

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:

□ OJ L 142, 30.04.2004, p. 1

- **Be a national of one of the twenty-five EU Member States or of Iceland, Liechtenstein or Norway;**
- **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: Information Technology Support Officer/ System Administrator

Purpose:

Responsible for providing IT support and stability to users (hardware, software, peripheral equipment, new applications...) as well as for the development and maintenance of the internet and intranet of the Agency. He/She will create and maintain the computer infrastructure within the Centre. He/she will organise, backup and retrieve data, deliver and ensure a stable working environment for the colleagues of the centre. He/she will also supervise external providers and services in the domain of IT infrastructure management.

He/she will discuss the Centre's needs with the Director and coordinate the upgrade or installation of the computer systems. He/she will also provide training for staff on how to use the system as well as backing up to other functions.

Functions and Duties:

- To hold system administration responsibilities for the Agency ensuring the best configuration and customisation as well as technical support to the staff and partners of the Agency.
- To perform installation and administration of systems (Operating System, Active Directory, DNS, File/Print, Mail, Web, servers, Anti Virus , Spam),
- Telecommunication issues including telephony.
- Be responsible for security procedures
- Contribute to the procurement of and deploy computer hardware and software.
- Train staff how to use computer systems. May help them solve operating problems.
- Working closely with the different departments of the Agency to implement IT information management systems.
- Identification of IT needs for the Agency's staff and suggestion of solutions.
- Setting up and maintenance of the web site and intranet.
- Prepare reports for managers about programming costs and benefits for the organization.
- Write documentation for the use and knowledge of the IT environment.

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;
- Microsoft, Linux, Oracle or other types of technical certification would be an asset.

Experience:

- Minimum of five years previous work experience working in one of the technical fields of expertise
- Work experience gained and/or training in other technical fields/ fields of interest to the Centre are an asset.
- Work experience gained in the private sector and/ or an international environment is an asset

Knowledge

- Networks TCP/IP
- MS Exchange Server
- Administration in Windows environment
- Linux and Open Source environment/applications
- Knowledge of EU Institution and bodies ICT infrastructure and systems would be an advantage
- Knowledge of telecommunications systems will be an asset.

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.

Further Skills/Qualifications:

- Ability to think logically;
- Be detail-oriented;
- Have strong problem solving skills;
- To be creative;
- Ability to work autonomously and to integrate into an international and multi-cultural environment.
- Good communication skills

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.