

**CALL FOR EXPRESSIONS OF INTEREST FOR A POSITION
WITHIN THE EUROPEAN FOOD SAFETY AUTHORITY (PARMA)**

The European Food Safety Authority (EFSA) is the keystone of European Union (EU) risk assessment regarding food and feed safety. In close collaboration with national authorities and in open consultation with its stakeholders, EFSA provides independent scientific advice and clear communication on existing and emerging risks.

The Authority has set up a selection procedure that aims to establish a reserve list for Temporary Agents (5 years renewable contract) for:

Scientific Officer (Quantitative Epidemiology)
Assessment Methodology Unit (AMU)
Grade AD7
Ref.: EFSA/X/AD/2009/022

The Scientific Cooperation and Assistance Directorate

EFSA's core activity is to provide independent scientific advice on food safety issues throughout the food chain.

The Scientific Cooperation and Assistance Directorate is involved in the collection and analysis of data in the fields within EFSA's mission, cooperation and networking with Member States, emerging risks, and the provision of scientific and technical assistance to the Commission and EFSA units. It consists of the Assessment Methodology Unit, Scientific Cooperation Unit, the Emerging Risks Unit, the Pesticides Unit (PRAPeR), the Data Collection and Exposure Unit and the Zoonoses Data Collection Unit.

The Assessment Methodology Unit

The mission of the Assessment Methodology Unit is to assist and provide technical advice on risk assessment and quantitative decision support to the different units in EFSA's directorates. The Unit also carries out projects through the application and harmonisation of quantitative or qualitative scientific risk assessment methods and through the development of new decision support approaches.

This assistance can be given through projects and *ad-hoc* consultation. Tasks include any of the following:

- Collating and summarising data from literature and existing databases;
- Evaluating and revising, as needed, the toxicological and modelling methods used in risk assessment;
- Carrying out epidemiological and statistical analyses, supporting quantitative risk assessments, and implementing new approaches to the evaluation of safety (and efficacy), as needed;
- Following-up scientific and regulatory developments in the relevant areas, particularly towards the development of new methodologies;
- Contributing to the scientific development and application of new or refined risk assessment approaches, including publications in peer-reviewed journals;
- Strengthening EFSA's cooperation with other international scientific organisations.

The job

The job holder is responsible for supporting the administrative and scientific work related to risk assessment, epidemiology and collection of data and provide support and assistance to Panels, the Scientific Committee, and to other units of the Science Directorate regarding epidemiological issues, risk assessment, and analysis of data. This may be in the area of human, animal and/or plant health.

The tasks may include:

- Collection, collation, analysis and reporting of scientific information and data as well as coordination of such activities;
- Contribution to the design and statistical analysis of epidemiological studies;
- Contribution to qualitative or quantitative risk assessments;
- Coordination of working groups comprising external scientists and/or experts from the Member States;
- Organisation of and participation in meetings and workshops regarding epidemiology and risk assessment;
- Preparation and coordination of working documents, guidelines and scientific reports;
- Fostering active participation in and monitoring of scientific relevant research projects, international conferences and other scientific meetings in Member States;
- Internal communication: Contribution to the coordination, planning, development, harmonization and implementation of activities and procedures of the Authority; ensuring that all working groups and external contributors operate in accordance with the rules of procedure; contributing to the EFSA annual work plan;
- External communication: setting-up networks with competent institutions in EU Member States and with other international organisations active in similar areas as EFSA; handling of external requests for information relevant to the work of the Unit, including requests from other European Institutions, International Bodies, Member States and the general public.

The jobholder reports to the Head of the Assessment Methodology Unit.

The requirements

Qualifications and experience

A. Eligibility criteria

- i. An internationally recognized university degree in one of the following fields: biology, biochemistry, chemistry, microbiology, toxicology, statistics, human nutrition, human medicine, veterinary medicine, epidemiology, dietary exposure assessment, animal health, animal welfare, food hygiene, food science, food technology, life sciences or related areas, when the normal period of university education is four (4) years, or
- ii. A level of education which corresponds to completed university studies attested by a diploma in a one of the following fields: biology, biochemistry, chemistry, microbiology, toxicology, human nutrition, statistics, human medicine, veterinary medicine, epidemiology, dietary exposure assessment, animal health, animal welfare, food hygiene, food science, food technology, life sciences or related areas, and appropriate professional experience of at least one (1) year when the normal period of university education is at least three (3) years;
- iii. In addition to the above either in case A(i) or A(ii), at least six (6) years of relevant and proven professional experience¹ gained after obtaining the diploma;
- iv. Thorough knowledge of one of the official languages of the Communities and satisfactory knowledge of another language of the Communities.
- v. Candidates must be nationals of a Member State of the European Communities;
- vi. Candidates must have fulfilled any obligations imposed on them by laws concerning military service;
- vii. Meet the character requirements for the duties involved;
- viii. Candidates must be entitled to his or her full rights as a citizen;
- ix. Be physically fit to perform the duties linked to the post².

B. Selection criteria

Essential criteria

- Out of the six (6) years mentioned above, at least three (3) years of professional experience in the field of activities covered by the Assessment Methodology Unit and directly relevant for the duties listed above;
- Experience in scientific projects at national or international level;
- Multidisciplinary experience acquired from international or national scientific work;
- Formal training in statistics or epidemiology attested by a diploma;
- Good knowledge of the collection, collation and analysis of data in one of the areas in EFSA's remit: food and feed, animal health and plant health, and animal welfare;
- Good knowledge of risk assessment approaches and data analysis;
- Excellent knowledge of both written and spoken English;

¹ Fellowships and PhDs can be counted as professional experience up to a maximum of 2 years;

² Before the appointment, a successful candidate shall be medically examined by an institutions' medical officer in order that the European Food Safety Authority may be satisfied that he/she fulfils the requirement of article 28(e) of the Staff Regulations of the Officials of the European Communities.

- Good knowledge of IT tools (MS Office and electronic management of documents, statistical programmes and tools for quantitative risk assessment);
- Good interpersonal skills, preferably developed in a multicultural international environment;
- Good writing skills;
- Good organisational, administrative and problem-solving skills;
- Ability to work under conditions that require considerable flexibility.

Assets

- Experience in one or more of the following areas: relations with other EU institutions, knowledge of the EU regulatory framework in the area of food, feed or consumer safety, management and/or administrative experience acquired from international or national public administrations or research institutes, project management and European Commission procedures;
- Experience of working in a multicultural environment, preferably with a multidisciplinary approach;
- A PhD in a scientific area that is directly relevant to the job;
- Good knowledge of the European food and feed safety legislation;
- The ability to analyse complex, specialised information, often from a wide range of scientific disciplines and sources and to prepare reports summarising the information in a clear and understandable language;
- Ability to work well with others (team-player) as well as autonomously;
- Ability to communicate effectively at all levels within EFSA as well as with the Commission and other stakeholders.

Selection procedure

The eligibility of candidates will be assessed only if the requirements requested in the vacancy notice are met by the closing date of the submission of applications. Depending on the needs of the Authority and its teams, a shortlist will be established. Shortlisted applicants will be invited for an interview by the Selection Board and may be also interviewed by the Executive Director. The interview will mainly be held in English and during the selection process candidates may be required to undergo a competency assessment exercise. The interview will take place in Parma (Italy), where the Authority has its seat and where the place of employment is.

Candidates invited to an interview will be requested to submit, on the day of the interview, a non-certified copy of their diploma(s) and evidence of their professional experience, clearly indicating the starting and finishing dates, the function(s) and the exact nature of the duties carried out. However, prior to contract signature, the successful candidate/s will be requested to provide EFSA with original or certified copies of all relevant documents proving the eligibility requirements.

Successful candidates will be included on a reserve list established by the Selection Board and the Executive Director will appoint the selected jobholder/s. This reserve list may be used for the recruitment of a similar post depending on the needs of the Authority, and will be valid until 31/12/2011 (the validity of the reserve list may be extended). Candidates should note that inclusion on a reserve list does not guarantee recruitment.

Please note that the Selection Board's internal proceedings are strictly confidential and that any contact with its members is strictly forbidden.

Appeal procedures

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 Executive Director
EFSA
Selection procedure **Ref.: EFSA/X/AD/2009/022**
Largo N. Palli, 5/A
I-43121 PARMA

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure starts to run from the time the completion of the selection procedure is published on the Web-site at: <http://www.efsa.europa.eu/en/opportunities/recruitment.html>.

Conditions of employment

Depending on the budgetary situation, selected candidate/s may be offered a five-year contract in accordance with the conditions of employment of other servants of the European Communities. Before signing the contract, the selected candidates will be asked to sign a declaration of interest. The successful candidates will be recruited in the grade **AD7**. The basic monthly salary for the grade AD7 (step 1) is €5.364,07. In addition to the basic salary, staff members may be entitled to various allowances, such as a household allowance, expatriation allowance (16% of basic salary), dependent child allowance and education allowance. The salary is subject to a Community tax deducted at source and staff members are exempt of national taxation.

Please note that recruitment is done in the first or second step of the indicated grade, depending on the duration of the acquired professional experience. EFSA offers a comprehensive welfare package including pension scheme, medical accident and occupational disease insurance coverage, unemployment and invalidity allowance and travel insurance. Further information regarding rights and conditions of employment can be found in the following document:

http://ec.europa.eu/civil_service/docs/toc100_en.pdf

The Authority is an equal opportunities employer and takes care to avoid any form of discrimination.

Submission of applications

Candidates are requested to submit their application online through the Authority's website: www.efsa.europa.eu or download the forms from the EFSA website and send their application by registered mail to the following address:

EFSA
Human Resources Unit
Ref.: EFSA/X/AD/2009/022
Largo N. Palli, 5/A
I-43121 PARMA

Candidates should note that the online application is the recommended method. Moreover, the online method will allow candidates to enter into their application until the deadline in order to make changes.

Applications delivered via email will not be accepted. An application will be deemed admissible only if it includes a duly completed application form. This vacancy notice and the form are only available in English. Candidates are kindly invited to fill in their application form in English, in order to facilitate the recruitment procedure. The Authority regrets that, due to the large volume of applications only candidates selected for interviews will be notified. Information concerning the status of the selection procedure can be found at the following address:

<http://www.efsa.europa.eu/en/opportunities/recruitment.html>.

Please note that EFSA will not return applications to candidates. The personal information EFSA requests from candidates 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 the personal data candidates submit is to manage applications in view of a possible pre-selection and recruitment at EFSA.

More information on personal data protection in relation to selection and recruitment can be found on the EFSA website:

http://www.efsa.europa.eu/EFSA/footer/efsa_locale-1178620753812_PrivacyPolicy.htm

Deadline

Applications must be sent no later than **9 December 2009 at midnight** (Local time, GMT +1). For those sent by registered mail, the postmark date will serve as a proof. The Authority will disregard any applications received after that date.

Please note that, due to the extremely large number of applications we receive, when reaching the deadline for submission of applications, the system may have problems to process the large amounts of data. We therefore advise the applicants to send in their application well ahead of the deadline.