



European Monitoring Centre
for Drugs and Drug Addiction

CALL FOR APPLICATIONS FOR THE SELECTION OF CONTRACT STAFF

N°CA.2021.01 — Database management development officer

Contract agent (M/F) grade FG III — 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 a data and database manager in the Action on New Drugs sector (AND), located within the Risks to public safety and security unit (SAS), working closely with scientific analysts.

The Action on New Drugs sector is composed of a multidisciplinary team managing different processes related to the early warning and risk assessment of new psychoactive substances that may pose a danger to public health. The EMCDDA conducts this work under the framework of Regulation (EC) 1920/2006 (as amended by Regulation (EU) 2017/2101)^(1,2). This European Union (EU) legislation defines a three-step procedure of early warning, risk assessment, and control measures that allows the EU and the Member States to rapidly respond to the appearance of new psychoactive substances on the drug market. Under the Regulation the EMCDDA is responsible for early warning — known as the EU Early Warning System (EU EWS) on new psychoactive substances — and risk assessment process⁽³⁾.

The Action on New Drugs sector is responsible for the day-to-day operation of the EU EWS and the EWS Network. This is a multiagency and multidisciplinary network, which includes the EMCDDA, 29 national early warning systems (27 EU Member States, Turkey, and Norway), Europol and its law enforcement networks, the European Medicines Agency (EMA), the European Commission, and other partners. The European Database on New Drugs (EDND) is the information system operated by the EMCDDA that allows the reporting and management of the information on new psychoactive substances reported by the Member States and identified by the EMCDDA from other sources. The EDND provides round-the-clock access to information on new psychoactive substances for the purposes of early warning.

Working within the Action on New Drugs sector, the jobholder will support the collection, collation and analysis of data on new psychoactive substances, in order to allow the EMCDDA to identify, assess, and react to new substances that may pose a danger to public health. In particular, the jobholder as a

¹ <https://eur-lex.europa.eu/eli/reg/2006/1920/oj>

² <https://eur-lex.europa.eu/eli/reg/2017/2101/oj>

³ https://www.emcdda.europa.eu/publications/topic-overviews/eu-early-warning-system_en

data and database manager will be required to manage event-based data reported through the EDND and aggregated data linked to the use of new psychoactive substances, which includes data on seized, collected and biological samples, and serious adverse events, reported by the EWS Network.

The post holder will also provide support to the EMCDDA for overall reporting on drug trends and work in close collaboration with scientific analysts and other staff to achieve this aim. Upon recruitment, staff generally start working in one area of work, but will be expected during their career at the EMCDDA to develop skills to enable them to work in multiple areas.

To be successful in these tasks requires a combination of: strong analytical and data management skills, coupled with experience in database operation, proficiency in working with Microsoft Excel and good communication skills. Knowledge in information technologies, data extraction and visualisation, statistical programmes, chemistry, pharmacology, toxicology, forensic sciences, public health, or related disciplines is advantageous. The jobholder is expected to develop an understanding of broader issues related to new psychoactive substances.

Considering the horizontal nature of the contacts the jobholder will have with all other EMCDDA units and external partners, and in order to ensure efficient execution of tasks, the vehicular language for this post has been defined as English.

1.2. Main duties

The successful applicant will be requested to contribute to the following tasks:

Support to early warning and risk assessment:

To contribute to the management, analysis and reporting of data submitted to and collected by the EMCDDA in respect to the EU Early Warning System and risk assessment process, including:

- To manage, analyse, summarise and report data reported from national early warning systems and data from other data sources.
- To manage the electronic submission of data reported from national early warning systems in Europe through the European Database on New Drugs (EDND).
- To manage, analyse, summarise and report data reported from national early warning systems and information from other data sources.
- To update the EDND with information identified from other sources, including the management of EDND user access rights and provision of EDND-related support to the EWS Network.
- To prepare and conduct quantitative and qualitative analysis of data sets using a range of methods in the area(s) under her/his responsibility and to liaise with external data providers, where appropriate.
- To contribute to data reporting, including supporting the production of technical documents related to the early warning and risk assessment of new psychoactive substances.
- To support the preparation of literature searches and literature reviews.

System development:

- To support the maintenance and contribute to the development of the European Database on New Drugs.
- To manage and contribute to the development of quality control and quality assurance systems in order to ensure data validity and reliability.
- To support the development and implementation of data management systems for early warning and risk assessment.
- To support the development, updating, and revision of the EMCDDA's guidance documents and operating procedures related to the management of early warning and risk assessment data.

Other tasks:

- To analyse data, prepare tables, graphics and methodological notes for inclusion in the EMCDDA's scientific products, in collaboration with relevant technical staff.
- To support the preparation of data for replying to queries and requests from national early warning systems and members of the EMCDDA's other networks.
- To support the preparation of technical presentations for scientific and institutional meetings, training events, and any other events relevant to the work of the Agency.
- To work with other staff of the EMCDDA and to contribute to the overall work programme as requested.
- To take on any other duties that may be assigned by the Head of Unit or Head of sector in relation to the purpose of the post.

2. Job requirements

2.1. Eligibility requirements

The following requirements shall be met by the deadline for applications:

- A level of education of post-secondary education attested by a diploma, or a level of secondary education attested by a diploma giving access to post-secondary education and relevant professional experience of at least three years;
- 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 the appropriate character references as to the suitability for the performance of the required duties;
- Be physically fit to perform his/her duties ⁽⁴⁾;
- 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 ⁽⁵⁾.

2.2. Essential requirements

Eligible candidates will then be evaluated as follows:

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

- A minimum of three years of education and/or professional experience in a field that requires strong analytical and data management skills and/or managing databases;
- Experience in managing, cleaning, validating, analysing and producing summaries on complex data sets;
- Excellent knowledge of Microsoft Office tools;
- Very good knowledge of English.

b – On the basis of an interview and written tests by assessing the following:

- Analytical and data management skills;
- Excellent knowledge of Microsoft Office tools;

⁽⁴⁾ 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.

⁽⁵⁾ **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.

- Very good knowledge of English, with the ability to communicate effectively in English on complex scientific and technical matters to both technical and non-technical audiences.

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 and/or professional experience in an area relevant to the post: information and technologies, chemistry, pharmacology, toxicology, forensic sciences, public health, or related disciplines;
- Knowledge of statistical software packages, and/or experience in programming;
- Experience of working with a multidisciplinary team or network, including collaboration with analysts, researchers and database developers;
- Experience of studying, living, and/or working in a multicultural and multilingual environment.

b – On the basis of the interview and written tests by assessing the following:

- Understanding in the area of new psychoactive substances;
- Knowledge in areas relevant to the post (information and technologies, chemistry, pharmacology, toxicology, forensic sciences, public health, or related disciplines);
- Understanding of the role and activities of the EMCDDA, including in respect to its responsibilities and work conducted under the terms of Regulation (EC) 1920/2006 (as amended by Regulation (EU) 2017/2101);
- Additional linguistic skills.

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 18/03/2021 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, either at the EMCDDA premises or remotely (online). 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:

Narcisa Murgea (chairperson)
Ana Gallegos (member)
Rachel Christie (member)
Bruno Guarita (member)
Duarte Loreto (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 30/04/2021 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 31/12/2023 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 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 FGIII in grade 8 will be approximately EUR 2700 and in grade 9 approximately EUR 3100. 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.

A certificate of good conduct must be provided to the EMCDDA prior 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 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 30/04/2021, 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

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