



## CALL FOR APPLICATION FOR THE SELECTION OF TEMPORARY STAFF

### No AD.2023.03 — Scientific management officer

### Temporary agent AD 6 — five-year contract

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#### EMCDDA

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.

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

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#### Position

The position we are recruiting for is currently situated within the Scientific Coordination, and the selected candidate will be reporting to the Scientific Director.

The job holder will be responsible for contributing to the scientific coordination teams responsibilities required to support the Centre's technical work. This includes the preparation of contracts; organising meetings and events; contributing to the preparation of technical reports and other documents; and providing support to the various scientific processes that are required for the team to successfully fulfil its responsibilities. The job holder with the guidance of the Scientific Director and support of the other team members, will also be responsible for ensuring the organisational and technical tasks required for the agency's Scientific Committee to operate successfully.

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.

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#### Main duties

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

- contribute to achieving the objectives and outputs of the scientific coordination team as defined in the agency's programming documents;
- technically and organisationally support the work of the Scientific Director in coordinating scientific activities;
- oversee and monitor the execution of the unit's annual work programme and budget assigned to his or her projects;



- provide appropriate technical and organisational support to other units that are required to coordinate the technical activities of the centre and respond agilely to any necessary unplanned or ad-hoc tasks;
- ensure the technical and organisational tasks required for the agency's Scientific Committee to operate successfully;
  - contribute to the planning and implementation of meetings and major events (including Lisbon Addictions);
  - any other reasonable tasks assigned by the Scientific Director.

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

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.

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## 1. Job requirements

### 1.1. Eligibility requirements

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#### Introduction

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

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#### 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 <sup>(1)</sup>.

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#### Education requirements

- A level of education which corresponds to completed university studies of at least three years attested by a diploma <sup>(2)</sup>.

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

<sup>(2)</sup> Only diplomas issued by EU Member State authorities and diplomas recognised as equivalent by the relevant EU Member State bodies are accepted. If the main studies took place outside the European Union, the candidate's qualification must have been recognised by a body delegated officially for the purpose by one of the European Union Member States (such as a national ministry of education), and a document attesting so must be submitted if you have been invited for an interview. This will enable the selection board to assess accurately the level of the qualifications.



**Professional experience requirements**

- Have at least three 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.

**Language requirements**

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 <sup>(3)</sup>.

**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 professional training, or degree(s) or supplementary courses attested by a certificate or diploma in social science, public health, criminology, data management or a similar field of expertise.
2. An understanding of methodological, analytical and other related technical aspects relevant to the EMCDDA's mandate.
3. A capacity to plan, organise and deliver on projects in a technical and scientific area.

**On the basis of the interview**

1. The ability to manage complex tasks, balance competing priorities, and the ability to work independently when this appropriate and required.
2. The ability to communicate technical issues effectively to both technical and non-technical audiences.
3. Good interpersonal skills to collaborate effectively with senior scientists, policy makers, practitioners and civil society.
4. A critical understanding of issues related to providing evidence to support policy and practice and related issues of science communication.
5. Excellent interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multicultural environment.
6. the ability to communicate effectively in English.

**On the basis of the written test**

1. Ability to critically review research findings relevant to the agency's mandate.
2. The ability to conceptualise and plan a technical project relevant to the unit's work.

<sup>(3)</sup> In addition, in order to be eligible to a first promotion, the staff member shall prove a working knowledge of a third EU language.



3. The ability to write clearly and effectively in English.
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### 1.3. Advantageous requirements

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#### Introduction

Advantageous criteria constitute additional assets and will not result in exclusion, if not fulfilled.

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#### On the basis of the application

1. Experience of working in research or practice environment relevant to the agency's areas of responsibility.
  2. A higher degree relevant to the duties of this post.
  3. Certification in project management or data quality management.
  4. Knowledge of additional EU languages.
  5. Experience in working in a multicultural/multilingual environment.
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#### On the basis of the interview and written test

1. A good understanding of the drug situation in the EU.
  2. A good understanding of issues relevant to planning, implementing and managing budgets.
  3. A good understanding of issues of quality assurance in the scientific area.
  4. The ability to plan and organise successful meetings or conferences.
  5. A good knowledge of the functioning of the European Union institutions and, in particular, of the role of the EMCDDA.
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## 2. Submission of applications

### 2.1. Overview

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#### Procedure

- Interested candidates must apply for this post through the EMCDDA e-recruitment application, accessible via this link: <https://e-recruitment.emcdda.europa.eu>.
  - To make an online application, candidates will need to create their EMCDDA 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.
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#### Deadline for applications

The closing date for the submission of applications is 27/11/2023 at 23.59, Lisbon time.

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## 2.2. Selection procedure

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### Selection on files

- During the selection on files, the selection committee assesses, 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 altered, depending on the number of applications received, by decision of the appointing authority/authority authorised to conclude employment contracts (AA/AACC). 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.
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### 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, either at the EMCDDA premises or remotely (online).
  - 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 EMCDDA premises or remotely (online).
  - The written test will be assessed on the basis of the essential requirements mentioned above and a maximum of 30 marking points will be available for this purpose.
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### Reserve list

- 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 authority/authority authorised to conclude employment contracts of the EMCDDA.
- 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 AA/AACC of the EMCDDA may offer a contract of engagement.



- Candidates shall note that 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 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:  
Maria Moreira (chairperson)  
Klaudia Palczak (member)  
Marisa de Oliveira (member)  
Alessandro Pirona (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.

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### **Information on the process**

Due to the high volume of applications expected, only candidates selected for interview will be contacted. Candidates who have not been contacted by the EMCDDA by 29/02/2024 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 interview may be entitled to a flat-rate contribution towards travel and subsistence expenses. Information will be provided together with the invitation letter.

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## **3. Conditions of employment**

### **Legal framework**

A contract offer will be made pursuant to the Staff Regulations of Officials and the Conditions of employment of other servants of the European Union, for a five-year period according to Title II Temporary Staff, Chapter 1, Article 8 of these Conditions.

(<https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1594050364017&uri=CELEX:01962R0031-20140101>).



## Place of employment

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

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## 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 job holder's monthly basic salary, for AD 6 step 1 will be approximately EUR 6 100.

### 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 94.2% for 2023.

### Examples of net monthly salaries are presented here below:

AD 6 - Step 1 (less than 3 years of work experience): EUR 6 169

a) Minimum final net salary (without any allowances): EUR 4 535

b) Final net salary with expatriation allowance: EUR 5 465

c) Final net salary with expatriation, household and 1 dependent child allowance: EUR 6 486

### 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.
- The 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 EMCDDA holidays, which correspond to some Portuguese national holidays and Easter, Christmas and other events.
- Additional leave days are granted for age and grade and to those entitled to the expatriation allowance. Special leave is granted for certain circumstances such as marriage, birth of a child or other family events.

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#### **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.

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#### **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 their 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.

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#### **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 on the EMCDDA website at the following link:

[https://www.emcdda.europa.eu/about/data-protection\\_en](https://www.emcdda.europa.eu/about/data-protection_en).

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## 4. Request for review and appeal procedure

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### 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 29/02/2024, 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.

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### Appeal procedure

If a candidate considers that they have been adversely affected by a particular decision, they 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 Union, 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://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 them.



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  
<https://www.ombudsman.europa.eu/pt/make-a-complaint>

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.

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## **5. EMCDDA contact**

E-mail: [Recruitment@emcdda.europa.eu](mailto:Recruitment@emcdda.europa.eu)

Leila Mekkaoui

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