



CALL FOR APPLICATIONS FOR THE SELECTION OF CONTRACT STAFF

No CA.2023.01 — Human resources analyst – Talent acquisition Contract agent FGIV — 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.

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

1. Job profile

1.1. Overall purpose

Reporting to the Head of the Human resources management sector (HRMS), within the Resources management and administrative services unit (ADM), the jobholder will provide support and contribute to the correct and effective implementation of HR processes, in accordance with the EU procedures and regulations and towards the achievement of the EMCDDA's objectives.

In order to ensure the efficient execution of the assigned tasks, English will be the main vehicular working language for this position.

1.2. Main duties

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

- Develop and implement an employer branding strategy and plan in partnership with the other relevant EMCDDA actors;
- Liaise with the EMCDDA's hiring managers to identify staffing needs and develop job descriptions;
- Draft vacancy notices in collaboration with relevant EMCDDA Units/Sectors and the ADM;
- Source and attract qualified candidates through various channels;
- Coordinate selection procedures, screen applications and assess candidates' qualifications;
- Liaise with the Selection Committee members;
- Prepare minutes related to selection procedures;
- Establish and maintain paper and electronic records of selection procedures;
- Maintain and update the recruitment reserve lists;
- Prepare and manage job offers;
- Coordinate and manage the onboarding programme;



- Coordinate and manage the traineeship programme including the assessment of needs, recruitment process, onboarding, follow up and offboarding;
- Build and maintain relationships with external recruitment agencies;
- Track and analyse recruitment and onboarding metrics to evaluate the effectiveness of talent acquisition efforts (e.g., recruitment time, number of applications received, demographics of the application, onboarding satisfaction), establish conclusions and an action plan;
- Keep abreast of industry trends and best practices in talent acquisition;
- Contribute to the designing of the HR IT tools in the field of recruitment and participate in their testing;
- Participate in the development, drafting, implementation and follow-up of relevant HR policies, implementing rules, procedures and internal guidelines, ensuring that they are up-to-date, legally compliant and duly communicated to staff;
- Manage the EMCDDA's HR intranet space.

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

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 Türkiye;
- 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 three years attested by a diploma.

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 application by assessing the following:

- At least two years of full-time proven experience in one or more of the above-mentioned areas of the main duties;
- A university degree (bachelor degree, post graduate degree) in a relevant field of human resources, administration, management or related fields.

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

- Knowledge of employer branding strategies;
- Knowledge of recruitment and selection procedures;
- The ability to take initiative, to work autonomously and as part of a team;
- Very good organisational skills, the ability to work and deliver to tight deadlines;
- The ability to turn data into insights to drive initiatives and good decision-making;
- The capacity to understand and comply with the discretion and confidentiality required by the duties of the job;
- The ability to effectively communicate in English.

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

- Knowledge of employer branding strategies, recruitment and selection, HR analytics related to recruitment and selection, onboarding and HR policies;
- Accuracy and attention to detail;
- Critical thinking and the ability to bring solutions;
- The ability to effectively write in English.

2.3. Advantageous requirements

The advantageous requirements will be evaluated as follows:

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

- Experience of working in a multicultural/multilingual environment;
- Experience of drafting and publishing content on line.

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

- Good knowledge of the EU Staff Regulations and Conditions of employment of other servants of the European Union;
- Good knowledge of ICT tools such as MS Office applications (Excel, Word, PowerPoint) and tools for the digitalisation of HR processes (HR Information Systems or HRIS).

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

- Knowledge of the EU rules and procedures, namely the EU Staff Regulations and Conditions of employment of other servants of the European Union, applicable to the duties of the job;
- 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 15/09/2023 at 23.59, Lisbon time.

4. Selection procedure

The selection will be carried out in two phases:

(1) In the **first phase**, the selection committee will analyse applications to verify the eligibility of the candidates and assess their compliance with the requirements specified in this call for applications. 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. 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 (set out in 2.2.a. above) out of a maximum of 10 points each, and with the advantageous requirements (set out in 2.3.a. above) out of a maximum of 5 points each. The maximum number of invitees for an interview shall be 10. This ceiling may be adapted, depending on the number of applications received, by decision of the appointing/contracting authority. 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.

(2) The **second phase** will consist of 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 (under 2.2.b) out of a maximum of 10 points each and the advantageous requirements (set out in 2.3.b above) out of a maximum of 5 points each. Candidates will be asked to undergo a written test that may relate to European integration and the institutions, the EMCDDA and the duties to be performed. This will be assessed out of a maximum of 30 points.

The final assessment will be based on the results of the written test and the interview, as indicated above.

The selection committee for this selection procedure will be composed as follows:

Frédéric Denecker (chairperson)
Marisa de Oliveira (member)
Lucy Urbanowski (external member)
Gregor Burkhardt (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 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 31/12/2025 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, (<http://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 will approximately amount to EUR 3 800 for FGIV in grade 13, EUR 4 300 in grade 14 and EUR 5 600 in grade 16.

Depending on the individual family situation and the place of origin, the jobholder may be further entitled to:

- Expatriation or foreign residence allowance;
- Household allowance;
- Dependent child allowance;
- Pre-school allowance and an education allowance;
- Reimbursement of removal costs.



The remuneration package of the job holder is subject to an EU tax deducted at source and is exempt from national tax. This remuneration will be affected by a weighting factor.

The job holder will be affiliated to the EU joint sickness and insurance scheme, accident and occupational disease insurance, social security and pensions schemes, and unemployment and invalidity allowance scheme.

Furthermore, the job holder:

- Will be entitled to annual leave of two days per calendar month plus additional days depending on distance from the place of origin, grade, age;
- Will be able to have access to technical training and professional development opportunities.

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 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. 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: https://www.emcdda.europa.eu/about/jobs_en#section4.

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 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 <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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