

Head of Section Emergency Preparedness and Response

Unit: Public Health Functions

Reference: ECDC/AD/2020/PHF-HSEPR

Applications are invited for the above Temporary Agent post at the European Centre for Disease Prevention and Control (ECDC).

Job description

The Jobholder will report to the Head of Unit Public Health Functions, with whom he/she will work together to further develop the activities of the Centre related to public health emergency preparedness and response operations and to coordinate their implementation in order to detect, assess and respond to serious cross-border health threats related to communicable diseases.

He/She will be responsible in particular for the following areas of work:

- Coordinate ECDC operations related to emergency preparedness and response to serious cross-border health threats and public health events of international concern related to communicable diseases;
- Manage the Emergency Preparedness and Response Section by creating a strong team with a service-oriented spirit and promoting a learning culture;
- Ensure that the section's work planning, management of human and financial resources including performance management are carried out;
- Collect and assess scientific evidence, offer assessment methodologies and tools, facilitate the exchange of experiences and disseminate good practices to support the Member States and the European Commission in the area of public health emergency preparedness and response;
- Support the European Commission with the collection of information on the latest situation in the Member States with regard to their public health emergency preparedness and response planning;
- Coordinate assistance to Member States and international partners in response to serious cross-border health threats through simulation exercises, case studies, after-

action reviews, country visits, field deployments and support to outbreak investigations;

- Ensure smooth operations of the emergency operation centre and its duty scheme and maintain a set of procedures and tools for its operation;
- Coordinate the operation and further development of the Early Warning and Response System (EWRS) in support to the European Commission and the EU Health Security Committee;
- Coordinate and lead the preparation of rapid risk assessments in relation with emerging and re-emerging threats to the EU;
- Ensure close collaboration and coordination with the EU/EEA Member States, the European Commission, WHO and other international partners on projects related to emergency preparedness and response support to serious cross border health threats;
- Contribute to other activities of ECDC, as required, in his/her field of expertise;
- May be asked to contribute to the 24/7 duty system of ECDC.

Qualifications and experiences required

A. Formal requirements

In order to be an eligible candidate you need to fulfil a set of formal requirements. These requirements are:

- A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is 4 years or more, or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least 1 year when the normal period of university education is at least 3 years¹;
- At least 9 years of professional experience² (following the award of the diploma);
- Thorough knowledge of one of the official EU languages and a satisfactory knowledge of another official EU language to the extent necessary for the performance of his/her duties³;
- Nationality of one of the EU Member States or of Norway, Iceland or Liechtenstein;
- To be entitled to his or her full rights as a citizen⁴;
- To have fulfilled any obligations imposed by the applicable laws on military service;
- Meet the character requirements for the duties involved; and

¹ Only diplomas and certificates that have been awarded in EU member states or that are the subject of equivalence certificates issued by authorities in the said Member States shall be taken into consideration

² Compulsory military service is always taken into consideration.

³ Candidates with a non-official EU language or English as their mother tongue must provide proof of their level of a second language with a certificate (B1 or more).

In addition, in order to be eligible for a promotion through an annual promotion exercise the staff members have to have a working knowledge of a third EU language, as described in the applicable Staff Regulations and Implementing Rules.

⁴ Prior to the appointment, the successful candidate will be asked to provide a certificate from the police file to the effect of non-existing criminal record.

- Be physically fit to perform the duties linked to the post.

B. Selection criteria

To qualify for this post we have identified essential criteria with regard to professional experience and personal characteristics/interpersonal skills. These are:

Professional experience/knowledge:

- At least 5 years of professional experience acquired in positions relevant to the job description;
- At least 3 years of experience in management, including managing a team, assessing performance, work planning and responsibility for budget implementation;
- Proven strong professional experience in public health, in particular in the field of emergency preparedness and outbreak response coordination related to communicable diseases and cross-border health threats;
- Experience of working in a public health context at managerial and operational level in a Member State or international setting;
- Excellent level of English, both written and spoken.

Personal characteristics/interpersonal skills:

- Ability to formulate a strategic vision;
- Strong ability to work collaboratively and lead and motivate others;
- Result-oriented with excellent priority-setting, planning and organising abilities;
- Quality driven and service-minded;
- Very good negotiation and communication skills.

Depending on the number of applications received, the selection committee may apply stricter requirements within the aforementioned selection criteria.

Equal Opportunities

ECDC is an equal opportunities employer and encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction on grounds of age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities.

Women are currently under-represented in this business area/management functions. Therefore, women are encouraged to apply.

Appointment and conditions of employment

The jobholder will be appointed on the basis of a shortlist proposed by the Selection Committee to the Director. This vacancy notice is the basis for the establishment of the Selection Committee's proposal. Candidates may be requested to undergo written tests. Candidates should note that the proposal may be made public and that inclusion in the shortlist does not guarantee recruitment. The shortlist of candidates will be established following an open selection process.

The successful candidate will be recruited as a Temporary Agent, pursuant to article 2f) of the Conditions of Employment of Other Servants of the European Communities, for a period of five years which may be renewed. The appointment will be in grade **AD 8**.

Applicants should note the requirement under the EU staff regulations for all new staff to complete successfully a probationary period.

For any further information on contractual and working conditions, please refer to the Conditions of Employment of Other Servants of the European Communities, which are available at the following link:

<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140501>

The place of employment will be Stockholm, where the Centre has its activities.

Reserve list

A reserve list may be created and used for recruitment, should similar vacancies arise. It will be valid until 31 December of the same year as the application deadline and may be extended.

Application procedure

To apply please send a completed application to Recruitment@ecdc.europa.eu clearly indicating the vacancy reference and your family name in the subject line of the email.

For your application to be valid you must complete all required sections of the application form, which should be submitted in Word or PDF format and preferably in English⁵. Any incomplete applications will be considered invalid.

The ECDC application form can be found on our website here:

<https://ecdc.europa.eu/en/about-us/work-us/recruitment-process>

The closing date for the submission of applications and further information regarding the status of this selection procedure, as well as important information regarding the recruitment process, is noted on our website and can be found using the above link.

Due to the large volume of applications received, only candidates selected for interviews will be notified.

⁵ This vacancy notice has been translated into all official EU languages from its English original. As the language of day-to-day operations in the Agency is generally English, ECDC prefers to receive the application in English.