



**Vacancy for
A DIRECTOR (Grade AD 14)
OF THE EUROPEAN CENTRE FOR DISEASE PREVENTION AND
CONTROL
(COM/2009/10181)**

We are

The mission of the European Centre for Disease Prevention and Control (ECDC), set up in Stockholm, is to identify, assess and communicate current and emerging threats to human health from communicable diseases¹.

Within the field of its mission, the Agency (ECDC) shall:

- search for, collect, collate, evaluate and disseminate relevant scientific and technical data;
- provide scientific opinions and scientific and technical assistance including training;
- provide timely information to the Commission, the Member States, Community agencies and international organisations active within the field of public health;
- coordinate the European networking of bodies operating in the fields within the Centre's mission, including networks arising from public health activities supported by the Commission and operating the dedicated surveillance networks;
- exchange information, expertise and best practices, and facilitate the development and implementation of joint actions.

Further information is available on the following Website: <http://ecdc.europa.eu>

¹ Regulation (EC) N°851/2004 of the European Parliament and of the Council of 21 April 2004 establishing a European Centre for disease prevention and control, OJ L 142 of 30.04.2004, p. 001-0011

We propose

The Director of the ECDC is the legal representative and public face of the Agency and is accountable to the Management Board. The Director shall be completely independent in the performance in his/her duties, without prejudice to the respective competencies of the Commission and the Management Board. He/she will be responsible for:

- The day-to-day administration of the Centre with a budget of € +- 50 million and 250 staffing;
- Drawing up draft work programmes;
- Preparation of discussions within the Management Board;
- Implementing the work programmes and the decisions adopted by the Management Board;
- Ensuring the provision of appropriate scientific, technical and administrative support for the Advisory Forum;
- Ensuring that the Centre carries out its tasks in accordance with the requirements of its users, in particular with regard to the scientific excellence and independence of activities and opinions, the adequacy of the services provided and the time taken;
- Preparing the statement of revenue and expenditure and executing the budget of the Centre;
- All staff matters.

We look for

He/she should have:

Qualifications and/or experience

- Academic qualifications (see below) preferably in one or more of the following areas: public health, medicine, epidemiology, communicable diseases, research, and public administration;
- Experience of budgetary, financial and human resources management in a national, European and/or international context.

Specific competencies

- Management skills, namely:
 - Have the capacity to manage an influential Agency, both at strategic and at internal management level;
 - Have the ability to lead and motivate a large team in a European, multicultural and multilingual environment;
 - Staffing level, budget, nature and size of departments previously managed should be preferably equivalent to those of the European Centre for Disease prevention.
- Knowledge of EU and national policies on communicable disease prevention and control:

- Have knowledge of regulatory policy and practice relevant to prevention and control of communicable disease, and experience of leadership in this area;
- Have a thorough understanding of the EU Institutions and how they operate and interact, and of EU policies and international activities of relevance to the activities of the Agency;
- Knowledge of EU financial, management and administrative rules and procedures.
- Negotiation and communication skills:
 - Have the ability to communicate to the public and cooperate with stakeholders (European, international, national and local authorities, international organisations, etc.);
 - Excellent skills in relation to interpersonal relations, partnership dialogue, coordination and negotiation;
 - Ability to work under pressure in situations potentially leading to a health emergency.
- Language skills:
 - Excellent in oral and written communication in two EU official languages;
 - Excellent written and oral communication skills in English. Sound skills in French would be an advantage.

Applicants must

Applicants will be considered for the selection phase on the basis of the following formal criteria to be fulfilled by the closing date for applications:

- Nationality: Be a national of a Member State of the European Union;
- University Degree or Diploma: (i) Have a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or (ii) have a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years (this one year's professional experience cannot be included in the post-graduate professional experience required below).
- Professional Experience: Have at least 15 years' post-graduate experience acquired after the required qualifications referred to above was obtained;
- Relevant Professional Experience: Of the 15 years of professional experience, have acquired at least 5 years in the domain of the Agency's activities;
- Management Experience: Have at least 5 years of professional experience gained in a high-level management function;
- Languages: Have a thorough knowledge of one of the EU official languages and an adequate knowledge of another of these languages;

- Age Limit: Be able to complete the full five-year-mandate before reaching retirement age. For temporary staff of the European Communities, retirement age is defined as being the end of the month in which the person reaches the age of 65.

Independence and declaration of interests

The Director will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in respect of any interests which might be considered prejudicial to his/her independence. Applicants must confirm their willingness to do so in their application.

Selection and appointment

A pre-selection panel will be set up for the selection process. This panel will invite applicants with the best profile for the specific requirements of the post to an interview, selected on the basis of their merits and the criteria set out above. Candidates short-listed by the pre-selection panel will then be called for an interview with the Commission's Consultative Committee on Appointments (CCA) and will have to undergo testing by an assessment centre run by external recruitment consultants. Candidates who are short-listed by the CCA will then be interviewed by the relevant Commissioners.

Following these interviews, the Commission will adopt a shortlist of successful candidates, which will be communicated to the Management Board of the Agency. The latter will interview the short-listed candidates and appoint the Director from among them. Inclusion on the shortlist does not guarantee appointment. Candidates may be required to undergo further interviews and/or tests in addition to those indicated above.

Before appointment, the candidate nominated by the Management Board shall be invited without delay to make a statement before the European Parliament and to answer questions put by members of that institution.

Equal opportunities

The Agency applies a policy of equal opportunities and non discrimination in accordance with Article 1d of the Staff Regulations².

Conditions of employment

The Director will be appointed as a staff of the Agency as a temporary agent at grade AD14 pursuant to Article 2(a) of the Conditions of Employment of Other Servants of the European Communities³ for a 5 year period, which may be extended once, as stated in the basic Act.

The place of employment is Stockholm, where the Agency is based.

² OJ L 124,27.4.2004, p.1; <http://eur-lex.europa.eu/en/index.htm>

³ OJ L 124, 27.4.2004, p.1 - <http://eur-lex.europa.eu/en/index.htm>

Application procedure

For applications to be valid, candidates must submit:

1. a covering letter;
2. a free-format Curriculum Vitae (CV). The CV should preferably be drafted using the Europass CV format⁴. **Applicants are explicitly requested to highlight and give a brief account of the experience and expertise relevant to the job as well as details on the size - number of staff - budget and nature of the departments they have previously managed.**

Applications that are incomplete will be rejected.

Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience, etc.) should not be sent at this point but must be submitted at a later stage of the procedure if requested.

In order to facilitate the selection process, all communications to candidates concerning this vacancy will be in English language.

Applications, preferably in English, French or German, should be sent by e-mail to:

sanco-avis-de-vacance@ec.europa.eu

Applicants who are not able to send their applications by e-mail may send them by registered mail or express courier service to:

DG SANCO.A.5 (F101-5/62),
European Commission,
200 Rue de la Loi,
B-1049 Brussels

Applicants are asked to report any change of address in writing without delay to the address above.

Closing date

Applications must be sent either by e-mail or by registered mail no later than 30 June 2009 (date of e-mail or date as postmark for registered mail).

Applications sent by express courier service must be delivered on the same date before 17.00 hrs (Brussels time) to the address above.

The Commission reserves the right to extend the closing date of this vacancy by publication in the *Official Journal of the European Union* only.

⁴ The Europass CV can be downloaded from the website:
<http://europass.cedefop.europa.eu/htm/index.htm>

Contact person

For additional information, please contact:

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Important information for applicants

Applicants are reminded that the work of the selection committees 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.

Protection of personal data

The Commission and the Agency will ensure that candidates' personal data are processed as required by Regulation 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 data⁵.

⁵ (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 - OJ L 008, 12/01/2001, p. 0001-0022.