

EUROPEAN CENTRE FOR DISEASE PREVENTION AND CONTROL

VACANCY NOTICE FOR AUXILIARY AGENT Category B

Applications are invited for the below mentioned positions **in the European Centre for Disease Prevention and Control** (“the Centre”). The Centre is located in Stockholm, Sweden and is expected to start operations by May 2005. The legal base for the Centre is Regulation (EC) No 851/2004 of the European Parliament and of the Council of 21 April 2004 establishing a European Centre for Disease Prevention and Control[□] (“the Regulation”). The Centre’s main source of funding is a subsidy from the EU general budget.

General description of the tasks and role of the Centre

The initial mission of the Centre is to identify, assess and communicate current and emerging threats to human health from communicable diseases. The Centre will search for, collect, collate, evaluate and disseminate scientific and technical data (surveillance), provide scientific opinions and technical and scientific assistance, including training. The Centre will provide timely information to its partners within and outside the European Union (EU), coordinate the networking activities within its mission, and exchange information, expertise and best practices. It will also facilitate the development and implementation of joint actions, such as joint outbreak investigations. The Centre will need to establish cooperation with the WHO.

The Centre will issue advice and recommendations to guide EU and national decision makers, taking into account the wealth of scientific expertise in the Member States' public health institutes. The aim of the Centre is to network this expertise and to facilitate coordination between the Member State institutes.

Under the guidance of the Director, the Centre must rapidly earn a reputation with its stakeholders as the accepted point of reference by virtue of its independence, the scientific quality, accuracy and timeliness of the networks it operates, the support it provides in emerging crisis situations and the information it disseminates as well as the transparency of its procedures and its diligence in performing the tasks assigned to it.

The initial focus of the Centre will be on communicable diseases and outbreaks of disease of unknown origin. After initial years of operation, an independent external evaluator will assess its achievements and the possible need to extend its scope to other relevant activities in the field of public health, in particular to health monitoring.

Additional information from

http://europa.eu.int/comm/health/ph_overview/strategy/ecdc/ecdc_en.htm

The Administrative Directorate/ Department:

The Administrative Directorate/ Department provides for a strong infrastructure on which to build the organisation, managing facilities, human resources, finance, information technology, and procurement and outsourcing contracts

Applicants must:

- **Be a national of one of the twenty-five EU Member States or of Iceland, Liechtenstein or Norway;**

□ OJ L 142, 30.04.2004, p. 1

- **Have fulfilled any obligations imposed on him/her by the laws concerning military service**
- **Produce the appropriate character references as to his/her suitability for the performance of duties**
- **Be physically fit to perform his/her duties**

Job Profile: Financial Officers (Budget or Accounting)

Overall Purpose:

The Budget /Accounting Officer will set up, structure and maintain the budget, accountancy and financial system. He/she will prepare financial documents, reports and maintain records of credits, commitments, payments, recoveries, assets, liabilities, profit and loss, payments and other financial activities as well as backing up to other functions.

Functions and Duties would comprise:

- Assists in implementing the Centre's budget, managing the commitments and payments of staff, administrative, infrastructure and operational expenses
- Assist the Director in the overall financial management of the Centre,
- Assist in the preparation, presentation and follow up of the annual budget.
- Contribute to ensuring that the centres financial procedures, workflows and system of internal controls comply with rules and policies adopted by the European Commission and the Centres supervisory and auditing bodies.
- Responsibility for accounting payments and drawing the annual accounts/report
- Assist, advise and support the other services on all aspects relating to the procurement of goods and services for a public body.
- Assist in the financial management of contracts with third parties, including service contracts and contracts with consultants.
- Responsible for the execution of payments and treasury management.
- Ensuring the budget discharge procedure, liaising with the European Court of Auditors and DG Budget
- Responsible for the establishment of the Centre's accounts and contributing to the annual report.
- Overseeing the validation of transactions and verification of their overall impact on the general accounts.
- Laying down and validation of the accounting systems and tools.

Education Requirements:

- A level of post-secondary education attested by a diploma, or
- A level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years;
- A professional exam in a relevant subject matter and/or substantial vocational training would be an asset

Experience:

- Minimum of five years of proven professional experience in the area referred to in the above 'Functions and Duties' section.
- Professional experience in the EU Institutions/ bodies would be an advantage
- Work experience gained and/or training in other administrative fields/ fields of interest to the Centre are an asset.

EU Knowledge:

- Good knowledge of the financial regulations, Implementing rules of the EU Institutions/Bodies.
- Public procurement rules
- Internal Control and Audit standards

Languages:

- Thorough knowledge of one of the languages of the Communities and of a satisfactory knowledge of another language of the Communities to the extent necessary for the performance of his/her duties is a must.
- A good command of English is recommended
- Knowledge of French / Swedish would be an asset.

Computer skills:

- Good knowledge of MS Office Software, Internet and E-mail tools.
- Knowledge of financial and reporting applications used in the EU Institutions and bodies would be an asset.

Further Skills/Qualifications:

- Good written and oral communication skills.
- Excellent organisational skills and the ability to work under pressure and to tight deadlines.
- Ability to work autonomously and to integrate into an international and multi-cultural environment.
- Excellent ability to set priorities and to meet deadlines.
- Discretion and confidentiality

Preference will be given to candidates having had start up experience and having experience in more than one field of interest to the Centre.

The proven ability to animate and lead small teams is an asset.

The organisational chart and reporting lines will be fixed by the Director of the Centre once in office.

Appointment and conditions of employment:

The Auxiliary Agents will be appointed by the Director on the basis of a **shortlist**. Candidates should note that the shortlist does not guarantee recruitment. Recruitment will be as an Auxiliary Agent pursuant to Article 3 of the Conditions of Employment of Other Servants of the European Communities for an initial period until the end of the budgetary year, renewable for a total maximum period of 12 months. **The**

successful candidate will be recruited in the category B Group IV or V, depending on the number of years of his/her relevant work experience.

Successful candidates appointed by the Director may be expected to work on a variety of tasks and under circumstances due to the start up phase.

Equal opportunities:

The European Union is an equal opportunities employer 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, candidates must submit by email (word or pdf document) or in a simple A4 format envelope, the following documents:

- A detailed curriculum vitae in European format(<http://europass.cedefop.eu.int/europass/home/hornav/Downloads/EuropassCV/CV+Template/navigate.action>);
- A letter of motivation, which indicates the candidates availability

You will be requested at a later stage to supply documentary evidence in support of the statements that you make for this application. Do not, however, send any documentation until you have been asked to do so by the Centre and, in any event, do not submit the original texts of references or testimonials unless they have been requested for the sole use of the Centre.

Applications cannot be returned to candidates, and if unsuccessful, these files will be destroyed after two years. Candidates are advised that part of the recruitment process includes medical analyses and physical check-up with the selected medical service.

Please do not spend money on expensive bindings for your papers as they are usually separated and the bindings thrown away.

Applications preferably in English, French or German should be sent by e-mail in Word or pdf format to ECDC-recruitment@cec.eu.int. Applicants, who are not able to send their application by e-mail may, alternatively, send it by post to, marked “ ECDC recruitment” , to

European Commission
Health and Consumer Protection Directorate-General
Public Health and Risk Assessment Directorate
Unit C6 “Health Measures”
G-1 05/ 282
B-1049 Brussels

Closing date

Applications must be sent either by e-mail or by registered post not later than 28 February 2005 (date as postmark). Applications sent by courier service must be delivered to the same address before 15.00 on the above mentioned date.

(*)Due to the large volume of applications only candidates selected for interviews will be notified.