

## **EUROPEAN CENTRE FOR DISEASE PREVENTION AND CONTROL**

### **VACANCY NOTICE FOR AUXILIARY AGENT Category C**

Applications are invited for the below mentioned position **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<sup>□</sup> (“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](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*

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□ OJ L 142, 30.04.2004, p. 1

### **Applicants must:**

- **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: Secretariat**

#### **Purpose:**

To perform a variety of general clerical tasks and to provide administrative support. The Job holder is requested to assume administrative responsibilities in order to keep an office running smoothly as well as backing up to other functions.

#### **Education Requirements:**

- Secondary education attested by a diploma giving access to higher education.

#### **Experience:**

- Minimum of 3 years experience
- Having worked in a European or international environment or for a Director or higher would be an asset.
- Work experience gained and/or training in other administrative fields/ fields of interest to the Centre are an asset.

#### **Duties and Functions:**

- Take, transcribe, prepare and finalise notes, compose and type routine correspondence.
- Carry out various administrative tasks such as diary-keeping, filtering telephone calls, filing and ordering office supplies.
- Open/register/filter incoming mail and route mail to appropriate individuals.
- Manage missions and absences.
- Answer to the telephone and filter calls for the Director/Management etc (i.e. transfers call to the appropriate person).
- Give general information to callers, take messages or transfer call to appropriate individuals.
- Keep agenda, organise and co-ordinate meetings and networking for the Director / Management/ others.
- Monitor deadlines and work flow.
- Prepare/copy documents for transmission.
- Archive correspondence and other records.

**EU Knowledge:**

- Good knowledge of the EU Institutions/Bodies.

**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.
- An excellent command of English is an asset
- Knowledge of French/Swedish would be an asset.

**Computer skills:**

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

**Further Skills/Qualifications:**

- Excellent communication skills;
- Good organisational skills and the ability to work under pressure and to tight deadlines;
- Ability to integrate into an international and multi-cultural environment.

**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 C**, 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](mailto: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.