

Vacancy Notice

The European Chemicals Agency (ECHA) is launching this call for expressions of interest in order to establish a reserve list for the following temporary agent profile:

Reference number	ECHA/IAJM/2025/01
Job Title	Procurement Officer
Function Group/Grade	Temporary Agent, AD 5-7 (see the Guide for Applicants for more information)
Location	Helsinki, Finland
Publication Date	26 March 2025
Deadline for Applications	16 April 2025, at noon, 12:00 Helsinki time (11:00 CEST)

1. Who we are

The [European Chemicals Agency](#) (ECHA) is a multicultural and multidisciplinary organisation of about 600 professionals from 28 countries. Our everyday work is shaped by our values of integrity, transparency, collaboration and innovation. ECHA is one of Finland's [most inspiring workplaces](#), based on our latest staff survey results. We empower our people to develop together and facilitate high performance, engagement and flexibility.

Our purpose is to protect health and the environment through our work for chemical safety, by means of science, collaboration and knowledge. We implement EU chemicals laws and policy through technical, scientific, and administrative tasks and provide independent, high-quality scientific opinions and decisions to serve as basis for EU measures on chemical safety. We collaborate with EU institutions, EU countries' authorities and other bodies, and support companies in fulfilling their duties under chemical legislation, and we make relevant, reliable and objective information available to our stakeholders.

ECHA welcomes job applications from qualified professionals all over the European Union and the European Economic Area. We are [committed to diversity and inclusion](#), aiming to secure equal opportunities at every step of the career, including selections and recruitment. Candidates who are judged to be the most suitable, based on the assessment in the selection process, will be placed on the reserve list, from which they may be recruited.

2. Is this job for you?

The job will be performed in the procurement team integrated in ECHA's Finance Unit that ensures efficient planning and implementation of the Agency's entire budget in line with the applicable rules and the principle of sound financial management.

The procurement team, in close collaboration with the other unit teams (budget and accounting), supports and coordinates the procurement planning and implementation, playing a key role in executing the budget.

The procurement team ensures that the Agency's purchasing and contracting operations are legal and regular. To note that the legal review of the procurement files and the advice on contract management is in ECHA the responsibility of the procurement team.

The procurement team also follows up and reports on the procurement plan execution to our internal clients and external stakeholders.

For carrying out their tasks, procurement officers rely on several automated tools.

3. Key responsibilities

The Procurement Officer will be mainly responsible for activities connected to procurement and contract management related matters. In particular, the work will include the following tasks:

- Provide legal and procedural advice on the rules and regulatory framework applicable to procurement and contract management of the Agency;
- Support tendering and contracting procedures in the Agency by assisting in the definition of needs and drafting of specifications, choice of procurement procedure and contract type and drafting of contracts, as well as in the evaluation of tenders, ensuring compliance with the relevant rules and regulations;
- Support the establishment of procurement strategies and conduct preliminary market research to effectively and efficiently meet the needs of the Agency, in compliance with the applicable rules and aiming at sound financial management;
- Review and negotiate, when appropriate, terms and conditions of software licences and subscriptions;
- Advise contract managers on the management of contracts and the assessment of contractors' performance;
- Provide training to Agency staff on procurement and contract management;
- Contribute to enhancing efficiency and effectiveness of the procurement and contract management processes in ECHA;
- Promote automation in the management of procurement and contracts (i.e. e-procurement), including appropriate monitoring and reporting tools;
- Assist, when applicable, in the negotiation of contracts and the follow-up negotiation of retained proposals for concluding contracts;
- Respond to the Auditors' queries and recommendations in the area of procurement and contract management;
- Liaise with ECHA partners in inter-institutional and joint procurement.

The above tasks require an understanding of the European Union bodies' budgetary environment and of the related financial transactions.

4. Eligibility criteria

The selection procedure is open to applicants who satisfy the eligibility criteria in accordance with Article 9 of the Implementing rules governing the engagement and use of temporary agents 2(f)¹ which provides as follows:

1. Mobility between agencies shall be reserved for temporary staff 2(f) who, on the closing date for applications and on the day of filling the vacant post, are employed within their agency in a grade and function group corresponding to the published grade bracket and function group (AD 5-7).
2. In addition, members of temporary staff 2(f) referred to in paragraph 1 should, as a general rule:
 - a. Have at least two years' service within their agency before moving and any decision derogating from that principle shall be taken jointly by the two agencies concerned, having regard to the interest of the service of both agencies;
 - b. Have successfully completed the probationary period provided for in Article 14 of the CEOS, in the relevant function group. Where, in exceptional circumstances, the agency engages a member of temporary staff 2(f) who does not meet that condition, such member shall serve a full probationary period with the new agency in accordance with Article 14 of the CEOS and the new contract is not considered as a renewal of contract but an ex novo contract.

5. Selection criteria

If you meet the eligibility criteria set out in section 4, you will be assessed on the basis of the following selection criteria. The candidates who are judged to be the most suitable on the basis of the selection criteria will be invited to a (remote) written test and/or interview. The selection committee will decide whether succeeding in the written test is a prerequisite to be invited to the interview.

- **Your academic and professional qualifications** and their relevance to the main areas of work listed in section 3; Preference will be given to qualifications obtained in the following fields:
 - Law
 - Public administration
 - Public management
- **Your professional experience:** Preference will be given to candidates having experience in functions similar to those outlined in section 3. The Selection Committee

¹https://echa.europa.eu/documents/10162/17100/MB_DECISION_03_2018_4_MB49_FINAL.pdf/7087cc5b-2dee-aade-0de0-bcdb47aa605d

will assess the range of fields covered, the type and level of work done and its relevance to the areas of work listed in section 3.

The following will be considered as **assets**:

- Experience in legal advisory services, contract/agreement drafting, negotiation, interpretation and enforcement of complex ICT contracts;
- Experience in the field of intellectual property rights and data protection;
- Experience in the use of automated tools in public procurement (PPMT) and contract management.

Academic and professional qualifications, professional experience and knowledge and experience considered as an asset **must be described as precisely as possible in your application**.

6. Selection process

If selected for an interview and/or written test, you will be assessed on the basis of the following criteria:

6.1 Specific knowledge related to the post:

- Knowledge and understanding in your areas of experience that are most relevant to the tasks set out in section 3;
- Knowledge and understanding of the EU public administration procurement and contract management rules, procedures and practice;
- Knowledge about e-procurement tools in EU public procurement.

6.2 General competencies² and conduct required for the job:

- Analytical and problem-solving capacity;
- Proactiveness and ability to work autonomously on delegated tasks;
- Capacity to collaborate with others in a multidisciplinary and multicultural environment;
- Organisational skills and ability to work under pressure according to set schedules;
- Very good communication skills in written and oral English.

Your ability to communicate in spoken/written English, and the knowledge, skills and competencies related to the job will be assessed throughout the written test(s) and interview(s).

Interviews and written tests may be organised **remotely**.

² You can read more about the general competencies in place in ECHA through the following link:
https://echa.europa.eu/documents/10162/17100/echa_staff_competencies_en.pdf/81a7fbbf-730a-4bc2-9681-24095900028c?t=1476375368217

7. Placement on the reserve list

If you are judged to be among the most suitable candidates, on the basis of the criteria listed in sections 3, 4, 5 and 6, you will be placed on the reserve list. The reserve list will be valid for a period of two years, with the possibility of extension.

It should be noted that inclusion on the reserve lists does not imply any entitlement of employment in the Agency.

At ECHA, we believe in continuous learning and flexible work assignments to ensure the best use of our human resources and to maintain a high level of staff motivation and expertise. Hence, your career at ECHA, once recruited, may lead you to another role within ECHA in the future.

8. Applications

All interested candidates are invited to submit their applications by the deadline indicated above. You can find more information on ECHA's website at:

<http://echa.europa.eu/web/guest/about-us/jobs/open-positions>.

9. Other information

The Agency and the selected staff member shall conclude a contract of employment which ensures continuation of the person's employment and career in the category of temporary staff 2(f). That contract with ECHA shall be concluded without interruption of the contract concluded with the agency of origin. The place of employment will be Helsinki, Finland. The selected applicant will maintain his/her grade and step as the preceding contract in the agency of origin.

The basic salary will be subject to a cost-of-living adjustment for Finland (currently 112%) and to the benefits, allowances and tax, social security and other deductions set out in the Staff Regulations and Conditions of Employment of Other Servants of the European Communities.

For more information on the selection process of temporary agents and on the contractual and working conditions, please, refer to:

- Implementing rules governing the engagement and use of temporary agents 2(f):
https://echa.europa.eu/documents/10162/17100/MB_DECISION_03_2018_4_MB49_FI_NAL.pdf/7087cc5b-2dee-aade-0de0-bcdb47aa605d
- Conditions of employment of Other Servants of the European Communities:
<http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

10. Protection of personal data

The European Chemicals Agency will ensure, on its part, that your personal data is processed as required by Regulation (EU) 2018/1725³ on the protection of personal data.

For more information on the protection of personal data, please consult the Guide for Applicants.

³ <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32018R1725&from=EN>