



CALL FOR APPLICATIONS FOR THE SELECTION OF TEMPORARY STAFF

No AD.2015.01 — Scientific analyst on drug use and the drug problem

Temporary Agent (M/F) AD5 — 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. 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 as part of a team to provide technical and scientific analytical capacity to support data collection, analysis and reporting on the drug situation in Europe. He/she will be principally concerned with measuring, characterising and understanding the dynamics of drug use and associated harms although the specific areas of responsibility will vary. The main tasks will be to contribute to data collection and analysis of drug use and its impact for EMCDDA outputs, to describe characteristics of, and trends in, drug use among the general population and specific subgroups (using a range of sources which include but are not limited to surveys) and to use multiple data sources and statistical methods to describe and estimate the prevalence of different patterns of drug use, especially those most associated with morbidity and mortality.

The jobholder will report directly to the Head of Sector ESDM under the authority of the Head of the Prevalence, data management and content coordination (EPI) unit.

1.2. Main duties

The successful applicant will:

- Contribute to the achievement of the objectives of the work programme of the sector and the unit;
- Contribute to the methodological and practical tasks necessary for the: development, implementation, and quality control of data collection on drugs and provide support to Member States in these areas;

- 
- 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 holders responsibility;
 - Undertake the analysis of data and drafting of outputs necessary for EMCDDA outputs in the post holder's areas of responsibility;
 - Work effectively with other EMCDDA sectors and units in multidisciplinary projects;
 - Produce and deliver high quality reports and presentations in English;
 - Organize European expert meetings, in collaboration with national experts and other EMCDDA staff;
 - Represent the EMCDDA in different institutional or scientific forums;
 - To take on 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 two 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;

⁽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.

- 
- a good understanding of issues in the area of substance/drug use research and monitoring, or in a similar field (e.g. psychology, public health, epidemiology, social sciences, statistics);
 - proven experience in the analysis and reporting of complex data sets;
 - excellent communication, organizational and interpersonal skills;
 - good skills in writing in English;
 - an understanding of the methodological issues relevant to the analysis of data generated from surveys, registries and 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 knowledge of Microsoft Office, in particular of 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 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.

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;
- Experience in working with drugs data, or similar data sets (eg health, demographic or crime related data) and an understanding of issues related to drug use and problems;
- Experience of working in a multicultural/multilingual environment;

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 13/07/2015 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. Failure to comply with one of the eligibility requirements (set out in 2.1. above) shall result in the exclusion of the applicant concerned from the selection procedure.

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.

(2) The second phase will consist of an interview and a written test. Interviews will be held by the selection committee. 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 related to the European integration and institutions, the EMCDDA, as well as the nature of 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 under 2.2 and 2.3 above.

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 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.

The selection committee for this selection procedure is composed as follows:

Ana Gallegos (Chairperson)
Julián Vicente
André Noor
Ilze Jekabsone
Andrea Classen (appointed 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 31/10/2015 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 31/12/2017 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 the Conditions of employment of other servants of the European Communities, (see http://ec.europa.eu/civil_service/docs/toc100_en.pdf), for a five-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 AD5 step 1 will be approximately EUR 4300. 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 six 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: 11/06/2015