



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/TA/2024/003
Job Title	Product Manager
Function Group/Grade	Temporary Agent, AD 5 (see the Guide for Applicants for more information)
Location	Helsinki, Finland
Publication Date	16 April 2024
Deadline for Applications	15 May 2024, at noon, 12:00 Helsinki time (11:00 CEST)
Indicative number of candidates on the reserve list	8

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 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 the 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?

We are looking for people with the competencies, skills and knowledge necessary to lead the development of fit-for-purpose IT products, which facilitate effective and efficient work practices, in line with ECHA's target Enterprise Architecture and overarching strategy.

ECHA has a wide variety of IT products, many of which are tools facilitating the submission, assessment and/or recording of data on chemicals. We are looking for people with good knowledge on ECHA's regulatory processes and IT tools or the application of regulatory science in IT tools in other settings.

The ideal candidates have the ability to lead the fulfilment of a specific product vision and/or roadmap in close collaboration with Agency staff in different business and IT areas and with our partners and stakeholders, such as national authorities and industry.

They have excellent project management skills, are strong collaborators, are solution-oriented and proactive, and are driven to produce high-quality output within the given timelines.

3. Key responsibilities

The following are the key responsibilities associated with this profile:

Responsible for the development of the product

- Lead the fulfilment of the product vision and roadmap, in a coordinated way with other relevant colleagues, partners and stakeholders, as necessary;
- Manage the overall product, acting as the main focal point for the development of the product, including the business knowledge for the solution;
- Collect and define specifications for the product based on business requirements. Many of these business requirements tend to be within a technical, operational or legal setting or context;
- Ensure alignment between the product and any dependent systems to have coherence between vision and roadmap, agreed priorities and broader ECHA strategies;
- Responsible for the features, ensuring the development of process-independent and re-usable user-centric and coherent end-to-end solutions;
- Manage the interactions with external users/stakeholders and act as a liaison between them and the product, collecting and proposing changes and prioritising requests ensuring their alignment with the overall product vision/roadmap;
- Support management in contributing to relevant governing bodies.

Roll-out and use of the product

- Create product vision and/or roadmap;
- Test and validate the interim versions against business requirements and specifications of the systems during the development phase;
- Contribute to user support:
 - Preparation of support material for users, including manuals, help text, training material, etc.;
 - Contribute to trainings, tutorials, etc.;
 - Respond to queries from customers arriving to the Agency's Helpdesk.

- Contribute to marketing and promotion:
 - Preparation of promotion material.

The ideal candidate possesses:

- Strong organisation and coordination skills;
- Good collaboration, interpersonal skills and exceptional communication skills – both written and verbal - having experience taking an active role in multidisciplinary networks;
- Ability to work effectively at all levels in an organization and influence others, and move toward a common vision or goal rather than through direct authority;
- Outstanding problem-solving, analytical, and interpersonal skills;
- Aptitude for and interest in understanding both regulatory and technical information;
- Agile working style, characterized by fast pace and willingness to accept uncertainty in initial analyses;
- Experience in designing and implementing regulatory processes; and
- Aptitude for teamwork.

4. Eligibility criteria

The selection procedure is open to applicants who satisfy the following eligibility criteria on the closing date for application:

a. General requirements

The applicant must:

- Be a national of a Member State of the European Union or a national of the European Economic Area (Iceland, Liechtenstein, Norway)¹;
- Enjoy the full rights as a citizen;
- Have fulfilled any obligations imposed by the laws concerning military service;
- Produce the appropriate character references as to the suitability for the performance of the duties²;
- Be physically fit to perform the duties³;

¹ The Member States of the European Union are: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.

² Before appointment, successful applicants will be required to produce an official document indicating that they do not have a criminal record.

³ Before appointment, successful applicants will be required to undergo a medical examination to ensure that they fulfil the requirements of Articles 12, 2 (c) of the Conditions of Employment of Other Servants of the European Communities.

- Have a thorough knowledge of one of the official languages of the European Union⁴ and a satisfactory knowledge of another such language to the extent necessary to perform your duties;
- Be able to communicate well in English as this is the working language of ECHA;
- Be below the age at which staff of the EU is automatically retired, i.e. currently on the last day of the month in which he/she reaches the age of 66⁵.

b. Qualifications

Successful completion of a full course of university studies attested by a degree, where the normal duration of university education is three (3) years or more.

Only qualifications issued by EU Member State authorities or EEA authorities and qualifications recognized as equivalent by the relevant EU or EEA Member State authorities will be accepted.

c. Professional experience

There is no minimum professional experience requirement to be eligible for this profile, beyond the requirements of 4.b above.

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 project management, product management, business analysis and/or business administration.
- **Your professional experience:** Preference will be given to candidates having experience in functions similar to those outlined in section 3. The Selection Committee 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 business and/or regulatory process analysis or business administration;
- Experience in leading a team or process in a regulatory environment, preferably in relation to receipt, processing, assessment or analysis of information on chemicals;

⁴ The languages of the EU are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish, Swedish.

⁵ See Article 47(a) CEOS for Temporary Agents, applicable to Contract Agents by analogy, Article 119 CEOS.

- Certified in project management, product management, agile software development and/or team leadership (e.g. PM2, Prince, scrum, agile);
- Working knowledge of EU chemical substance regulations (REACH, CLP, PIC, Biocides, SCIP);
- Work experience gained in a similar multicultural environment. Preference will be given to work experience abroad.

Your 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. Interview and written test

If selected for 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;
- Experience in product/solution management tasks;
- Project Management skills.

6.2 General competencies⁶ and conduct required for the job:

- Collaboration and partnership management (IT and business);
- Very good communication and interpersonal skills;
- Excellent command of spoken and written 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 tests and interviews.

For native English speakers, your ability to communicate in your second EU language will be tested during the selection process. As this forms part of the general requirements stated under section 4.a General Requirements from above, any failure in proving the satisfactory level of your second EU language would lead to your exclusion from the selection.

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

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 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.

⁶ 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/81a7fbf-730a-4bc2-9681-24095900028c?t=1476375368217

It should be noted that inclusion on the reserve lists does not imply any entitlement to 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. What we offer

a. Engagement and conditions of employment

Successful applicants may be offered an employment contract for five years as a temporary agent, in the grade **AD 5**. This contract may be renewed for a definite period. If renewed for a second time, the contract becomes indefinite. If the successful applicant from the external selection procedure is already a member of temporary staff 2(f) in the relevant function group or another function group, the Agency shall offer the person, in writing, the opportunity to be assigned to the post by means of mobility under the provisions of Article 6(2)⁷ or, subject to the establishment plan availabilities, Article 10⁹ respectively, if the person prefers to ensure continuity of contracts.

The successful applicant will be required to make a declaration of commitment to act independently in the public interest and to make an annual declaration with respect to any interests which might be considered prejudicial to their independence. Moreover, before recruiting a member of staff, ECHA's Executive Director will examine whether the applicant has any personal interest which may impair their independence or any other conflict of interest. To that end, the applicant, using a specific form, shall inform the Executive Director of any actual or potential conflict of interest. Applicants must confirm their willingness to do so in their application.

b. Salary & benefits

The successful candidate will be recruited as a Temporary Agent Grade AD 5 with a basic monthly salary starting from € 5 507.55, subject to an annual review of remuneration provided for in Article 65(1) of the Staff Regulations. To reflect the higher cost of living in Finland, the basic salary is weighted by applying a coefficient (currently at 118.6%). The basic salary indicated above is the amount before the adjustment.

In addition to the basic salary, ECHA offers a range of benefits which include allowances, such as a household allowance, an expatriation allowance (16% of the basic salary) and a dependant child allowance, as well as a welfare package including a pension scheme, medical and accident coverage.

For more information on the salary and on the allowances, please visit our website at: <http://www.echa.europa.eu/about-us/jobs/what-we-offer>.

9. Other information

⁷ Implementing rules on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS:

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

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

- **Guide for Applicants:**
https://www.echa.europa.eu/documents/10162/17100/general_guide_for_applicants_en.pdf/cd910e74-63ba-4cdd-b87f-29f0a77d0fea?t=1646396767190
- **Implementing rules** concerning temporary agents:
https://echa.europa.eu/documents/10162/17100/MB_DECISION_03_2018_4_MB49_FINAL.pdf/7087cc5b-2dee-aade-0de0-bcdb47aa605d
- **Conditions of Employment of Other Servants** of the European Union:
<http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>
- **Protection of personal data:** The European Chemicals Agency will ensure, on its part, that your personal data is processed as required by Regulation (EU) 2018/1725 on the protection of personal data.
<https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32018R1725&from=EN>