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CALL FOR APPLICATIONS FOR THE SELECTION OF CONTRACT STAFF

No CA.2014.01 — Analyst/writer on drug markets and drug related crime

Contract Agent (M/F) 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. 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 be primarily responsible for analysing and reporting drug markets and drug related crime data and information. S/he will also support the methodological development of indicators in the field of drugs supply. The jobholder will report directly to the Head of Unit SAT.

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:

- Conduct analysis, evidence reviews and write reports on a wide range of drug supply areas, most notably drug related crime and drug markets;
- Conduct both quantitative and qualitative analysis using a variety of methods;
- Contribute to the methodological developments in the areas of the EMCDDA supply and supply reduction indicators;
- Assist with the development of drug market size estimates;
- Contribute to the development of the supply and supply reduction areas of the EMCDDA website;
- Contribute to other areas of EMCDDA work, including the analysis of data in the field of new psychoactive substances;

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- Establish working relations with experts in the EU Member States, EU Institutions and Agencies as well as European projects on drug-related crime and drug markets;
 - Any other tasks assigned by the Head of Unit/Sector.

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 in social or natural sciences of at least three years attested by a diploma;
- At least 5 years of relevant professional experience after the completion of the above mentioned studies;
- Be a national of one of the Member States of the European Union or Norway;
- 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⁾;
- 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:

- Experience of reporting in the drugs field;
- Experience in analysis and evidence reviews;
- Experience of conducting both quantitative and qualitative data analysis using a variety of methods and large and complex data sets;
- Track record of writing reports and presenting these to a range of audiences, including politicians, policy-makers and the general public (includes scientific papers);
- Good organisational skills with a project-oriented approach;
- Ability to work in a team, as well as independently;
- Excellent command of written and spoken English.³

⁽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.: Contract staff in function group IV shall be required to demonstrate the ability to work in a third EU language before renewal of a contract for an indefinite period.

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

- Creativity and innovation, coupled with precision in fulfilling professional tasks;
- Excellent knowledge of Microsoft Office;
- Ability to communicate effectively orally and in writing and present complex matters in a simple way;
- Ability to synthesise and interpret complex data sets.

2.3. Advantageous requirements

The non-compliance with the advantageous requirements is not a condition for exclusion of applicants as they 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:

- Knowledge of the European Union and its institutions;
- Experience of working in a multicultural/multilingual environment.

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

- Knowledge of the European Union and its institutions;
- Further 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 on-line 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 14 August 2014 at 23.59, Lisbon time.

Prior to contract signature the successful candidate will be asked to provide original or certified copies proving his/her eligibility.

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 application. 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

⁽³⁾ English is required due to the fact that all the EMCDDA publications are conceived in English language.

of a maximum of 5 points each. The maximum number of invitees for the interview shall be 10. The ceiling of 10 applicants to be invited for interview may be adapted to 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 to be assessed out of a maximum of 30 points.

The assessment is based on the outcome of the written test covering the global understanding and specific questions related to the field of work, and on 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, 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:

Paul Griffiths (Chairperson)
Jane Mounteney
Roumen Sedefov
Laurent Laniel
Marica Ferri (appointed by the EMCDDA Staff Committee)

Due to the large volume of applications, only candidates selected for the second phase will be contacted. Candidates who have not been contacted by the EMCDDA by 31/10/2014 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 travelling 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 31/12/2016 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 Article 3(a) of 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 FGIV in grade 13 will be approximately EUR 3 100, in grade 14 will be approximately EUR 3 500 and in grade 16 will be approximately EUR 4 500. The grade will be determined in accordance with the number of years of professional experience of the successful applicant. In addition to this basic salary the job holder 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 pension 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.

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 to highly objective, 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 31/10/2014, a request for review, quoting the number of the selection procedure concerned to the Chairman of the selection committee at the following address:

EMCDDA
Chairman 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 persons

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