



European Monitoring Centre  
for Drugs and Drug Addiction

## CALL FOR APPLICATIONS FOR THE SELECTION OF CONTRACT STAFF

### **N° EMCDDA4GE.CA.2021.01 — Project Coordinator**

#### **EMCDDA 4 Georgia (EMCDDA4GE) project**

#### **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 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 Project Coordinator (Contract Agent Function Group IV) of the 'EMCDDA 4 Georgia (EMCDDA4GE) project – Stepwise strengthening of the Georgian responses to health and security threats posed by contemporary drug markets'. The EMCDDA4GE project is an EU-funded technical cooperation project managed by the EMCDDA with an envisaged duration of 2 years. The jobholder will be responsible for the daily coordination of the EMCDDA4GE project and for the implementation of all project activities and experts' inputs in the country including the development of data collection tools and the setting up of reporting mechanisms. He/she will support the Georgian NDO and the national drug information system in general; as well as assist the further development of a sustainable institutional framework (system and mechanisms) which would ensure the efficient and effective functioning of the National drug observatory (NDO). The jobholder will be assigned to the Reitox and external partners unit and will be a part of the EMCDDA4GE project core team. He/she will report to the Principal policy manager on International cooperation and strategic partnerships and will work under the responsibility of the Head of the Unit. The jobholder will necessarily cooperate closely with staff of the unit and will play a pivotal liaison role with all internal and external stakeholders within this initiative.

Considering the horizontal nature of the contacts, in order to ensure the efficient execution of tasks, the vehicular language of this post has been defined as English.

#### **1.2. Main duties**

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

- Coordinate the overall project implementation regarding milestones, activities and deliverables, ensure proper quality outputs and propose corrective actions if required;
- Establish and maintain cooperation with all beneficiaries involved in the implementation of the project and other related projects (ensuring the avoidance of overlapping);

- Coordinate the activities of the team members in line with the agreed work plan to enable timely completion of project results and delivery of outputs;
- Exchange of information, data and experience;
- Draft the regular and ad-hoc project implementation reports (inception report, annual report, monthly report to the EC etc);
- Monitor and control the project budget, and prepare budget revisions as required;
- Prepare Terms of References for recruitment and contracting of consultants and subcontractors, as well as detailed plans for training courses, seminars, workshops, meetings and for provision of equipment in Georgia when required;
- Act as an additional resource person and /or moderator in national workshops, seminars, training courses and meetings;
- Contribute to and participate in meetings and national events related to data collection, research and monitoring and evaluation in the area;
- Organise the Project Steering Committee meetings and report on the project progress;
- Propose and execute the project plans as approved by the Project Steering Committee (PSC);
- Identify and report to the Contracting authority, at the early stage, all difficulties that may jeopardize the implementation of the project and the achievement of its results.

## 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 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 the appropriate character references as to the suitability for the performance of the required duties;
- Be physically fit to perform his/her duties <sup>(1)</sup>;
- 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 <sup>(2)</sup>.

### 2.2. Essential requirements

Eligible candidates will then be evaluated as follows:

a - on the basis of the written application by assessing the following:

- Extensive experience with the coordination and implementation of projects, including reporting;
- Experience in planning, organising and coordinating information and processes involving multiple people/teams;
- Working experience in the field of drug information systems;
- Experience in the development and delivery of training and capacity building activities;

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<sup>(1)</sup> 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.

<sup>(2)</sup> **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.

- Experience to manage a complex and heavy workload, to multi-task and take initiative;
- Proven experience to draft high-quality technical documents in English (applicants are requested to send one example of a work in pdf format by e-mail to EMCDDA4GE.CA.2021.01@emcdda.europa.eu).

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

- Knowledge and understanding of drug monitoring issues and of setting up of national Drugs Observatory;
- Organisational and planning skills and ability to coordinate information and processes involving multiple people/teams;
- Ability to work in a team and collaborate with people, and ability to facilitate interdisciplinary and/or multicultural collaboration;
- Ability to work under pressure and to tight deadlines;
- Good written communication skills and ability to draft high-quality technical documents in English;
- Good oral 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 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 written application by assessing the following:

- Relevant postgraduate training or higher degree in health, human or social sciences (public health, psychology, sociology, medicine, social work, education);
- Working experience in or with National Drug Observatories;
- Professional experience in multicultural/multilingual working environments.

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

- Ability to draft drug-related reports;
- Good knowledge of the European Neighbourhood Policy geopolitical context or of Georgia.

## 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 12/04/2021 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:

Marica Ferri (Chairperson)  
Cécile Martel (member)  
Laurent Laniel (member)  
Sandrine Sleiman (member)  
Katerina Skarupova (member)  
Tim Surmont (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>).

The EMCDDA is in position to offer a contract of engagement for this post (FG IV) for a duration ranging from the entry into function date until 30/04/2023. In case of extension of the duration of the execution and funding of the "EMCDDA4GE" project, the EMCDDA may offer an extension of the contract of engagement until the new end date of the project.

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 3 500 and in grade 14 approximately EUR 4 000. 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**

Leila Mekkaoui  
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