



## CALL FOR APPLICATION FOR THE DRAWING UP OF A RESERVE LIST OF CONTRACT STAFF

### **No CA.2009.04 — Scientific assistant**

#### **Contract Agents (M/F) FGIII — 5 year contract — renewable**

Applications are invited for drawing up of a reserve list for the position mentioned above in the European Monitoring Centre for Drugs and Drug Addiction (EMCDDA). The EMCDDA is one of the European Union's decentralised agencies. Established in 1993 and based in Lisbon, it is the central source of comprehensive information on drugs and drug addiction in Europe.

The EMCDDA is an equal opportunities employer and accepts applications without distinction on the grounds of age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or family situation. The EMCDDA actively encourages applications from women.

For further information on the EMCDDA, please visit <http://www.emcdda.europa.eu/>

### **1. Job profile**

#### **1.1. Overall purpose**

The jobholder will work as a scientific assistant in the Data Management and Statistical Support Team (DMSST), located within the Epidemiology Crime and Markets unit (EPI). The main focus of the work will be the preparation and analysis of data sets required for the Annual report, Statistical bulletin and other EMCDDA products. In general, working closely with the EPI analytical team, other units and data providers, and under the coordination of the DMSST Team Leader, the jobholder will provide data management and statistical support for the work necessary to monitor and report on the drug situation in Europe.

The jobholder will be involved in managing the validation, processing, analysis and reporting of data collected by the EMCDDA. The main data collection procedures relate to aggregated data, which is collected from the Member States using a bespoke data collection programme called Fonte. Additional ad hoc collections are undertaken which may include case-level data and may be completed in a range of formats. Tasks will include:

- cleaning and validation of data sets;
- development of computer routines and processes for data extraction;
- data management tasks associated with the Fonte system, a complementary data warehouse and other relevant data collection/storage systems;
- preparation of data for statistical analysis;

- advice on appropriate statistical procedures;
- preparation and formatting of tables, graphics and methodological notes;
- preparation and manipulation of data necessary for input into EMCCDA output processes and procedures.

The jobholder will directly report to the Team Leader of the DMSST under the overall direction of the Head of Unit.

## **1.2. Main duties**

The following are among the scientific assistant's duties:

- to manage and validate data collected by the EMCDDA on the drug situation in Europe. This is undertaken in close collaboration with the Member States and other institutions providing the data;
- to construct and revise data tables and graphs, paying particular attention to data anomalies;
- to document all data extraction processes and data anomalies;
- to review chapters from the annual National reports, cross checking the enclosed information against data submitted through Fonte and extracting any additional information into usable series;
- to provide basic statistical support when appropriate;
- to produce tables and graphs for the Statistical bulletin, Annual report and ad hoc products;
- to support the work of project managers, including the preparation for annual expert meetings;
- other tasks on request of the Team Leader of the DMSST and/or the Head of Unit.

## **2. Job requirements**

### **2.1. Eligibility requirements**

The following requirements shall be met by the deadline for applications:

- a level of education which corresponds to a post-secondary education attested by a diploma, or a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of three years;
- be a national of one of the Member States of the European Union or Norway;
- have fulfilled any obligations imposed by the applicable laws concerning military service;
- produce the appropriate character references as to the suitability for the performance of the required duties;

- be physically fit to perform his duties <sup>(1)</sup>;
- a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of these languages to the extent necessary for the performance of the required duties <sup>(2)</sup>.

## **2.2. Essential requirements**

Eligible candidates will then be evaluated as follows:

(a) On the basis of the paper application by assessing the following:

- educational background to include an empirical component;
- proven experience relating to the areas covered by the job profile;
- proven experience of data validation, cleaning, manipulation and the preparation of statistical tables and graphs;
- experience of using at least one version of statistical software, preferably SPSS or Stata.

(b) On the basis of the interview and the written tests by assessing the following:

- a thorough knowledge of the main MS Office Software, namely Word, Excel, PowerPoint, as well as Internet and e-mail-related applications;
- the ability to communicate efficiently with people at various levels of seniority, both inside and outside the EMCDDA.

## **2.3. Advantageous requirements**

The non-compliance with the advantageous requirements is not a condition for exclusion of applicants as they will be taken into account as assets while assessing each application. The advantageous requirements are as follows:

(a) On the basis of the paper application by assessing the following:

- a good command of written English;
- working experience in a multicultural/multilingual environment.

(b) On the basis of the interview and the written tests by assessing the following:

- a good command of written and spoken English;
- a good understanding of social sciences, public health or drug issues and methods;
- basic understanding of statistical issues;
- experience of the preparation of web-based materials;
- experience of collaboration with analysts and researchers especially from social sciences;

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<sup>(1)</sup> As a condition for appointment, the successful candidate shall be medically examined in order that the EMCDDA may be satisfied that he/she fulfils this requirement as foreseen in Article 12(d) of the Conditions of employment of other servants of the European Communities.

<sup>(2)</sup> NB: In addition, in order to be eligible for a first promotion, the staff member shall show proof of a working knowledge of a third EU language.

- knowledge of SQL or knowledge of MS-Access or other database products.

### 3. Submission of applications

Interested candidates are invited to present their application to the attention of the EMCDDA Director and send it, quoting the reference number of the call for applications concerned, by delivery mail to the EMCDDA, Human Resources Management Service, c/o Elsa Costa, Cais do Sodré, 1249-289 Lisbon, Portugal.

In order to meet the closing date for submission, the application may be sent by fax to: +351 218 13 70 13 or by e-mail to: [CA.2009.04@emcdda.europa.eu](mailto:CA.2009.04@emcdda.europa.eu). The original application shall nevertheless be transmitted by mail or delivery. Failure to submit the original application will result in the automatic exclusion of the applicant.

Candidates are kindly requested to send their applications as separate sheets without stapling or binding them together. In order to ensure the reception of applications, we strongly recommend sending your application by registered mail. Please note that no hand delivery applications will be considered.

**The closing date for submission of the applications is: 19.10.2009 at 17h00, Lisbon time** (date and hour of postmark, fax or e-mail count).

Each application shall include the following documents:

- a motivation letter, in English or in French (maximum 1 A4 page);
- an application form duly completed in English or French and signed; and
- a Curriculum Vitae in English or in French in European format (see <http://europass.cedefop.europa.eu/europass/home/vernav/Europasss+Documents/Europass+CV/navigate.action>).

NB: All personal data collected for this selection process will only be used for the purposes of this selection procedure and will in no case be transmitted to any third party. Any data provided will be treated in the strictest confidence and with high standards of security. All documents provided to the EMCDDA during this selection procedure will be kept in the EMCDDA's files and will not be returned to applicants. Application documents will only be kept for as long as it is mandatory to fulfil the requirements of existing auditing/control procedures applicable to the EMCDDA.

For further details, please read carefully the 'Declaration of confidentiality and data protection' as published in the EMCDDA website at the following link:

[http://www.emcdda.europa.eu/attachements.cfm/att\\_49261\\_EN\\_statement.pdf](http://www.emcdda.europa.eu/attachements.cfm/att_49261_EN_statement.pdf)

Prior to contract signature, the successful candidate will be asked to provide original or certified copies proving his/her eligibility.

### 4. Selection procedure

A selection committee is nominated by the appointing/contracting authority.

The selection will be carried out in two phases:

(1) In the first phase, the selection committee will analyse applications to verify the eligibility of the candidates and assess their compliance with the requirements specified in this call for application. Failure to comply with one of the eligibility requirements (set in 2.1 above) shall result in the exclusion of the applicant concerned from the selection procedure.

On this basis, the selection committee will select the candidates that obtain at least 60 % of the total points available to rank their compliance with the essential requirements (set in 2.2.a above) out of a maximum of 10 points each, and with the advantageous requirements (set in 2.3 above) out of a maximum of 5 points each. The maximum number of invitees for the interview shall be 10. The ceiling of 10 applicants to be invited for interview may be adapted to the number of applications received by decision of the appointing/contracting authority.

(2) The second phase will consist of an interview and a written test. Interviews will be held by the selection committee. The candidates will be assessed on the basis of the essential requirements mentioned above (under 2.2.b) out of a maximum of 10 points each. Candidates will be asked to undergo a written test related to the European integration and institutions, the EMCDDA, as well as the nature of duties to be performed to be assessed out of a maximum of 30 points.

Please note that the selection committee's work and deliberations are strictly confidential and that any contact, direct or indirect, with its members is strictly forbidden. The confidentiality principle is intrinsic to all steps of the recruitment procedure and is in accordance with Article 6 of Annex III to the Staff Regulations of Officials of the European Communities.

Due to the large volume of applications, only candidates selected for the second phase will be contacted. Candidates who will not be contacted by the EMCDDA by 31.11.2009 should consider that their application has been unsuccessful. For up-to-date information on the process of this selection procedure, please visit the EMCDDA website at the following link:

<http://www.emcdda.europa.eu/index.cfm?fuseaction=public.Content&nnodeid=29840&sLanguageiso=EN>

Applicants invited for the second phase may be entitled to a flat-rate contribution towards travelling and subsistence expenses. Information will be provided together with the invitation letter.

## **5. Duration of contract**

A five-year contract with potential for renewal will be made pursuant to the Conditions of employment of other servants of the European Communities.

## **6. Reserve list and engagement**

The work of the selection committee ends with the preparation of a draft reserve list of candidates considered suitable to occupy the position advertised, to be proposed to and approved by the appointing/contracting authority of the EMCDDA.

Only candidates who reach 70 % of the marking points available for the second phase can be included in the reserve list for appointment. On the basis of the adopted reserve list, the appointing/contracting authority of the EMCDDA may offer a contract of engagement. Candidates shall note that the inclusion in the reserve list does not guarantee recruitment, that will depend on, among other things, availability of vacant posts and budget.

The established reserve list may be used in order to fulfil similar positions within the EMCDDA.

The reserve list will be valid until 31.12.2011 and may be extended by decision of the EMCDDA appointing/contracting authority.

## **7. Conditions of employment**

### **7.1. Legal framework**

A contract offer will be made pursuant to the Conditions of employment of other servants of the European Communities, (see [http://ec.europa.eu/civil\\_service/docs/toc100\\_en.pdf](http://ec.europa.eu/civil_service/docs/toc100_en.pdf)).

The place of employment will be Lisbon, Portugal, where the EMCDDA has its seat.

### **7.2. Pay and welfare benefits**

The jobholder's monthly basic salary for FGIII in grade 8 will be approximately EUR 2 300. The grade will be determined in accordance with the number of years of professional experience of the successful applicant. In addition to this basic salary, the jobholder may be entitled to various allowances, in particular an expatriation or foreign residence allowance and family allowances, including household allowance, dependent child allowance, pre-school allowance and an education allowance.

Under certain circumstances, in particular where the jobholder is obliged to change his/her place of residence in order to take up employment, the EMCDDA may also reimburse various expenses incurred on recruitment, notably removal expenses.

The salary of the jobholder is subject to a Community tax deducted at source and is exempt from national tax. The salary package will be affected by a weighting factor <sup>(3)</sup> and includes the European Community social security and pension schemes.

### **7.3. Confirmation of engagement and security clearance**

Staff engaged by the EMCDDA are required to serve a probationary period of nine months. Successful applicants may be required to undergo a security vetting and clearance procedure.

### **7.4. Declaration of commitment to serve public interest independently**

Staff engaged by the EMCDDA are 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.

EMCDDA staff are required to carry out their duties and conduct solely with the interests of the EMCDDA and of the European Community in mind; they shall neither seek nor take instruction from any government, authority, organisation or person outside their institution. EMCDDA staff shall carry out the duties assigned objectively, impartially and in keeping with the duty of loyalty to the EMCDDA and to the European Community.

## **8. Request for review and appeal procedure**

A candidate who feels that a mistake has been made during the selection procedure may ask to have his/her application reconsidered by sending, within 20 calendar days from 31.11.2009, a request for review, quoting the number of the selection procedure concerned to the Chairman of the Selection Committee at the following address:

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<sup>(3)</sup> The weighting factor compensates the difference (positive or negative) in the cost of living in the place of employment (Lisbon) compared to that of Brussels (against which EU salaries are indexed).

EMCDDA  
Chairman of the Selection Committee  
Cais do Sodré  
1249-289 Lisbon  
Portugal

The Selection Committee will reconsider the application and notify the candidate of its decision within 45 calendar days of receipt of the letter.

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Communities, at the following address:

The EMCDDA Director  
Cais do Sodré  
1249-289 Lisbon  
Portugal

The complaint must be lodged within three months. The time limit for initiating this type of procedure (see Staff Regulations <http://eurlex.europa.eu/en/index.htm>) starts to run from the time the candidate is notified of the act adversely affecting him/her.

## **9. EMCDDA contact persons**

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