



CALL FOR APPLICATION FOR THE SELECTION OF CONTRACT AGENT

No CA.2024.03 — ‘Planning, monitoring and reporting officer’ Contract agent CA FG IV — 5-year contract

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.

On 2 July 2024, the European Monitoring Centre for Drugs and Drug Addiction (EMCDDA) will become the European Union Drugs Agency (EUDA).

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/>.

Position

The position we are recruiting for is currently situated within the Executive Office (EXO) Unit, and the selected candidate will be reporting to the Head of Team Strategic planning and performance monitoring.

Under the supervision of the Head of Team Strategic planning and performance monitoring, the job holder will play an important role in supporting the agency’s strategic planning and performance monitoring and reporting activities.

Core tasks for this post will include defining and monitoring the implementation of new qualitative and quantitative performance measurement indicators and tools, and to use the data generated to prepare high-quality reports and analyses. The job holder will also contribute to the review and development of the related management information system and the project management framework of the agency.

The post requires a combination of strong technical and analytical skills, in addition to an innovation mindset, excellent communication and writing skills, and the ability to remain effective under a heavy workload and demonstrate resistance to stress.

Main duties

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

- Contribute to the further development and implementation of the agency’s corporate performance monitoring framework, in particular to the definition of new key performance indicators (KPI), in line with the agency’s evolving needs.



- Contribute to the evaluation of the agency's strategy and multi-annual work programme, assessing to what extent the defined objectives, expected results and KPIs have been achieved, and the needs of the agency's external and internal stakeholders have been met.
- Contribute to the preparation of the corporate planning documents and instruments, such as the Single Programming Document and the annual management plan.
- Contribute to the preparation of the annual report of activities, proposing effective ways of presenting the agency's main achievements and results.
- Keep abreast of developments in data analytics and planning and performance monitoring technologies and tools, and propose innovative solutions to optimise business processes, increase efficiency and accelerate the development of the strategic planning, monitoring and reporting area.
- Support the further development of the agency's corporate planning, monitoring and reporting management information system.
- Support the further development of a corporate project management system at the agency.
- Perform any other duties in the area of competence as assigned by the line manager.

The job holder may be required to contribute to other areas of work, within their area of competence and 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.



1. Job requirements

1.1. Eligibility requirements

Introduction	The selection procedure is open to applicants who satisfy the eligibility criteria below, on the closing date for application.
General requirements	<ul style="list-style-type: none">• 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 ⁽¹⁾.
Education requirements	<ul style="list-style-type: none">• A level of education which corresponds to completed university studies of at least three years attested by a diploma.
Professional experience requirements	<ul style="list-style-type: none">• Have at least three years of appropriate 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	<ul style="list-style-type: none">• Possess a thorough knowledge (mother tongue or minimum level C1) of one of the official languages of the European Union and,• a proven satisfactory knowledge (minimum level B2) of another of these languages to the extent necessary for the performance of the required duties ⁽²⁾.

1.2. Essential requirements

Introduction	<p>All eligible applications, according to the afore-mentioned criteria, will be assessed against the requirements listed below.</p> <p>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.</p>
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⁽¹⁾ 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 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.



On the basis of the application

1. Have at least three years of professional experience in the area of strategic planning and corporate performance monitoring, in a complex organisational setting.
2. Proven experience in the development and monitoring of key performance indicators (KPIs) – at input, process, output, outcome and impact level.
3. Proven experience in conducting high-quality organisational, programme or project evaluation, using various quantitative and qualitative tools.
4. Proven experience in drafting reports on corporate performance.
5. Proven experience in project management.

To support their application, the candidates are encouraged to submit a maximum of three samples of reports, analyses, surveys, etc. which they authored or co-authored or otherwise directly contributed to. Please submit your samples to CA.2024.03@emcdda.europa.eu

On the basis of the interview

1. Sound knowledge of the development and implementation of corporate strategic planning and performance monitoring frameworks, methodologies and tools.
 2. Sound knowledge of project management methodologies and tools.
 3. Capacity to develop and implement innovative working processes and tools in the planning, monitoring and reporting area.
 4. Excellent interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multicultural environment.
 5. Ability to manage complex tasks, balance competing priorities and work effectively in a team and independently.
 6. Excellent oral communication skills in English.
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On the basis of the written test

1. Sound knowledge of quantitative and qualitative performance monitoring and evaluation methods.
 2. Ability to analyse corporate performance data from multiple sources.
 3. Ability to use performance data to produce high-quality and impact-oriented briefing notes and/or reports.
 4. Excellent written communication skills in English.
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1.3. Advantageous requirements

Introduction

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



On the basis of the application

1. University degree or postgraduate education in social sciences, economics, business administration or any other domain that is deemed relevant to the post.
 2. Experience in working with management information systems.
 3. Proven track record of managing competing priorities and delivering results against tight deadlines.
 4. Experience of working with diverse stakeholders, in a multidisciplinary, technically complex area.
 5. Experience in working in a multicultural environment.
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On the basis of the interview and written test

1. Good knowledge of the functioning of the European Union institutions and, in particular, of the role of the EMCDDA.
 2. Understanding of the use of management information systems in planning, monitoring and reporting of activities.
 3. Understanding of activity-based management methods and their application in the corporate planning, monitoring and reporting area.
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2. Submission of applications

2.1. Overview

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 03/05/2024 at 23.59, Lisbon time.



2.2. Selection procedure

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 AA/AACC 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 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 31/12/2026 and may be extended by decision of the EMCDDA AA/AACC.

Selection committee

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

Ilze Jekabsone (chairperson and member designated by the EMCDDA Staff Committee)

Narcisa Murgea (member)

Hélder Vasco Travado (member)

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.

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 30/06/2024 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.

Information on the process

Due to the high volume of applications expected, only candidates selected for interview will be

together with the invitation letter.



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 Chapter 4 special provisions for members of the contract staff referred to in article 3a, Article 85 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.

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 will approximately amount to €3,982.82 for function group 'FG IV' in grade 13, €4,506.36 in grade 14 and €5,768.89 in grade 16.

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.
- For Portugal, the local weighting factor is 96.6% for 2024.

Examples of net monthly salaries are presented below

FG IV grade 13 Step 1: €3,982.82:

- a) Minimum final net salary (without any allowances): €3,246.49
- b) Final net salary with expatriation allowance: €3,710.90
- c) Final net salary with expatriation, household and 1 dependent child allowance: €4,652.57

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.

For more information consult our website: <https://www.emcdda.europa.eu/>.

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.



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.

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.

4. Request for review and appeal procedure

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 30/06//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.



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.

5. EMCDDA contact

E-mail: Recruitment@emcdda.europa.eu

Recruiter: Eilika Schlüter

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