

Scientific Officer Emergency Preparedness and Response

Unit: PHF

Reference: ECDC/FGIV/2023/PHF-SOEPR

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

Job description

ECDC plans to recruit two persons for the above-mentioned profile, one long-term post and one post covering the EWRS project¹. ECDC also aims to establish a reserve list, which may be used for any future vacancies in the area.

The jobholder will be placed in the Emergency Preparedness and Response section and either report to the Head of Section or one of the Group Leaders.

He/She will be responsible for several of the following tasks depending on the assigned area of work:

- Support EU/EEA and third countries, and the European Commission in emergency preparedness and response related activities through providing scientific evidence, (e.g. literature reviews, technical reports, guidance documents), conducting simulation exercises, in- and after- action reviews, and country visits, participating in targeted capacity building activities, and the developing of tools, assessment methodologies and training materials;
- Support the operation, maintenance, evaluation and further development of epidemiological tools (e.g., databases, analysis packages and public health information systems) for emergency preparedness and response;
- Contribute to the operation, continuous update and further content development of the Early Warning and Response System (EWRS), including the provision of additional

¹ [EUR-Lex - 32022R2371 - EN - EUR-Lex \(europa.eu\)](#)

functionalities, the use of modern technologies and the linkage with other Union alert systems following an all-hazard approach and facilitating cross-sectoral collaboration;

- Contribute to cross-border outbreak investigations and support the timely production of high quality and evidence based rapid risk/outbreak assessments and other related outputs in response to infectious disease threats;
- Participate in field deployments to support response missions in EU/EEA Member States and third countries, in collaboration with EU stakeholders (e.g. DG ECHO and DG INTPA of the European Commission) and non-EU partners (e.g. WHO, GOARN, and other CDC's);
- Actively liaise and collaborate with internal and external stakeholders and participate in preparedness and response networks to strengthen ECDC's cooperation with EU/EEA Member States and third countries;
- Contribute to the response duty system and the 24/7 duty system of ECDC;
- Any other tasks related to his/her area of work as requested.

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 of at least three years attested by a diploma ²;
- 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
- 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/knowledge and personal characteristics/interpersonal skills.

Professional experience/knowledge:

- At least 3 years, following the award of the diploma, of professional experience acquired in positions relevant to the job description;

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 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).

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.

- A university degree in the field of public health, epidemiology, health sciences, medicine, biomedical sciences, or another related area. Alternatively, a post-graduate degree in applied field epidemiology (e.g. EPIET or equivalent such as national field epidemiology training);
- Proven experience in surveillance, emergency preparedness, epidemic intelligence/threat detection or outbreak investigation;
- Knowledge and ability to work with databases, epidemiological tools and statistical software packages, to manage, share and analyse epidemiological information, including surveillance data;
- Experience with national, regional or local early warning and response systems or mechanisms;
- Excellent level of English, both written and spoken.

Personal characteristics/interpersonal skills:

- Quality driven and service minded;
- Ability to work collaboratively, build strong working relationships and understand the needs of countries and stakeholders;
- Results oriented and able to take initiative;
- Very good organisational and project management skills and ability to work under pressure;
- Very good analytical 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.

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 will 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 contract agent, pursuant to article 3a) of the Conditions of Employment of Other Servants of the European Union, for a period of five years (applicable to both, the long-term and the project post). The contract may be renewed (in case of the project post this depends on the project funding). The appointment will be in **Function Group FGIV**.

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

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 for this vacancy, please create/ log in to your account via ECDC's e-recruitment system, complete all required sections of the application and submit it. **ECDC does not accept applications submitted by e-mail, mail or any other means.**

The closing date for the submission of applications is on **16 January 2024, 11:59:59** (midday) **Stockholm time**. You are advised to submit your application well ahead of the deadline in case you face technical issues and/or if there is heavy traffic on the website. ECDC will not accept any applications after the deadline. Once you have submitted your application, you will receive an automatic e-mail message confirming receipt of your application. Please ensure that the email address you provide for your applicant account is correct and that you check your email regularly.

You can find an e-recruitment user guide and a guide on the ECDC recruitment and selection process on our website:

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

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

You can find the translation⁵ of this vacancy notice in all EU languages here:

<https://www.ecdc.europa.eu/en/about-ecdc/work-ecdc/recruitment/vacancies/vacancy-translations>

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