



European Centre for Disease Prevention and Control Vacancy for the post Expert in Sexually Transmitted Infections in the Surveillance and Response Support Unit (ECDC/TA/AD/2013/SRS-ESTI)

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

The Centre is located in Stockholm, Sweden. 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 Control¹.

General description of the tasks and role of the ECDC

The mission of the Centre is to identify, assess and communicate current and emerging threats to human health from communicable diseases. Within this broad mission statement, the main technical tasks of the Centre fall into the following four categories:

- a. Scientific opinions, bringing together technical expertise in specific fields through its various EU-wide networks and via ad hoc scientific panels;
- b. Technical assistance and communication about its activities and results, and disseminating information tailored to meet the needs of its different audiences;
- c. Epidemiological surveillance and networking of laboratories, i.e. the development of epidemiological surveillance at European level and the maintenance of networks of reference laboratories;
- d. Early Warning and Response, based on 'round the clock' availability of specialists in communicable diseases.

See also the Centre home page at <http://ecdc.europa.eu>

¹ Official Journal No. L 142 of 30 April 2004, page 1

Working in the Centre

The work in the Centre is characterised by a high level of professionalism and efficiency. We believe each and every staff member's contribution is important in making the Centre a good place to work with a strong team spirit. We can offer an opportunity of being an important part of a dynamically developing European Agency.

The Centre is organised in the Director's Office and five units: the Office of the Chief Scientist, the Surveillance and Response Support Unit, the Public Health Capacity and Communication Unit, the Resource Management and Coordination Unit and the Information and Communication Technologies Unit. ECDC strives to be a quality-driven, service-minded organisation that acts as one team. We expect all staff to live these values.

Description of the Surveillance and Response Support Unit

With broad technical expertise in surveillance and response, the Surveillance and Response Support Unit aims at ensuring timely detection of communicable disease threats, their assessment and providing support for enabling Member States to mitigate them.

The Unit works in four sections, one of which is the Surveillance section:

The Surveillance Section

The Surveillance Section contributes to reducing the incidence and prevalence of communicable disease in Europe by providing relevant public health data, clear analysis, information and reports to decision makers, professionals and healthcare workers in Member States, other public health agencies and key stakeholders to ensure more informed decision making for actions that will result in the timely prevention and control of communicable

Job description

The jobholder will report to the Head of the Surveillance Section in the Surveillance and Response Support (SRS) Unit at ECDC through the respective group leader and work in close collaboration with the Programme for Sexually Transmitted Infections, including HIV/AIDS and blood-borne viruses.

As an Expert in Sexually Transmitted Infections with a special focus on HIV/AIDS, the job holder will be responsible in particular for the following areas of work:

- Contribute to the planning, coordination and facilitation of ECDC activities in the prevention and control of HIV, STI and hepatitis B and C;
- Initiate, carry out and/or supervise scientific studies and consultancies on HIV, STI, hepatitis B and C through tendering, management and follow-up of contracted activities to produce scientific advice and general guidance on prevention and control of HIV, STI and hepatitis B and C as well as more specific guidance such as on HIV testing and screening practices;

- Carry out the HIV surveillance, including data collection, analysis, interpretation and presentation of HIV data, and bring HIV scientific developments into surveillance to improve the added value surveillance of HIV at EU level;
- Carry out projects to strengthen the surveillance of HIV in EU/EEA in order to gain a better understanding of the epidemiological situation in EU/EEA;
- Provide expert input and contribute to the activities related to the preparation of the events in the area of HIV, STI and hepatitis B and C (e.g., World AIDS Day);
- Establish close links between the Centre and international/national organisations involved in the prevention and control of HIV/AIDS and represent ECDC's Programme for Sexually Transmitted Infections, including HIV/AIDS and blood-borne viruses at scientific meetings;
- Keep close links with scientific developments especially in area of HIV, but also other STIs and hepatitis B and C, and suggest or initiate and produce work on identified gaps and improve the scientific understanding of HIV, STI and hepatitis B and C (e.g. collaboration with established cohorts, analysing HIV, STI and hepatitis B and C modelling of prevalence estimates and incidence).

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 for which the normal period of university education is at least three years²;
- Thorough knowledge of one of the languages of the Communities and a satisfactory knowledge of another language of the Communities 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
- Be physically fit to perform the duties linked to the post.

² 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

³ 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.

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 in an expert position in the field of public health surveillance (following the award of the diploma), of which at least three years acquired in positions relevant to the duties outlined in the job description;
- Degree in epidemiology, public health, clinical infectious diseases, microbiology, or other related sciences;
- Proven track record and knowledge of scientific methods, including skills in performing queries and reviews of scientific literature and the application of evidence-based medicine methods;
- Proven experience in surveillance data collection, validation, analysis and interpretation in the areas of HIV, STI and hepatitis B and C;
- Thorough scientific knowledge on the epidemiology and prevention of HIV, STI or hepatitis B and C in EU Member States and relevant EU policies and activities;
- Proven skills in communicating scientific information to authorities, scientists as well as to a wide audience;
- Proven experience in project management.

Personal characteristics/interpersonal skills:

- Strong inter-personal skills and ability to work well in a team;
- Good organisational and managerial skills indicating a planned approach to tasks and ability to prioritise;
- Ability to work under pressure and manage responsibilities;
- Quality driven and service-minded;
- Good command of English, both spoken and written.

We have also identified experiences and skills that are advantageous for this post. These are:

- PhD degree in epidemiology or public health;
- Experience in statistical and analytical methods and data management using STATA;
- Experience in working in small teams of experts.

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

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 2a) of the Conditions of Employment of Other Servants of the European Communities, for a period of five years. The contract may be renewed. The appointment will be in **AD 5**.

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:

http://ecdc.europa.eu/en/aboutus/jobs/Documents/2007_StaffRegulations.pdf

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

Successful candidate appointed by the Director will be required to be available at the shortest notice possible.

Reserve list

A reserve list will be drawn up by ECDC. The list may be used as a reserve for recruitment, should similar vacancies arise. It will be valid until 31 December 2014 and may be extended.

Declaration of commitment to serve the public interest independently

The jobholder will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to the interests that might be considered prejudicial to his/her independence.

Equal opportunities

ECDC applies equal opportunities 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, you must submit all of the following documents by e-mail:

- A detailed Curriculum Vitae **in European format** (available on <http://europass.cedefop.europa.eu>) - any other formats will render your application ineligible. When a position has been part-time, please indicate the exact percentage of time worked, since the formal requirements for professional experience, will be calculated on this basis;
- A letter of motivation;
- The eligibility grid completed (see below).

You will be requested at a later stage to supply documentary evidence in original in support of the statements that you make for this application. As a candidate you are informed that in a later part of the recruitment process a mandatory medical analysis and physical check-up is done with selected medical service.

Applications preferably in the working language of the Centre, which is English, should be sent by e-mail in Word or PDF format to Recruitment@ecdc.europa.eu clearly indicating the vacancy reference **(ECDC/TA/AD/2013/SRS-ESTI)** and your family name in the Subject line. The application will be rejected if the dossier is incomplete.

Closing date for the submission of applications is **21 June 2013 at 24:00 CET**.

Due to the large volume of applications only applicants selected for interviews will be notified.

The Selection process

For detailed information regarding the selection process at ECDC, please refer to the Internal Procedure on Recruitment and Selection at ECDC available at the following link:

http://ecdc.europa.eu/en/aboutus/jobs/Documents/1112_ECDC_Recruitment_Selection_Procedure.pdf

Applicants are reminded that the work of the selection committee 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

Please note that the personal information ECDC requests from applicants will be processed in line with Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 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 data. The purpose of processing of your personal data is to support the selection procedures at ECDC. This processing may involve distribution of this data to other Community institutions. For further information or exercise of your rights (such as the right to access or the right to correct my data), contact can be taken with the Human Resources section.

ELIGIBILITY GRID
EXPERT IN SEXUALLY TRANSMITTED INFECTIONS
IN THE SURVEILLANCE AND RESPONSE SUPPORT UNIT
(ECDC/TA/AD/2013/SRS-ESTI)

Last Name (in capitals):

First name:

Gender: Male: ☐

Female: ☐

A. FORMAL REQUIREMENTS

(1)	I have a level of education which corresponds to completed university studies attested by a diploma for which the normal period of university education is at least three years:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(3)	I have a thorough knowledge of at least two official languages of the European Union:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(4)	I am a national of a Member State of the European Union or Iceland, Liechtenstein, or Norway:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(5)	I am entitled to my full rights as citizen:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(6)	I have fulfilled any obligations imposed by the applicable laws concerning military service:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(7)	I meet the character requirements for the duties involved:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(8)	I am physically fit to perform the duties linked to the post:	Yes <input type="checkbox"/>	No <input type="checkbox"/>