



CALL FOR APPLICATIONS FOR THE SELECTION OF TEMPORARY STAFF

No AD.2023.01 —Head of Trends and analysis sector

Temporary Agent AD8 — 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 <http://www.emcdda.europa.eu/>

1. Job profile

1.1. Overall purpose

The job holder, under the supervision of the Head of the Public Health unit (HEA), will be responsible for coordinating transversal management of the Trends and analysis sector, including management of the monitoring and epidemiological tasks as well as the data management support, data quality assurance and statistical analysis within the EMCDDA. Core tasks for this post will include day-to-day management of the work of the TAS sector, coordinating the Agency's response to monitoring and data-related requests, and helping to ensure that key agency analysis and outputs are of high quality. The job holder will also be expected to play a lead role in developing the new monitoring structures in the Agency as well as engaging in developing the new data foundation, in close collaboration with the ICT unit.

The post requires a combination of strong methodological, analytical, and statistical skills, in addition to an understanding of the scientific issues related to the work of the EMCDDA, management experience, and excellent communication and writing skills.

The job holder will report directly to the Head of the Public Health unit.

In order to perform the duties of the post and ensure effective communication with the different actors and stakeholders involved, the main working language required for the job is English.

1.2. Main duties

The successful applicant will be requested to perform the following tasks:

Main tasks and responsibilities

- Responsible for all aspects of the day-to-day management of the work of the TAS sector delivering outputs in the EMCDDA work programme under the supervision of the Public Health Head of unit (HoU);



- Act as a main point of reference on drug monitoring and data management, within the EMCDDA;
- Work in close collaboration with the HoU and provide support in necessary administrative and management duties;
- Provide support, guidance and motivation to staff working in the TAS sector;
- Provide transversal statistical support to ensure that key agency analysis and outputs are of high quality;
- Contribute to the general scientific planning and development of the EMCDDA;
- Coordinate the EMCDDA response to data-related requests from external agencies;
- Play a lead role in developing the new Agency's data foundation, architecture and data models in close collaboration with the ICT unit;
- Liaise closely with scientific units, Reitox, and Communication units on joint tasks.

Coordination of the sector's activities

- Support the preparation and the implementation of the EMCDDA work programmes and the annual management plan;
- Plan the work of the sector and monitor its execution, ensuring the achievement of the sector's objectives;
- Coordinate the trends and analysis function and oversee the EMCDDA's work on data quality assurance;
- Coordinate the development of monitoring and data collection tools, in close collaboration with the Reitox unit, the preparation and analysis of data sets and the drafting of EMCDDA outputs as required;
- Ensure the timely preparation of the European Drug Report and Statistical Bulletin or its replacement and be responsible for its update and review as required;
- Coordinate the sector's contributions to health and security-related outputs and products;
- Provide the Head of unit with guidance and technical expertise in the TAS area;
- Support the transversal approach on key epidemiological and supply indicators, precursors and complementary methodologies;
- Support/lead on the data management and data quality assurance aspects associated with new developments including the Threat Assessment System as required in the new mandate;
- Coordinate data management support for monitoring of responses, policies and best practice.

External and internal cooperation

- Develop, when appropriate, external co-operation, information and expertise exchange with EU institutions, Community programmes, National focal points and complementary/additional data sources, EMCDDA's Scientific Committee, scientific and research communities, etc., on topics relevant to the TAS sector work;
- Chair the Data Coherence Group;
- Ensure strong cooperation and collaboration between the TAS and other sectors/units, as needed.

Representation

- Represent the EMCDDA at appropriate technical, administrative and scientific meetings.



Contribution to the management of resources assigned to the sector

Human resources

- Supervise staff performance and provide support, guidance and motivation to staff working in the sector;
- Support the HoU in necessary administrative and management duties;
- Advise the HoU on attendance on missions for sector staff within available resources;
- Oversee the implementation of the technical meetings within the remit of the sector.

Budget, finance and contracts

- Manage and supervise the use of resources for technical meetings and for the execution of contracts for projects assigned to the sector.

2. Job requirements

2.1. Eligibility requirements

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

General conditions:

- 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⁾.

Education:

- A level of education which corresponds to completed university studies of at least four years attested by a diploma.

Experience:

- At least nine years of professional experience starting with the first position occupied after the award of the diploma required for admission to this selection procedure, as mentioned above.

Language skills:

- 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⁾.

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



2.2. Essential requirements

Essential requirements will be evaluated as follows:

a- On the basis of the paper application by assessing the following:

- At least three years of management experience (project coordination, planning and implementation);
- At least three years' experience of working with statistical analyses and drug epidemiology or equivalent;
- Evidence of strong scientific background and understanding of drug issues;
- Proven experience in planning, implementation and monitoring of scientific projects delivery;
- Experience of managing and supervising a team working under pressure;
- Proven experience in developing effective and innovative working processes.

b- On the basis of the interview by assessing the following:

- A good scientific knowledge of drug-related issues, in particular relevant to the areas of illicit drugs research and monitoring;
- Ability to communicate effectively and summarise complex issues, to both technical and non-technical audience;
- Excellent interpersonal skills and ability to establish and maintain effective partnership and working relations in a multicultural environment;
- Excellent knowledge of English as required by the specialised nature of the post.

c- On the basis of the written test by assessing the following:

- Excellent analytical skills and detailed knowledge of monitoring approaches, their strengths and limitations;
- Ability to provide a high standard of quality assurance for written and data-driven output;
- Understanding of statistical issues relevant to reporting on drug use issues and problems for different target groups (decision maker, researcher, practitioner);
- Ability to write high quality text for different audiences (scientific, policy, practitioner).

2.3. Advantageous requirements

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 and relevant postgraduate training or a higher degree;
- Proven track record of delivering results on time;
- Experience of working in a multicultural/multilingual environment;
- Experience of working in a multidisciplinary technically complex area.

b- On the basis of the interview by assessing the following:

- Capacity to think critically in the interpretation of data and research findings;
- Good knowledge of the functioning of the European Union institutions and, in particular, of the role of 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.

Candidates should ensure that they clearly indicate how they meet the selection criteria in their application.

The closing date for the submission of applications is extended until 08/09/2023 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 expression of interest (see section 2.2. above).

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 2.3.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 2.4.a above, a maximum of five marking points being available for each advantageous requirement).

Non-compliance with at least one of the criteria for eligibility or one of the essential selection criteria will result in the exclusion of the candidate from the selection process. Advantageous criteria constitute additional assets and will not result in exclusion, if not fulfilled.

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. 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.

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). During the interviews the selection committee will assess the compliance of the invited candidates with the established essential requirements (as set out in section 2.3. 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 2.4.b above, a maximum of five 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. Pursuant to the relevant essential and advantageous requirements (as set out in sections 2.3.c and 2.4.c above) 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 be based on the results of the written test and the interview.

The selection committee for this selection procedure is composed as follows:

Narcisa Murgea (chairperson)
Jane Mounteney (member)
André Noor (member)
Thomas Clausen (external member)



Margarida Gaspar de Matos (external member)
Ilze Jekabsone (member designated by the EMCDDA Staff Committee)

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.

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 31/10/2023 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:

<http://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 31/12/2025 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](#), 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 AD8 step 1 will be approximately EUR 7 760.

Depending on the individual family situation and the place of origin, staff members may be in addition entitled to:

- Expatriation or foreign residence allowance;
- Household allowance;
- Dependent child allowance;
- Pre-school allowance and an education allowance;



- Reimbursement of removal costs.

The salary of the job holder is subject to a community tax deducted at source and is exempt from national tax. The salary package will be affected by a weighting factor (94.2% for Portugal) and includes the European Community social security and pensions schemes.

Other features of working conditions applicable at the EMCDDA are:

- Annual leave entitlement of two days per calendar month plus additional days depending on distance from the place of origin, grade, age;
- General and applicable technical training plus professional development opportunities;
- EU Joint Sickness and Insurance Scheme, accident and occupational disease insurance coverage, unemployment and invalidity allowance.

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 Union.

7. 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 EMCDDA during this selection procedure will be kept in the EMCDDA'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 EMCDDA.

For further details please read carefully the 'Privacy statement' as published in the EMCDDA website at the following link: <http://www.emcdda.europa.eu/html.cfm/index49260EN.html> .

8. 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 31/10/2023, a request for review, quoting the number of the selection procedure concerned to the Chairman 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 <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, 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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