



NOTICE OF COMPETITION NO. 10-2008

APPLICATION GUIDE

The European Environment Agency (EEA) is organising a Call for expressions of interest with a view to drawing up reserve lists of temporary agents.

This Call for expressions of interest is organised in co-operation with the European Chemicals Agency (ECHA) in Helsinki. The EEA and/or the ECHA may decide to offer a post for the suitable candidate(s) placed on the reserve lists. The nationals of the EEA member countries outside the European Union (Iceland, Norway, Switzerland, Liechtenstein and Turkey) will be eligible for the EEA reserve lists only.

The European Environment Agency (EEA) is launching this call for expressions of interest in co-operation with the European Chemicals Agency (ECHA) with a view to establishing reserve lists for the following profiles:

Reference	Title	Category & Grades	Indicative N° on reserve list
ECHA/TA/2008/021	Financial Assistant	AST 3-4	5
ECHA/TA/2008/022	Accounting Assistant	AST 3-4	5
ECHA/TA/2008/023	Procurement Assistant	AST 3-4	5

The closing date for submission of applications is 24 July 2008 at 12:00 Central European Time (13:00 Helsinki time).

N.B. Candidates may apply for one profile only. European Environment Agency reserves the right to exclude candidates neglecting this restriction.

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DESCRIPTION OF THE AGENCY'S TASKS

The EEA is an agency of the European Union (EU) and one of the decentralised Community bodies. The EEA aims to support sustainable development and to help achieve significant and measurable improvement in Europe's environment, through the provision of timely, targeted, relevant and reliable information to policy-making agents and the public.

You will find more information on the EEA website at:

<http://www.eea.europa.eu/>.

THE JOBS

The purpose of the current selection procedure is to establish a reserve list from which the Agency may appoint staff in accordance with its human resource requirements and its financial means.

Profiles sought

This text sets out the general conditions applying to the Call for Expressions of interest. A description of the specific activities and tasks of the job and the specific requirements and assessment criteria is set out in the **Job Profile**.

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Eligibility

The selection procedure is open to applicants who, on the closing date for applications, satisfy the following requirements:

GENERAL CONDITIONS

You must:

- Be a national of a Member State of the European Union¹. The nationals of the EEA member countries outside the European Union (Iceland, Norway, Switzerland, Liechtenstein and Turkey) are eligible for the EEA posts only;
- Enjoy your full rights as a citizen;
- Have fulfilled any obligations imposed by the laws concerning military service;
- Produce the appropriate character references as to your suitability for the performance of your duties²;
- Be physically fit to perform your duties³.
- Have a thorough knowledge of one of the official languages of the European Union⁴ and a satisfactory knowledge of another official language of the European Union to the extent necessary for the performance of your duties.

As the predominant language of internal communication in the Agency is English, ability to communicate in that language is an assessment criterion in all profiles.

QUALIFICATIONS AND EXPERIENCE

The qualifications and professional experience required are defined in the job profile under “Formal Requirements”. The qualifications and the duration and relevance of professional experience are among the formal requirements and assessment criteria that Selection Committees will use to determine the eligibility of applicants, to evaluate those admitted to the

¹ The Member States of the European Union are: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom

² Before appointment, successful applicants will be required to produce an official document showing that they do not have a criminal record.

³ Before the appointment, successful applicants will be required to undergo a medical examination to ensure that they fulfil the requirements of article 28(e) of the Staff Regulations of the Officials of the European Communities.

⁴ Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish.



selection procedures and determine their grading. Only qualifications issued by EU Member State authorities and qualifications recognized as equivalent by the relevant EU Member State authorities will be accepted for the ECHA posts. For the EEA posts, also the qualifications issued by the EEA Member Countries outside the European Union (Iceland, Norway, Switzerland, Liechtenstein and Turkey) will be accepted.

Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to the profile in question (e.g. secondary certificate or post-secondary diploma for AST profiles, university degree for AD profiles). Professional experience before this date will not be counted. It is therefore essential to provide information on the qualification giving access to the profile, in particular the date of award, even if you subsequently obtained higher level qualifications. With the exception of compulsory military or alternative civil service accomplished after obtaining the minimum qualification for access to the profile, professional experience must be in a domain of activity of the European Communities (e.g. jobs such as sports instructor, waiter or supermarket cashier will not be counted unless of specific relevance to the post in question).

In calculating professional experience, only duly documented professional activity (i.e. remunerated employment or self-employment) is taken into account. Part-time work will be taken into account in proportion to the percentage of full-time hours worked. Periods of education or training and unremunerated traineeships are not taken into account. In the case of post-graduate studies, duly documented periods of employment (e.g. as a part-time lecturer or researcher), or self-employment (e.g. consultancy work) will be taken into account, but not periods during which the applicant was in receipt of a study grant, which are considered as education rather than professional activity. Statutory maternity leave is counted as professional activity, but unpaid leave is not counted.

Any given time period can be counted only once (i.e. if the applicant had a full-time job and did freelance consultancy work in the evenings and weekends, the days spent on the latter will not be added to period spent on the former).

If invited for an interview, applicants will be required to provide documentary evidence of all periods of employment in the form of contracts of employment, certificates of employment, salary statements, etc. which indicate the type of employment, the start and end dates, whether remunerated and whether full or part time. For periods of self-employment, applicants will be required to provide evidence of the type and duration of work in the form of service contracts, invoices, accounting statements, tax declarations, social security records, etc. For freelance translation work, evidence of the number of pages translated should be provided.



OVERVIEW OF SELECTION AND APPOINTMENT PROCEDURE

Admission to the selection procedure

Applications must be complete and validly submitted by the closing date for applications according to the instructions set out in Part 0. Valid applications will be checked to verify their compliance with the general conditions set out in section 0 and the formal requirements set out in the job profile.

The Selection committee will consider only the information provided by the applicant in their application form specific to this call for expressions of interest. This information should be comprehensive and complete.

Applicants may not send information or documents separately by any other means, or refer to information or documents provided in any previous application to the Agency.

Applications that do not meet the above criteria will be rejected. You will be informed if your application has been rejected after the closing date for applications.

Grading

Where the job profile is published for a range of grades, applicants will be assigned to a grade on the basis of the duration of the total professional experience and relevant professional experience they declare in their application form, according to the rules set out in the job profile. This grading will be subject to confirmation on the basis of documentary evidence which applicants will be required to produce if invited for an interview. Periods of employment that are not declared in the application form or for which adequate documentary evidence is not provided at the time of the interview will not be taken into account. Successful applicants will be placed on the reserve list at the grade to which they have been assigned.

Assessment of applications

Applicants admitted to the selection procedure as described in section 0 will be assessed by a selection committee in an objective, impartial and transparent manner in comparison with other applicants assigned to the same grade (where applicable) on the basis of the assessment criteria and assets set out in the Job Profile. The assessment criteria set out in Section 3 of the Job Profile (Selection) will be evaluated first on the basis of the information provided by applicants in their application form. Applicants who show evidence in their application form of any of the assets listed will gain additional credit. On the basis of this assessment, the selection committee will draw up a list of the most suitable applicants in each grade, who will be invited to an interview. The number of applicants invited per grade may reflect the number of posts foreseen to be available at that grade. The selection committee may contact the applicants by e-mail to receive



Applicants will be informed whether or not they are invited to an interview.

Assistance

The selection committee may be assisted by personnel selection consultants in the screening of applications, preliminary interviewing and aptitude and competence testing of applicants. In such cases, applicants are required to cooperate with consultants duly mandated by the Agency. The consultants' role is limited to providing information and advice to the selection committee appointed by the Executive Director, which retains all decision-making powers.

Interview

During the interview, the selection committee will assess applicants, on the basis of their answers to its questions, according to the criteria set out in Section 4 of the Job Profile (Interview) in comparison with other applicants assigned to the same grade. The selection committee may also ask questions relating on the applicant's education, training and professional experience in order to confirm its assessment of the selection criteria. Where required in the job profile, applicants will be asked to write a short text in English (or another language where appropriate) on a subject chosen by the selection committee to demonstrate their writing skills in that language.

The interview will be principally in English. Your knowledge of other languages may also be tested.

Reserve list

Following the interview, the selection committee will reach an overall judgement on each applicant's suitability for the profile in question in relation to all the criteria set out in the job profile, and where applicable in comparison with other applicants assigned to the same grade. The applicants in each grade who are judged to be the most suitable will be placed on a draft reserve list at that grade. The number of candidates placed on the reserve list per grade may reflect the number of posts foreseen to be available at that grade. If, on verification of the documentary evidence of professional experience provided at the time of the interview, an applicant should require to be assigned to a different grade, the selection committee reserves the right to revise its assessment of the applicant in accordance with the standards it has applied to other applicants in the revised grade. The draft reserve lists are subject to approval by the Executive Director of the Agency. Once adopted, the reserve list will remain open for a period of 2 years, with a possible extension.

The European Environment Agency may recruit staff from the reserve lists subject to the adoption of its budget and establishment plan and according to its human resource requirements and financial means during the period of validity of the lists. Inclusion on the reserve lists does not imply any

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entitlement to employment in the Agency. Where a suitable post becomes available, the Agency may select applicants from the list according to their grade and their knowledge, skills, experience and personal qualities in relation to the specific requirements of the post in question. If necessary, applicants on the reserve list may be invited at the Agency for a further interview.

The European Chemicals Agency may recruit staff from the reserve lists subject to the same conditions as explained above.

HOW TO APPLY

All applicants must register on-line at the following web address:

http://echa.europa.eu/opportunities/positions_en.asp

Your registration will be dealt with and confirmed by ECHA, which will send you your application reference number.

In addition, you must complete the ECHA application form which you can find at the following web address:

http://echa.europa.eu/opportunities/positions_en.asp

You must print out and sign the completed form and send the original and 3 copies by conventional mail to the following address:

European Chemicals Agency (ECHA)

Human Resources Unit

ECHA/TA/2008/0__ (*please indicate the relevant profile reference*)

PO Box 400

00121 Helsinki

Finland

We recommend that you send your application by registered mail so that you have proof of postage. You must send the original and 3 copies of the signed application form to ECHA before the closing date for submission of applications. The date of the post-mark will serve as evidence of timely submission. You should indicate in the application form the reference of the job profile as shown above in the address and the title of the job profile.

Applications that are sent after the closing date for submission, that are incomplete or do not fulfil the criteria set out above will be excluded from the selection.

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GENERAL INFORMATION

1. Conditions of employment

Successful applicants may be offered a contract as a temporary agent in accordance with Article 2a of the Conditions of employment of other servants of the European Communities⁵. The place of employment will be Copenhagen, Denmark. The successful candidates may be offered a post by the European Chemicals Agency. In this case the place of employment will be Helsinki, Finland.

If renewed for a second time, the contract becomes a contract for an indefinite period.

Temporary Agents shall be required to demonstrate before their first promotion after recruitment the ability to work in a third official language of the European Union.

The mandatory retirement age for temporary agents is the end of the month in which they attain the age of 65 years.

Successful applicants who are offered a contract of employment will be assigned on entry into service in step 1 or step 2 of their grade, according to the length of their professional experience. The basic monthly salaries are shown in the following table:

Basic monthly salaries valid from 1/07/2007 (€)		
Grade AD/AST	Step 1	Step 2
3	3.165,35	3.298,37
4	3.581,39	3.731,89

The basic salary will be subject to a cost-of-living adjustment for Denmark (currently 39.4%) and to the benefits, allowances and tax, social security and other deductions set out in the Staff Regulations and Conditions of Employment of Other Servants of the European Communities.

2. Communication with applicants

You will receive all communications and notices concerning this selection procedure by e-mail. You are responsible for checking your e-mail regularly to see whether you have received any communication or notice. The European Chemicals Agency declines all responsibility for failure on the part of applicants to respond to notices posted in your e-mail. You are also responsible for notifying ECHA in the event of any change in your postal or e-mail address.

⁵ The text can be downloaded from the Commission's website at the following address:
http://www.ec.europa.eu/civil_service/docs/toc100_en.pdf.



This call for expressions of interest is published solely in English. Any communication between applicants and the secretariat of the relevant selection committee should be sent in writing in English. To the following address:

European Chemicals Agency (ECHA)

Human Resources Unit

ECHA/TA/2008/00_ (*please indicate the relevant profile reference*)

PO Box 400

00121 Helsinki

Finland

Applicants should give their full name as provided on their application and the reference of the job profile in all correspondence.

3. Interviews

If you are invited to attend an interview, details of the time, date and address of the interview will be communicated to you by e-mail.

If you are invited to an interview, you will be required to bring with you originals and copies or officially certified copies of the documents listed below.

- A document proving your citizenship (e.g. passport);
- Certificates attesting your educational and professional qualifications, in particular those giving access to the profile in question;
- Documentary evidence of your professional experience after the date on which you obtained the qualification giving access to the profile in question, clearly indicating the starting and finishing dates, whether full or part time, and the nature of the duties carried out.

If, at any stage in the procedure, it is established that the information on your application form is incorrect, you will be disqualified from the selection.

4. Selection committee

A selection committee will be appointed for the profile. It will be composed of representatives of the administration and staff of the European Chemicals Agency. One member of the selection committee may be nominated by the European Environment Agency.

You are strictly forbidden to make any contact with the members of the selection board, either directly or indirectly. It is up to the selection board to decide whether applicants infringing this rule are to be disqualified.

5. Approximate timetable:

Depending on the total number of applicants, the selection procedure will take approximately six months from the closing date for applications to the adoption of the reserve lists.

6. Equal opportunities

The European Union institutions and other bodies apply a policy of equal opportunities and accept applications without distinction on the grounds of gender, race, colour, ethnic or social origin, genetic features, language, religion, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

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7. Protection of personal data

As the body responsible for organising the selection procedure, the European Chemicals Agency will ensure on its part that applicants' personal data are processed as required by Regulation (EC) No 45/2001⁶ 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 (Official Journal of the European Union L 8 of 12 January 2001). This applies in particular to the confidentiality and security of such data.

⁶ http://www.eur-lex.europa.eu/smartapi/cgi/sga_doc?smartapi!celexplus!prod!CELEXnumdoc&numdoc=32002D1247&lg=en