



European Monitoring Centre
for Drugs and Drug Addiction

CALL FOR APPLICATIONS FOR THE SELECTION OF TEMPORARY AGENTS

No AD.2022.02 — Scientific analyst synthetic drugs production Temporary Agent (M/F) AD 6 — Five-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 gender equity through applications from women.

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

1. Job profile

1.1. Overall purpose

The job holder will contribute to strengthening the EMCDDA's capacity to understand, monitor and assess drug markets, with a particular focus on the production of synthetic and semi-synthetic drugs; the related synthesis routes and chemical processes; the associated use of scheduled and non-scheduled chemicals; and, their trafficking and distribution.

The core tasks of this post will be to:

- streamline data collection, data storage and retrieval;
- provide analytical support and technical assessment; and,
- report on synthetic and semi-synthetic drug production, trafficking and distribution in EMCDDA outputs on the European drug market.

More specifically, the job holder is expected to be able to provide expertise on drug production processes and analyse, report and present technical data on synthetic routes and essential chemicals used in the production of synthetic and semi-synthetic drugs.

The post therefore requires a combination of highly technical, content-related skills with general data analysis skills, as well as a good drafting and presentation skills for technical audiences.

In order to ensure efficient execution of tasks, the vehicular language for this post has been defined as English.

The job holder will report to the Head of sector, Markets, crime and supply reduction, under the authority of the Head of Risks to public safety and security unit.

1.2. Main duties

Under the guidance of the Head of sector, the successful applicant will:

- structure, build and maintain data sets related to synthetic and semi-synthetic drug production:
(a) synthesis routes – existing, emerging and potential; (b) essential chemicals and precursors

– existing, emerging and potential; (c) equipment – commercial and custom-made; (d) estimation of production yields and chemical waste;

- be responsible for the dynamic and ongoing mapping of drug production processes based on findings of certain chemicals, in particular, the organic reaction pathways involved in the production of the main groups of synthetic drugs, including phenethylamines, cathinones, synthetic cannabinoids, fentanyl derivatives, benzimidazoles, benzodiazepines, etc.;
- be responsible for the collection and analysis of all data on synthetic drugs production from key EMCDDA partners: Reitox national focal points in the EU Member States, Europol, European Commission, EMPACT; European expert networks such as ENFSI, and those related to EU-funded projects; UN system and third countries; etc.;
- be responsible for EMCDDA reports and outputs on drug production and its consequences;
- work as a team member and support other scientific staff on defined projects;
- carry out any other tasks assigned by the Head of sector or the Head of unit.

2. Job requirements

2.1. Eligibility requirements

By the deadline for applications, the candidate must:

- possess a level of education which corresponds to completed university studies of at least three years attested by a diploma;
- have at least three years of 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;
- 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 ⁽¹⁾;
- possess 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 ⁽²⁾.

2.2. Essential requirements

Eligible candidates will then be evaluated as follows:

a – on the basis of the paper application by assessing the following:

- proven experience of at least three years working with data or scientific analysis related to illicit drugs and/or new psychoactive substances (NPS);

⁽¹⁾ 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.

⁽²⁾ 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.

- excellent scientific background with high level of understanding of methods and processes of illicit synthetic and semi-synthetic drug production, the related drug precursors (including designer precursors), essential chemicals and equipment;
- a proven ability to draft high-quality technical papers and documents in English suitable for the different customers, stakeholders and partners of the EMCDDA (technical, scientific, policy, professional and general public). Applicants are requested to provide up to three samples of their work to be sent by e-mail to AD.2022.02@emcdda.europa.eu;
- excellent organisational skills;
- high ability to work in a team, as well as independently while adopting a flexible work approach that allows the individual to switch between a leading and supporting role as required by the individual task;
- excellent knowledge of English as required by the specialised nature of the post.

b – on the basis of the interview and the written test by assessing the following:

- excellent knowledge and understanding of the production of illicit drugs and NPS, the related chemistry, the processes and the chemicals and equipment involved.
- excellent knowledge and understanding of monitoring and assessment of chemicals and processes used or potentially used for the production of synthetic and semi-synthetic drugs
- excellent communication and interpersonal skills and the ability to communicate effectively, both verbally and in writing, in particular, the ability to explain complex concepts to a non-technical audience;
- ability to demonstrate creativity and innovation coupled with precision in fulfilling professional tasks;
- capacity to think critically and analytically in the interpretation of data, research and practical findings;
- excellent oral knowledge of English as required by the specialised nature of the post.

2.3. Advantageous requirements

Non-compliance with the advantageous requirements is not a condition for exclusion of applicants as these will be considered 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 will be evaluated as follows:

a – on the basis of the paper application by assessing the following:

- university degree in a relevant subject such as analytical chemistry, organic chemistry or forensic chemistry, environmental chemistry, pharmacology, toxicology, criminology or similar and relevant postgraduate training or a higher degree;
- practical experience or expertise in illicit synthetic drug production or dismantling illicit laboratories gained in a law enforcement environment;
- experience of working in a multicultural/multilingual, international environment.

b – on the basis of the interview and the test by assessing the following:

- a good understanding of broader policy issues and challenges related to new and established substances (illicit drugs, NPS, precursors and essential chemicals);
- a good knowledge of the functioning of the European Union institutions and, in particular, of the role of the European Commission and the EMCDDA.

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 06/10/2022 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.a 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, either at the EMCDDA's premises or remotely (online). Through 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.b 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 the 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 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 is composed as follows:

Narcisa Murgea (chairperson)
Roumen Sedefov (member)
Andrew Cunningham (member)
Ines Hasselberg (member)
Alexander Söderholm (member appointed by the EMCDDA Staff Committee)

Due to the large volume of applications, only candidates selected for phase 2 will be contacted. Candidates who have not been contacted by the EMCDDA by 30/11/2022 should consider that their application has been unsuccessful. For up-to-date information on the process of this selection procedure, please visit the EMCDDA's website at the following link: <https://www.emcdda.europa.eu/about/jobs>

Applicants invited for the second phase may be entitled to a flat-rate contribution towards 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 reach 70 % of the marking points available for the second phase can be included in the reserve list for appointment. 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 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 EMCDDA.

The reserve list will be valid until 31/12/2024 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 <https://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>), for a five-year period according to Article 8 of these Conditions.

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 AD 6 step 1 will be approximately EUR 5 800. In addition to this basic salary, the jobholder may be entitled to various 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 various expenses incurred on recruitment, namely removal expenses.

The salary of the job holder is subject to a European Union tax deducted at source and is exempt from national tax. The salary package will be affected by a weighting factor and includes the European Union social security and pensions schemes.

6.3. Confirmation of engagement and security clearance

Staff engaged by the EMCDDA are 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 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 his/her independence.

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

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 30/11/2022, 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 Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Communities, 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 <https://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, you can make a complaint to the European Ombudsman:

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 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.

8. EMCDDA contact person

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Date of publication: 07/09/2022

