



CALL FOR APPLICATIONS FOR THE SELECTION OF CONTRACT STAFF

N° CA.2022.04 — Health project scientific analyst for EMCDDA technical cooperation with third countries

Contract agent (M/F) grade FG IV

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 EMCDDA intends to establish a reserve list for the post of Health project scientific analyst for its technical cooperation (TC) with third countries. Candidates on the reserve list may be contacted according to the needs for recruitment of the EMCDDA and receive an offer for engagement up to 5 years.

The job holder will work as a scientific analyst on health (Contract Agent Function Group IV) assigned to an EU-funded (TC) project aiming to provide technical assistance to EU priority third countries ⁽¹⁾. The job holder will be responsible for a wide range of technical, analytical and scientific tasks in the field of demand reduction related to the implementation of the assigned TC project. He/she will be involved in planning activities, developing and delivering training, organising events, liaising with networks and entities in the partner countries, as well as analysing data on drug use and responses, interpreting findings, drafting and contributing to various reports on the drug situation in the concerned regions and relevant to the objectives of the TC project.

The job holder will be assigned to the EMCDDA Public health unit. He/she will work closely with the relevant TC project coordinator and will cooperate, in particular, with the staff of the Reitox and external partners unit.

Considering the transversal nature of the TC projects, and in order to ensure the efficient execution of tasks, the vehicular language of this post has been defined as English.

⁽¹⁾ The EMCDDA implements technical cooperation projects with candidate and potential candidate countries to the EU and European Neighbourhood Policy partner countries.

1.2. Main duties

The successful applicant will be requested to contribute to:

- the planning the project's scientific and technical activities, in particular linked to epidemiological analysis, capacity-building and reporting on drugs and drug-related health;
- coordinating the adaptation and implementation of selected routine data collection exercises based on the EMCDDA established tools;
- conducting analyses, reviewing information and writing drug use and response situation reports and assist with various topic-based analyses on drugs;
- the development of methodological tools to increase response capacity and promote evidence-based practices in partner countries (e.g. prevention, treatment and harm reduction measures mapping);
- the implementation and adaptation of EMCDDA capacity-building tools for practitioners in partner countries, including defining and implementing training and seminars;
- delivering high-quality inputs based on existing EMCDDA data collection and analytical methodologies for deployment and implementation in the partner countries;
- establishing and maintaining working relationships with experts in the partner countries on drug-related public health matters and managing communities of practitioners;
- ensuring coherence between projects by cooperating with partners in the respective regions;
- any other tasks, linked to the project, as defined by the TC project coordinator and head of unit.

2. Job requirements

2.1. Eligibility requirements

By the deadline for applications, the applicant must:

- possess a level of education that corresponds to completed university studies of at least three years attested by a diploma;
- 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;
- 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 applicable;
- produce appropriate character references as to the suitability for the performance of the required duties;
- be physically fit to perform his/her duties ⁽²⁾;
- 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. Essential requirements

Eligible candidates will then be evaluated as follows:

a – On the basis of the written application by assessing the following:

- a university degree in a relevant subject area (such as public health, epidemiology, psychology, sociology, criminology, medicine or similar);

⁽²⁾ 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.

- a minimum of three years' experience working on drug- and health-related issues in, or with, countries outside the EU, such as the candidate and potential candidate countries to the EU and European Neighbourhood Policy partner countries;
 - an excellent scientific quantitative and/or qualitative background with a good understanding of methodologies and research issues;
 - experience in drafting analytical documents relevant for this post (a list of titles can be mentioned in the application form);
 - familiarity with the EU data collection system tools and practices relevant for this post;
 - excellent written communication skills in English.
- b – On the basis of the interview and written tests by assessing the following:
- knowledge of methodological aspects of data collection and analysis relevant to the main tasks of this post (e.g. epidemiological key indicators and mixed methods);
 - ability to communicate effectively on the topic of drug use and responses, both orally and in writing;
 - capacity to critically analyse and interpret data;
 - ability to work independently and within a team, and in close cooperation with colleagues from other technical disciplines;
 - excellent spoken communication skills in English.

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 written application by assessing the following:
- a postgraduate or doctorate degree relevant to this post;
 - experience in epidemiological analysis in a related field;
 - experience in developing and delivering training in the areas relevant for the post;
- b – On the basis of the interview and written tests by assessing the following:
- knowledge of international practices and frameworks for monitoring and reporting drug-related data, and in particular with their implementation in candidate and potential candidate countries to the EU and European Neighbourhood Policy partner countries;
 - experience in developing capacity building tools and delivering training to practitioners and/or researchers on drug-related topics;
 - experience in developing drug monitoring methods and tools and analysing the results;
 - experience in information exchange, communication and best-practice dissemination in a public health context;
 - knowledge of the functioning of the European Union institutions and, in particular, of the role of the EMCDDA.

3. Submission of applications

Applications for this post must be made through the EMCDDA e-recruitment system, accessible at 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 16/09/2022 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 applicants' 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 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 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:

Frédéric Denecker (Chair)
Marica Ferri (member)
Sandrine Sleiman (member)
João Matias (member)
Rita Jorge (member designated by the EMCDDA Staff Committee)

Due to the large volume of applications, only applicants selected for phase 2 will be contacted. Applicants who have not been contacted by the EMCDDA by 31/10/2022 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 inclusion in the reserve list does not guarantee recruitment, which will depend, among other things, on the 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>).

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 3 710, in grade 14 approximately EUR 4 200 and in grade 16 approximately EUR 5 370. In addition to this basic salary, the job holder 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 are required to serve a probationary period of nine months. Successful applicants may be required to undergo a security vetting and clearance procedure.

A certificate of good conduct must be provided to the EMCDDA before the signature of the employment contract. In case of unfavourable entries in the certificate of good conduct, the EMCDDA reserves the right not to award an employment contract.

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

An applicant 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 31/10/2022, 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 applicant of its decision within 45 calendar days of receipt of the letter.

If an applicant 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.

Applicants 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
E-mail: Leila.Mekkaoui@emcdda.europa.eu

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