

Head of Unit Disease Programmes

Unit: Disease Programmes

Reference: ECDC/AD11/2023/DPR-HoU

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

Job description

ECDC plans to recruit one person for the above-mentioned vacancy. ECDC also aims to establish a reserve list, which may be used for any future vacancies in the area.

The Head of Unit Disease Programmes will report to the Director, is part of the Centre's management team and contributes to setting the Centre's strategic direction. The Jobholder oversees the disease-related work of ECDC, the development and implementation of ECDC's prevention framework and One Health framework, and will lead the Disease Programmes Unit.

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

- Provide leadership and direction to the Disease Programmes Unit, and develop a focus on the creation of clear and value-added scientific outputs while ensuring compliance with the regulatory framework ECDC operates in to support the achievement of the Centre's Mission and Vision;
- Further develop and implement, in close cooperation with relevant internal and external partners, strategies to ensure optimal resource allocation and utilisation with a focus on ensuring relevance, quality, timeliness and independence of the Centre's outputs;
- Develop and foster strong strategic relations in particular with the EU institutions, the Member States and other relevant stakeholders;
- Lead the development of ECDC's prevention framework addressing the determinants of infectious diseases, including behavioural aspects;
- Lead the development of ECDC's One Health framework in collaboration with external partners in Member States and internationally;
- Further develop and oversee the implementation of the Joint Vaccine Monitoring Platform with the European Medicines Agency;

- Oversee, in collaboration with ECDC's disease networks, the infectious disease surveillance activities, the production of disease-specific guidance and other related outputs targeting needs of ECDC stakeholders taking into account EU and international targets;
- Contribute to other activities of ECDC, as required, in his/her field of expertise.

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 15 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
- Be physically fit to perform the duties linked to the post.

B. Selection criteria

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

Professional experience/knowledge:

- At least 7 years of professional experience acquired in positions relevant to the job description;
- Excellent track record in management positions at senior level in a national or international context;
- Proven experience of leading through periods of multiple challenges/changes;

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.

- Good knowledge of the relevant EU policies and activities as well as well-developed skills on how to operate in a political context;
- Proven experience in synthesizing complex scientific content into actionable public health guidance;
- Excellent level of English, both written and spoken.

Personal characteristics/interpersonal skills:

- Strategic vision and ability to communicate this vision;
- Excellent managerial skills, including:
 - The ability to set and revise objectives for the unit within the overall strategic framework and priorities of the Agency;
 - The ability to determine and focus on priorities and to monitor and evaluate the progress made towards achieving the unit's and team members' objectives set, in cooperation with the members of the team;
 - The ability to organise, assign and manage the unit's work among the members of the team and to set them challenging but realistic objectives;
 - The ability to empower members of the team while ensuring that they understand what is expected of them and how their work contributes to the unit's objectives;
 - The ability to choose co-workers and to build strong teams with complementary strengths suited to the efficient pursuit of the unit's objectives;
 - The ability to motivate members of the team to achieve the desired results and also to provide regular feedback, acknowledge success and the need for improvement in order to enable them to achieve their objectives and greatest potential;
 - The ability to develop and support career development and learning opportunities for the members of the team.
- Excellent communication skills, including:
 - The ability to communicate clearly and present complex subjects simply, both orally and in writing, including to the members of the team;
 - The ability to solicit inputs from and listen to staff, partners, and stakeholders.
- Excellent interpersonal skills, including:
 - The ability to deal with people effectively, respectfully and courteously;
 - The ability to build productive and cooperative working relationships with hierarchy and other units and colleagues.
- Excellent negotiation skills, including:
 - The ability to steer discussions and generate the best possible results without compromising productive working relationships with the other parties involved;
 - Well-developed diplomatic skills.
- High level of scientific integrity.

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 management functions and to achieve a better gender balance, we strongly encourage women to apply for this vacancy.

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 and an assessment centre. 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 Union, for a period of five years which may be renewed and **is expected to take up the position by summer/ early autumn 2024**. The appointment will be in grade **AD 11**.

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 09 January 2024 at 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.