European Centre for Disease Prevention and Control
Vacancy for the post
Procurement Assistant/Resource Management and Coordination Unit
(ECDC/CA/FGIII/2014/RMC-PA-2)

Applications are invited for the above Contract Agent post at the European Centre for Disease Prevention and Control (ECDC).


**General description of the tasks and role of the ECDC**

The mission of the Centre is to identify, assess and communicate current and emerging threats to human health from communicable diseases. Within this broad mission statement, the main technical tasks of the Centre fall into the following four categories:

a. Scientific opinions, bringing together technical expertise in specific fields through its various EU-wide networks and via ad hoc scientific panels;

b. Technical assistance and communication about its activities and results, and disseminating information tailored to meet the needs of its different audiences;

c. Epidemiological surveillance and networking of laboratories, i.e. developing epidemiological surveillance at European level and encouraging cooperation between expert and reference laboratories;

d. Early Warning and Response, based on ‘round the clock’ availability of specialists in communicable diseases.

See also the Centre home page at [http://ecdc.europa.eu](http://ecdc.europa.eu)

¹ Official Journal No. L 142 of 30 April 2004, page 1
Working in the Centre

The work in the Centre is characterised by a high level of professionalism and efficiency. We believe each and every staff member’s contribution is vital to make the Centre a good place to work with a strong team spirit. We can offer an opportunity of being an important part of a dynamically developing European Agency.

The Centre consists of the Director’s Office and five units; the Office of the Chief Scientist, the Surveillance and Response Support Unit, the Public Health Capacity and Communication Unit, the Resource Management and Coordination Unit and the Information and Communication Technologies Unit. ECDC strives to be a quality-driven, service-minded organisation that acts as one team. We expect all staff to live these values.

Resource Management and Coordination Unit

With a high level of technical expertise and service attitude, the Resource Management and Coordination Unit aims at top quality management of ECDC’s human and financial resources. In its coordinating function it develops the implementation of quality management and a transparent internal communication. The Eurosurveillance Editorial Office is responsible for the independent scientific journal Eurosurveillance.

The Unit’s work is carried out by five sections in the area of Resource Management (Human Resources, Finance and Accounting, Procurement, Corporate Services and Legal Services), two sections in the overall coordination function (Internal Communication & Knowledge Services and Quality Management), the Eurosurveillance Editorial Office and the Internal Control Coordinator.

Procurement Section

Being the central reference entity for procurement and grant activities, the section is providing clear operational support to all units and assisting all internal customers in accomplishing their operational goals in a timely manner. The section helps maintaining compliance with the procedures and monitors the Centre’s contracting for goods and services.

Job description

S/he will report to the Head of the Procurement Section.

In particular, s/he will be responsible for:

- Supporting the Procurement Section to ensure ECDC procurement and grant procedures are compliant and conducted according to the Financial Regulation, and relevant ECDC internal procedures;
- Providing support to the Procurement Officer for procurement and grant activities including assisting with calls for tenders/proposals, evaluations, awards, notifications and preparing draft contracts/agreements/amendments using the ECDC templates;
- Providing support to the Procurement Officer for contract activities including scanning, sending and receiving contracts/agreements or amendments;
Performing administrative verification of offers received; verifying the compliance of the financial proposal and administrative documents including the financial capacity;

When relevant organising the openings or appointments for the opening and evaluation committees, participating in opening and evaluation committee meetings;

Providing administrative and clerical support (circulating, copying, scanning, filing and archiving of contracts, etc. according to the ECDC procurement archiving policy as well as preparing letters to contractors);

Providing support with updating templates, guidelines, checklists, procurement policy and procedures and any other documents related to the procurement cycle;

Performing other relevant tasks as assigned by the Head of the Procurement Section.

**Qualifications and experiences required**

**A. Formal requirements**

In order to be an eligible candidate the jobholder needs to meet a set of formal requirements. These requirements are:

- A post-secondary education attested by a diploma, or a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of three years;
- Thorough knowledge of one of the languages of the Communities and a satisfactory knowledge of another language of the Communities to the extent necessary for the performance of his/her duties;
- Nationality of one of the EU Member States or of Norway, Iceland or Liechtenstein;
- To be entitled to his or her full rights as a citizen;
- To have fulfilled any obligations imposed by the applicable laws on military service;
- Meet the character requirements for the duties involved; and
- Be physically fit to perform the duties linked to the post.

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2 Only diplomas and certificates that have been awarded in EU member states or that are the subject of equivalence certificates issued by authorities in the said Member states shall be taken into consideration.

3 In addition, in order to be eligible for a promotion through an annual promotion exercise the staff members have to have a working knowledge of a third EU language, as described in the applicable Staff Regulations and Implementing Rules.

4 Prior to the appointment, the successful candidate will be asked to provide a certificate from the police file to the effect of non-existing criminal record.
B. Selection criteria

To qualify for this post we have identified essential criteria in regard of professional experience/knowledge and personal characteristics/interpersonal skills.

*Professional experience/knowledge:*
  - At least 3 years, following the award of the diploma, of professional experience in positions related to the duties outlined in the job description;
  - Experience in providing support in the areas of procurement or grants in an EU or public environment;
  - Experience in providing support in the areas of contract or grant agreements management in an EU or public environment;
  - Good knowledge of Microsoft Office, especially Excel.

*Personal characteristics/interpersonal skills:*
  - Excellent communication skills;
  - Excellent command of English, both written and spoken;
  - Quality driven, accuracy and eye for detail;
  - Service minded;
  - Strong inter-personal skills and ability to work well in a team.

*We have also identified experiences and skills that are advantageous for this post. These are:*
  - Knowledge of the EU financial regulation;
  - Experience in filing and archiving;
  - Familiarity with ABAC contract software and/or a contract management application.

Depending on the number of applications received, the selection committee may apply stricter requirements within the aforementioned selection criteria.

Appointment and conditions of employment

The jobholder will be appointed on the basis of a shortlist proposed by the Selection Committee to the Director. This vacancy notice is the basis for the establishment of the Selection Committee’s proposal. Candidates may be requested to undergo written tests.

5 Compulsory Military Service shall always be taken into consideration
Candidates should note that the proposal may be made public and that inclusion in the shortlist does not guarantee recruitment. The shortlist of candidates will be established following an open selection process.

The successful candidate will be recruited as a contract agent, pursuant to article 3a) of the Conditions of Employment of Other Servants of the European Communities, for a period of five years. The contract may be renewed. The appointment will be in Function Group III. Applicants should note the requirement under the EU staff regulations for all new staff to successfully complete a probationary period. Applicants should note the requirement under the EU staff regulations for all new staff to complete successfully a probationary period.

For any further information on contractual and working conditions, please refer to the Conditions of Employment of Other Servants of the European Communities, which are available at the following link:


The place of employment will be Stockholm, where the Centre has its activities.

Successful candidate appointed by the Director will be required to be available at the shortest notice possible.

Reserve list

A reserve list may be created and used as a reserve for recruitment, should similar vacancies arise. It will be valid until 31 December 2015 and may be extended.

Commitment to serve the public interest independently

Prior to appointment, the candidate will be required to make a declaration in relation to the interests that might be considered prejudicial to his/her independence. The Director will examine such declarations and take measures if necessary. Similarly, after appointment, the jobholder may be required to make such a declaration and may be asked to divest himself of any interests deemed by ECDC to pose a potential conflict of interest.

Equal opportunities

ECDC applies equal opportunities and accepts applications without distinction on the grounds of age, race, political, philosophical or religious conviction, sex or sexual orientation and regardless of disabilities, marital status or family situation.

Application procedure

For applications to be valid, you must submit all of the following documents by e-mail:

- A detailed Curriculum Vitae in European format (available on http://europass.cedefop.europa.eu) - any other formats will render your application ineligible. When a position has been part-time, please indicate the exact percentage of time worked, since the formal requirements for professional experience, will be calculated on this basis;
- A letter of motivation;
- The eligibility grid completed (see below).
At a later stage you will be requested to supply documentary evidence in original in support of the statements that you make for this application. As a candidate you are to be informed that in a later part of the recruitment process a mandatory medical analysis and physical check-up is done with a selected medical service.

Applications preferably in the working language of the Centre, which is English, should be sent by e-mail in Word or PDF format to Recruitment@ecdc.europa.eu clearly indicating the vacancy reference (ECDC/CA/FGII/2014/RMC-PA-2) and your family name in the Subject line. The application will be rejected if the dossier is incomplete.

Closing date for the submission of applications is 5 January 2015, at 24:00 CET.

Due to the large volume of applications only applicants selected for interviews will be notified.

The Selection process

For detailed information regarding the selection process at ECDC, please refer to the Internal Procedure on Recruitment and Selection at ECDC available at the following link:


Applicants are reminded that the work of the selection committee is confidential. It is forbidden for applicants to make direct or indirect contact with members of these committees or for anybody to do so on their behalf.

Applicants are also advised that references may be requested at a later stage of the recruitment process.

Privacy statement

Please note that the personal information ECDC requests from applicants will be processed in line with Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. The purpose of processing of your personal data is to support the selection procedures at ECDC. This processing may involve distribution of this data to other Community institutions. For further information or exercise of your rights (such as the right to access or the right to correct my data), contact can be taken with the Human Resources section.
**Eligibility Grid**

**Position / Unit**  
(ECDC/CA/FGIII/2014/RMC-PA-2)

Last Name (in capitals):

First name:

Gender:  
Male: [ ]  
Female: [ ]

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**A. Formal Requirements**

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<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>(1)</td>
<td>I have completed post-secondary education attested by a diploma, or a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of three years:</td>
<td>Yes</td>
<td>No</td>
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<td>(2)</td>
<td>I have a thorough knowledge of at least two official languages of the European Union:</td>
<td>Yes</td>
<td>No</td>
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<td>(3)</td>
<td>I am a national of a Member State of the European Union, Iceland, Liechtenstein or Norway:</td>
<td>Yes</td>
<td>No</td>
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<td>(4)</td>
<td>I am entitled to my full rights as citizen:</td>
<td>Yes</td>
<td>No</td>
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<td>(5)</td>
<td>I have fulfilled any obligations imposed by the applicable laws concerning military service:</td>
<td>Yes</td>
<td>No</td>
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<td>(6)</td>
<td>I meet the character requirements for the duties involved:</td>
<td>Yes</td>
<td>No</td>
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<td>(7)</td>
<td>I am physically fit to perform the duties linked to the post:</td>
<td>Yes</td>
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