



CALL FOR APPLICATIONS FOR THE SELECTION OF CONTRACT STAFF

No CA.2017.02 — Scientific analyst on drug use and the drug problem

Contract agent (M/F) grade FG IV — One-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

The jobholder will work in the analytical team reporting on the drug situation in Europe and will be mainly involved with tasks associated with the collection, preparation, analysis and reporting of numerical data sets relevant to analysis of prevalence, patterns of drug and substance use; poly-drug use and associated health consequences.

The jobholder will be assigned to one of the sectors in the Public Health unit and report to the head of sector.

1.2. Main duties

The successful applicant will:

- Contribute to the achievement of the objectives of the work programme of the unit;
- Contribute to the methodological and practical tasks necessary for the development, implementation, quality control and analysis of data on drug use and its consequences. A particular focus of the jobholder's work will be the analysis of survey data from school populations, and surveys of young populations or specially targeted groups.
- Manage and validate data collected by the EMCDDA, directly or in partnership with national or other European institutions.
- Construct and revise data tables and graphs, ensuring data quality, consistency and reliability
- Remain up-to-date with issues in respect to trends in drug use, both within Europe and internationally, and developments in data collection and reporting – relevant to the areas of the post holder responsibility;
- Undertake the analysis of data and drafting of outputs necessary for EMCDDA outputs;
- Produce and deliver high quality reports and presentations in English;
- Organise European expert meetings, in collaboration with European Projects, national experts and other EMCDDA staff;
- To take on any other duties relevant to the post as requested by the head of sector or the head of unit.

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 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;
- 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;
- 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⁾;
- 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:

- Excellent scientific quantitative background with good understanding of methodological and research issues;
- A good understanding of issues in the area of substance / drug use research and monitoring.
- Proven experience in the analysis and reporting of complex data sets;
- An understanding of the methodological issues relevant to the analysis of survey data;
- Experience with working with data generated from surveys, or from health monitoring systems, registries or similar data sources.

b- On the basis of the interview and the accompanying test by assessing the following:

- Knowledge of methodological and/or statistical methods relevant to the core tasks of this post;
- Capacity to think critically and analytically in the analysis and interpretation of data;
- Excellent communication, organizational and interpersonal skills;
- Excellent knowledge of Microsoft Office, in particular Excel;
- Good knowledge of at least one statistical programme (e.g. SPSS, Stata or others) and the ability to prepare data for, and conduct analysis;
- Ability to communicate effectively orally and in writing in and to present complex matters in a simple way;
- Capacity to work effectively both individually and as part of a team, to manage competing priorities effectively, and to work in close cooperation with other technical disciplines.

⁽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.



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:

A. On the basis of the paper application by assessing the following:

- University degree in relevant subject areas (such as epidemiology, psychology, criminology, medicine, statistics or similar);
- A higher degree relevant to this post;
- Ability to write clearly in English;
- Experience in working with drugs data or similar data sets (e.g. health, demographic or crime related data) and an understanding of issues related to drug use and drug problems;
- Experience of working in a multicultural/multilingual environment;
- Experience of analysing data on drug use among young people.

B. On the basis of the interview and the written tests by assessing the following:

- Further linguistic skills;
- A 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.

The closing date for the submission of applications is 08/09/2017 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:

Ilze Jekabsone (chairperson)
Julian Vicente (member)
Ana Gallegos (member)
André Noor (member)
Tim Surmont (member designated 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 30/11/2017 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 that 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 31/12/2019 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://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>), for one-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. 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, notably removal expenses.



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 and includes the European Community social security and pensions schemes.

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 31/10/2015, 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

Leila Mekkaoui — Tel. (351) 211 210 239

Date of publication: 24/07/2017

