases:

Phase 1: The selection committee will analyse the applications to verify the candidates' eligibility, by assessing their compliance with the relevant requirements, as set out in this call for applications (see section 2.1. above). Failure to comply with one of the eligibility requirements shall result in the exclusion of the applicant concerned from the selection procedure.

The selection committee will then select the eligible candidates who have obtained at least 60 % of the total points available to rank their compliance with the established essential requirements (as set out in section 2.2.a. above, a maximum of 10 marking points being available for each essential requirement) and with the established advantageous requirements (as set out in section 2.3.I. above, a maximum of 5 marking points being available for each advantageous requirement). The best ranked candidates, up to a maximum number of 10, will be invited to the next phase of the selection process. This number may be changed by decision of the appointing/contracting authority, depending on the number of applications received.

Phase 2: This phase will consist of a written test and an interview to be held by the selection committee. Via the interviews the selection committee will assess the compliance of the invited candidates with the established essential requirements (as set out in section 2.2.b. above, a maximum of 10 marking points being available for each essential requirement) and with the established advantageous requirements (as set out in section 2.3.II. above, a maximum of 5 marking points being available for each advantageous requirement). Candidates will be asked to undergo a written test related to the nature of duties to be performed. The selection committee will assess the result of the written tests anonymously, a maximum of 30 marking points being available for this purpose. The final assessment will reflect the results of the interview and of the written test.

Please note that the selection committee's work and deliberations are strictly confidential and that any contact, either direct or indirect, with its members is strictly forbidden.

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

Liesbeth Vandam (chairperson)
 Ana Gallegos (member)
 Narcisa Murgea (member)
 Michael Evans-Brown (member)
 João Matias (member designated by the EMCDDA Staff Committee)

Due to the volume of applications, only candidates selected for Phase 2 will be contacted. Candidates who have not been contacted by the EMCDDA by 30/06/2017 should consider that their application

has been unsuccessful. For up-to-date information on this selection procedure, please visit the EMCDDA's website at the following link: <http://www.emcdda.europa.eu/about/jobs>

Candidates invited for the Phase 2 may be entitled to a flat-rate contribution to their travel and subsistence expenses. Information will be provided together with the invitation letter.

5. Reserve list and engagement

The work of the selection committee ends with the preparation of a draft reserve list of candidates considered suitable to occupy the position advertised, to be proposed to and approved by the appointing/contracting authority of the EMCDDA.

Only candidates who obtain 70 % of the total marking points available for the Phase 2 of the selection process can be included in the reserve list. On the basis of the adopted reserve list, the appointing/contracting authority of the EMCDDA may offer a contract of engagement. Candidates shall note that the inclusion in the reserve list does not guarantee the engagement, which will depend, among other things, on availability of vacant posts and budget.

The established reserve list may be used to fill similar positions within the EMCDDA.

The reserve list will be valid until 31/12/2019 and may be extended by decision of the EMCDDA appointing/contracting authority.

6. Conditions of employment

6.1. Legal framework

A contract offer will be made pursuant to the Conditions of employment of other servants of the European Union, (see http://ec.europa.eu/civil_service/docs/toc100_en.pdf), for a four-year period according to Article 85 of the mentioned rules.

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

6.2. Pay and welfare benefits

The job holder's monthly basic salary for FGIV in grade 13 will be approximately EUR 3 300, in grade 14 approximately EUR 3 700 and in grade 15 approximately EUR 4 200. The grade will be determined in accordance with the number of years of professional experience of the successful applicant. In addition to this basic salary, the jobholder may be entitled to some allowances, in particular an expatriation or foreign residence allowance and family allowances, including household allowance, dependent child allowance, pre-school allowance and an education allowance.

Under certain circumstances, in particular where the job holder is obliged to change his/her place of residence in order to take up employment, the EMCDDA may also reimburse some expenses incurred on recruitment, namely removal expenses.

The remuneration of the job holder will be subject to an EU tax deducted at source and will be exempt from national taxes. The remuneration package will be affected by a weighting factor and will include the social security and pensions schemes provided for EU staff.

6.3. Confirmation of engagement and security clearance

Staff engaged by the EMCDDA is required to serve a probationary period of nine months. Successful applicants may be required to undergo a security vetting and clearance procedure.

6.4. Declaration of commitment to serve public interest independently

Staff engaged by the EMCDDA is 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 his/her independence.



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

7. Request for review and appeal procedure

A candidate who feels that a mistake has been made during the selection procedure may ask to have his/her application reconsidered by sending, within 20 calendar days from 30/06/2017, a request for review, quoting the number of the selection procedure concerned to the chairperson of the selection committee at the following address:

EMCDDA
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.

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the EU Staff Regulations at the following address:

The EMCDDA 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 <http://eurlex.europa.eu/en/index.htm>) starts to run from the time the candidate is notified of the act adversely affecting him/her.

Like all citizens of the European Union, each candidate may lodge a complaint with the European Ombudsman at the following address:

European Ombudsman
1 avenue du Président Robert Schuman - CS 30403
67001 Strasbourg Cedex
FRANCE
<http://www.ombudsman.europa.eu/media/en/default.htm>


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 competent EU Court pursuant to Article 270 of the Treaty on the Functioning of the European Union. In accordance with 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.

8. EMCDDA contact person

Leila Mekkaoui — Tel. (351) 211 210 239

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Date of extension of deadline: 26/04/2017



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