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## CALL FOR APPLICATIONS FOR THE SELECTION OF CONTRACT STAFF

### No CA.2014.02 — Analyst on new psychoactive substances

#### 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

Working within the Action on New Drugs team, the jobholder will contribute to the ongoing work of the EMCDDA to monitor and report on trends in new psychoactive substances. The post holder will contribute to the EMCDDA overall reporting on drug trends and work in close collaboration with the other scientific staff of the EMCDDA to achieve this aim.

The principle role of this post is to support the collection, analysis and reporting of data on new psychoactive substances collected in the context of the implementation of Council Decision 2005/387/JHA on the information exchange, risk assessment and control of new psychoactive substances (NPS). One specific task of this post will be to contribute to the collection, analysis and reporting of serious adverse events associated with NPS through the information exchange (known as the Early Warning System (EWS)<sup>1</sup>) setup by the Council Decision 2005/387/JHA. To be successful in this task requires a combination of: strong analytical skills; technical knowledge in pharmacology, toxicology, forensic science, medicine, pharmacy, public health, or a related discipline; good communication skills; and an understanding of broader issues related to NPS.

In order to ensure the efficient execution of tasks and in view of the communication to be established with different correspondents/data providers from all EU Member States to appropriately perform the duties, the vehicular language for this post has been defined as English.

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<sup>1</sup>) For further information on the Early Warning System see: <http://www.emcdda.europa.eu/themes/new-drugs/early-warning>

## 1.2. Main duties

The position targets an individual with experience in the field of new psychoactive substances, medicinal products, public health, or other relevant fields. It will be his/her responsibility:

- To contribute to the development and implementation of the toxicovigilance component of the Early Warning System on new psychoactive substances;
- To assist with the development and implementation of data reporting tools and instruments;
- To prepare and conduct both quantitative and qualitative analysis of data sets using a variety of methods in the area(s) under his or her responsibility and to liaise with external data providers, where appropriate;
- To perform literature searches, evidence reviews and write reports on a range of areas related to NPS;
- In close collaboration with relevant technical staff, to analyse data, prepare tables, graphics and methodological notes for inclusion in the EMCDDA's scientific products;
- To contribute to the drafting and editing of technical reports and papers;
- To contribute to the development of the Action on New Drugs area of the EMCDDA website;
- To contribute to ad-hoc and ongoing cross-unit projects as required by the overall work programme of the EMCDDA;
- To represent the EMCDDA in scientific and institutional meetings, training events, as required;
- To provide expertise and briefings on substances that have potential for misuse;
- To liaise with other scientific staff of the EMCDDA and to contribute to the overall work programme as requested; and
- To take on other duties as appropriate.

## 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 five years of relevant professional experience starting with the first position occupied after the completion of the diploma required for admission to this selection procedure, as mentioned above;
- 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;<sup>2</sup> and
- Have a thorough knowledge of English<sup>3</sup> and a satisfactory knowledge of another EU language to the extent necessary for the performance of the required duties<sup>4</sup>.

## 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 conducting both quantitative and qualitative data analysis using a variety of methods and large and complex data sets;
- Experience of reporting in the field of new psychoactive substances, medicinal products, public health, or other relevant field;
- Experience in analysis and evidence reviews;
- An excellent technical background with a good understanding of methodological and research issues relevant to the work of the unit, in particular the Action on New Drugs team, and the analysis of data;
- A good understanding of issues related to the use of new psychoactive substances and illicit (controlled) drugs and the consequences of such use; or competence in a similar area, such as medicinal products or other pharmacologically active substances, that would allow the candidate to become familiar with these issues quickly;
- An ability to draft high-quality technical papers and documents (candidates may provide a track record of written reports with their application);
- Good organisational skills and ability to work under tight deadlines combined with the ability to work both independently as well as in a team;
- Excellent command of written English.

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

- Ability to communicate effectively orally and in writing and present complex matters in English and the ability to draft technical reports in English;
- Ability to synthesise and interpret complex data sets;
- Excellent communication, organisational and interpersonal skills;
- Excellent knowledge of Microsoft Office.

## 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:

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<sup>(2)</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>(3)</sup> English is required due to the fact that the vehicular language of the EWS is English.

<sup>(4)</sup> N.B.: In addition, in order to be eligible for a first promotion, the staff member shall prove a working knowledge of a third EU language.

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- University degree in a relevant subject (such as pharmacology, toxicology, forensic science, medicine, public health, pharmacy, or similar) and relevant postgraduate training or a higher degree;
  - Good knowledge of the functioning of early warning and response systems (such as pharmacovigilance or toxicovigilance systems);
  - Understanding of issues related to scientific risk assessment of psychoactive substances and a understanding of issues related to use of illicit drugs;
  - Publication of scientific papers or technical reports relevant to the position (candidates may provide a track record and/or copies of any relevant documents for consideration); and
  - Experience of working in a multicultural and multilingual environment.

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

- Good knowledge of the functioning of the European Union institutions, and, in particular, of the role of the EMCDDA; and
- 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 November 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 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:

Ana Gallegos (Chairperson)  
Roumen Sedefov  
Narcisa Murgea  
Klaudia Palczak  
Alessandro Pirona (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 31/12/2014 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](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 31/12/2014, a request for review, quoting the number of the selection procedure concerned to the Chairman of the selection committee at the following address:

EMCDDA  
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 persons**

Paola Parga — Tel. (351) 211 210 280

Date of publication: 13 October 2014

