

# Guide for Applicants

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## A. GENERAL DESCRIPTION OF THE POSITIONS

ECHA mainly offers two different types of position: temporary agents and contract agents.

### A.1. Temporary Agent positions

Temporary agent posts are classified in two function groups according to the nature and importance of the duties involved.

- Administrators function group (AD) covers 12 grades from AD 5 to AD 16 corresponding to technical, administrative, advisory, linguistic and scientific duties;
- Assistants function group (AST) covers 11 grades from AST 1 to AST 11 corresponding to executive, technical and clerical duties.

In general, a temporary agent contract has a five-year duration with the possibility of renewal for a definite period. If renewed for a second time, the contract will be for an indefinite period.

The probationary period for temporary agents is nine months.

### A.2. Contract Agent positions

Contract agent posts are classified in four function groups according to the duties and responsibilities involved.

- Function group I corresponds to administrative support service tasks;
- Function group II corresponds to secretarial and office management tasks;
- Function group III corresponds to executive, drafting and accountancy tasks;
- Function group IV corresponds to administrative, scientific, advisory, and linguistic tasks.

The duration of contracts for contract agents is a maximum of three years, with the possibility of renewal for a definite period. If renewed for a second time, the contract will be for an indefinite period.

Contract agents recruited for more than one year have a probationary period of nine months.

## B. ELIGIBILITY CRITERIA

The selection procedure is open to applicants who satisfy the following eligibility criteria, on the closing date for application.

### B.1. General requirement

The applicant must:

- Be a national of a Member State of the European Union<sup>1</sup> or a national of the European Economic Area (Norway, Iceland, Liechtenstein);
- Enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by the laws concerning military service;
- Produce the appropriate character references as to the suitability for the performance of the duties<sup>2</sup>;
- Be physically fit to perform their duties<sup>3</sup>;
- Have a thorough knowledge of one of the official languages of the European Union<sup>4</sup> and a satisfactory knowledge of another such language to the extent necessary to perform your duties;
- Be able to communicate well in English, as this is the working language of ECHA;
- Be below the age at which staff of the EU is automatically retired, i.e. currently on the last day of the month in which the applicant reaches the age of 66<sup>5</sup>.

### B.2. Qualifications

To be eligible for a specific profile and the related grade, applicants must have the required level of education, as defined in the vacancy notice.

**Only qualifications issued by EU Member State authorities or EEA authorities and qualifications recognised as equivalent by the relevant EU or EEA Member State authorities will be accepted.**

### B.3. Professional experience

To be eligible for a specific profile and the related grade, applicants must have the professional experience as defined in the vacancy notice, if applicable.

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<sup>1</sup> The Member States of the European Union are: Austria, Belgium, Bulgaria, Croatia, 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.

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

<sup>3</sup> 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 Union.

<sup>4</sup> The languages of the EU are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish.

<sup>5</sup> See Article 47(a) CEOS for Temporary Agents, applicable to Contract Agents by analogy, Article 119 CEOS.

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).

With regard to temporary agent positions, professional experience **must be in a domain of activity of the European Union** (e.g. jobs such as sports instructor, waiter or supermarket cashier will not be counted, unless of specific relevance to the post in question).

When 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**. For 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. Periods during which the applicant was in receipt of a study grant will be generally considered as education rather than professional activity unless the applicant can provide evidence to the contrary.

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 total **number of pages translated** and the number of pages translated per hour should be provided.

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 the period spent on the former).

**Statutory maternity leave and compulsory military or alternative civil service** accomplished after obtaining the minimum qualification for access to the profile **are not discounted from the total professional experience**.

#### **B.4. Documentary evidence**

Applicants invited to an interview will be required to fill in a declaration confirming that information provided in their application is truthful.

Applicants that are placed on the reserve list will be required to provide copies or certified copies of the following documents:

- **A document proving citizenship** (e.g. passport);
- **Certificates attesting educational and professional qualifications**, in particular those giving access to the profile in question;
- **Documentary evidence of professional experience** gained after the date on which the qualification giving access to the specific profile was obtained. The documents should clearly indicate the start and end dates, whether remunerated, full or part-time, and the nature of the duties carried out. Moreover, applicants must always provide a copy of the latest pay slip.

**Periods of employment that are not declared in the application or for which adequate documentary evidence is not provided upon placement on the reserve list will not be taken into account.**

**If an applicant is recruited, documents provided at the reserve list stage will be checked against originals at the latest on the first working day.**

## **c. OVERVIEW OF SELECTION AND APPOINTMENT PROCEDURE**

### **C.1. Admission to the selection procedure**

Applications must be complete and validly submitted by the closing date for applications as specified in Section D "How to Apply". Applications that do not meet the above criteria will be rejected.

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

**All sections of the application must be completed in English.**

Candidates are strongly advised not to wait until the last day to submit their applications, since heavy internet traffic or internet connection issues could lead to difficulties in submission. The ECHA cannot be held responsible for any delay due to such difficulties.

### **C.2. Assessment of applications**

Applicants admitted to the selection procedure will be assessed by a Selection Committee in an objective, impartial and transparent manner. The applications will be assessed against the criteria defined in Section 5 "Selection criteria" of the Vacancy Notice. Evidence of any of the assets listed will gain additional credit. The most suitable applicants will be invited to an interview and/or written test.

During the selection procedure, the Selection Committee will consider only the information provided by the applicants in their application specific to the profile in question.

### **C.3. Interview and written test**

During the interview, the applicants will be assessed against the criteria defined in Section 6 "Interview and written test" of the Vacancy Notice.

The interview will be held in English, but the knowledge of other languages may also be tested. Native English speakers will be tested for their second language skills.

In addition to the interview, applicants will undergo a practical test, in English, in the area of expertise required for the specific profile.

Applicants invited to an interview will receive an email invitation, with the date, time and location of the interview.

Subject to budgetary availability, the Selection Committee reserves the right to include other assessment steps in the selection process to determine which applicants are best suited to be placed on the reserve list. Furthermore, depending on the needs of each selection process, assessment steps may be organised remotely or may follow a different order than the one previously specified, for example, a written test exercise may be an eliminatory step before an interview.

#### **C.4. Reserve list**

Following the interview, the Selection Committee will assess the applicants' suitability for the specific profile on the basis of their performance in the interview and the practical test.

Applicants who are judged to be most suitable will be placed on a reserve list. The reserve list will remain open for a period of two years for temporary agent posts and one year for contract agent posts, with the possibility of extension.

Successful applicants will be required to provide documents concerning their nationality, academic qualifications and professional experience. Moreover, successful applicants will be required to make a declaration of commitment to act independently in the public interest and to make an annual declaration with respect to any interests which might be considered prejudicial to their independence.

Moreover, before recruiting a member of staff, ECHA's Executive Director will examine whether the applicant has any personal interest which may impair their independence or any other conflicts of interest. To that end, the applicant, using a specific form, must inform the Executive Director of any actual or potential conflicts of interest. Applicants must confirm their willingness to do so in their application.

The European Chemicals Agency may recruit staff from the reserve lists during the period of validity of the lists. Where a post becomes available, the Agency may select applicants from the list, of the grade at which the position was published, and subject to suitability of the applicants' competencies to the post in question. If necessary, applicants on the reserve list may be invited to the Agency for a further interview.

**Inclusion on the reserve lists does not imply any entitlement to employment in the Agency.**

#### **C.5. Selection Committee**

For each selection procedure a Selection Committee will be appointed by the Executive Director of the Agency, consisting of three to five members.

Applicants are strictly forbidden to make any contact with the members of the Selection Committee, either directly or indirectly. Any infringement of this rule will lead to disqualification from the selection procedure.

#### **C.6. Assistance from external consultants**

The Selection Committee may be assisted by external consultants during the selection process. 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 which retains all decision-making power.

#### **C.7. Communication with applicants**

Applicants will receive all communication and notices concerning the selection procedure by email. Applicants are responsible for checking their email regularly. The European Chemicals Agency declines all responsibility for failure on the part of applicants to respond to notices sent to their email. Applicants are also responsible for notifying ECHA in the event of any change in postal or email address.

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  
[Title and reference number of the selection]  
P.O. Box 400,  
00121 Helsinki,  
Finland

Or by email:

[jobs@echa.europa.eu](mailto:jobs@echa.europa.eu)

Applicants should give their full name, as provided in their application, in all correspondence.

### **C.8. Approximate timetable**

The selection procedure may take up to six months from the closing date for applications to the approval of the reserve list.

## **D. HOW TO APPLY**

**To apply**, follow the instructions below:

- Identify the open post on ECHA's website, in the Open positions page, by clicking "View open positions". Click "Download" under the Vacancy notice to see the post description;
- Make sure you comply with the eligibility requirements and the selection criteria required for the post;
- When you are ready to apply, navigate back to the View open positions page and click "Apply".
- To apply for open positions, you must first register to create an online profile. Kindly note that information provided during the registration is important, as it may impact your eligibility status when applying for open positions. You are advised to pay special attention to nationality. If you have double nationality, make sure to indicate both.
- If you've already registered, sign-in to start the application process.
- The application has a number of sections, ranging from educational background to work experience. A step-by-step process will guide you through the application. You are required to complete each step before continuing to the next one. We recommend you regularly save your data as you continue through the sections. At any stage, you can save the application and continue later. As part of the application, you are required to agree on a declaration confirming that the information provided is truthful. Before submitting the application, carefully review the information and, if needed, make corrections.



- After successfully submitting your application, you will receive an automatically generated email as an acknowledgement of receipt, sent to the email address that you provided when registering.

Please contact us at [jobs@echa.europa.eu](mailto:jobs@echa.europa.eu) if you are not able to submit your application.

***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.***

## E. GENERAL INFORMATION

### E.1. Conditions of employment

The working and contractual conditions of temporary and contract agents are based on the Staff Regulations and the Conditions of Employment of Other Servants of the European Union (CEOS).

The place of employment is Helsinki, Finland.

Successful applicants may be recruited in Grade AST 1-4 or AD 5-12 (for Temporary Agents) or Function Groups I, II, III, or IV (for Contract Agents). Temporary agents will be assigned to Step 1 or Step 2 of their grade, according to the length of their professional experience. Contract agents will be assigned to different grades, according to the length of their professional experience. The grading of successful applicants will be established according to the applicable ECHA implementing rules to the Staff Regulations.

The basic salary will be subject to various allowances as well as tax, social security and other deductions set out in the Staff Regulations. The basic salary is exempted from national tax.

To reflect the higher cost of living in Finland, the basic salary is weighted by applying a coefficient. The basic salary indicated in the Vacancy Notice is the amount before the adjustment.

For more information on salaries and allowances please visit our website at: <http://www.echa.europa.eu/about-us/jobs/what-we-offer>.

For more information on the contractual and working conditions please visit:

- Implementing rules concerning temporary agents: [https://echa.europa.eu/documents/10162/17100/MB\\_DECISION\\_03\\_2018\\_4\\_MB49\\_FINALE.pdf/7087cc5b-2dee-aade-0de0-bcdb47aa605d](https://echa.europa.eu/documents/10162/17100/MB_DECISION_03_2018_4_MB49_FINALE.pdf/7087cc5b-2dee-aade-0de0-bcdb47aa605d)
- Implementing rules concerning contract agents: [https://echa.europa.eu/documents/10162/17208/mb\\_decision\\_26\\_2019\\_mb-54\\_en.pdf/52f915f8-5cab-2c4f-0e7d-fe53c406311e?t=1562836232408](https://echa.europa.eu/documents/10162/17208/mb_decision_26_2019_mb-54_en.pdf/52f915f8-5cab-2c4f-0e7d-fe53c406311e?t=1562836232408)
- Conditions of Employment of Other Servants of the European Union : <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

### E.2. 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.

### **E.3. Protection of personal data**

The information submitted during the selection process will be used solely for that purpose. The legal basis for the processing is found in the Staff Regulations of Officials and the Conditions of Employment of Other Servants (CEOS), and in particular in Articles 12-15 and 82-84 of CEOS.

The European Chemicals Agency will ensure on its part that applicants' personal data is processed as required by *Regulation (EC) 2018/1725<sup>6</sup> on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.*

Only ECHA staff directly involved in the selection procedure in question shall have access to this data. In some cases, an external contractor, equally bound by the same data protection principles, might assist the Agency in the pre-selection of applicants.

All personal data of the applicants will be stored for a maximum period equal to the duration of the validity of the reserve list. For recruited applicants, the necessary documents are transferred to the agent's personal file, which will be kept until 10 years after the jobholder has terminated employment at the Agency, provided there are no pending claims or any other open issues.

Any party submitting personal data to ECHA is entitled to access and rectify that data (however, after the closing date of the application deadline, rectification is limited to identification data). To exercise these rights, contact the data controller at [jobs@echa.europa.eu](mailto:jobs@echa.europa.eu). Furthermore, you also have the right to recourse at any time to the European Data Protection Supervisor.

## **F. REQUEST FOR FEEDBACK**

Applicants have the possibility to request feedback on their application or performance in the selection process within 7 days of the notification of the decision by the Selection Committee. Feedback requests received after the deadline will not be considered.

## **G. REQUEST FOR REVIEW AND APPEAL PROCEDURES**

Applicants who consider that their interests have been prejudiced by a decision related to the selection procedure can take the following actions:

### Requests for review

After the outcome of the assessment of applications has been communicated, the applicant may submit a request for review in writing to the Chair of the Selection Committee stating

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<sup>6</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32018R1725&from=EN>

the reasons for the request. Any arguments must be based on information provided in the ECHA application form; no subsequent information can be taken into account.

Request for review can be submitted either by email or by post. In both cases, a request for review has to be submitted **within 7 calendar days of the date written on this notification**. The date of the email or postmark will be evidence of timely submission. Please indicate the name used in your application clearly in all correspondence.

a) Submission by email

Request for review can be sent to [jobs@echa.europa.eu](mailto:jobs@echa.europa.eu). You are requested to clearly indicate the selection title and reference number in the subject line.

b) Submission by post

Request for review can be sent to the below address:

Chair of the Selection Committee  
[Title and reference number of the selection]  
European Chemicals Agency (ECHA)  
P.O. Box 400  
(FI)-00121 – Helsinki, Finland

The envelope should be clearly marked "PRIVATE AND CONFIDENTIAL – NOT TO BE OPENED BY THE MAIL SERVICE".

### Appeal procedure

- Within 3 months of the date of the notification of the decision, the applicant may lodge a complaint under Article 90(2) of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>) at the following address by registered mail:

Human Resources Unit  
European Chemicals Agency (ECHA)  
P.O. Box 400  
(FI)-00121 HELSINKI, Finland

- Within 3 months of the original notification about your application, the applicant may also submit an appeal before the Court of Justice of the European Union. Please send your appeal by post to: General Court, Court of Justice of the European Union, Rue du Fort Niedergrünwald, L-2925 Luxembourg.

### Complaints to the European Ombudsman

Like all citizens of the European Union, an applicant can make a complaint to the:  
European Ombudsman  
1 Avenue du Président Robert Schuman  
CS 30403  
F-67001 Strasbourg Cedex