

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/2025/02
Job Title	Executive Assistant
Function Group/Grade	Temporary Agent, AST 3 (see the Guide for Applicants for more information)
Location	Helsinki, Finland
Publication Date	11 April 2025
Deadline for Applications	20 May 2025, at noon, 12:00 Helsinki time (11:00 CET)
Indicative number of candidates on the reserve list	6

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?

Are you an enthusiastic professional with experience in providing hand-on support to senior management? Do you enjoy working in an international setting? Would you like to contribute towards ensuring the safe use of chemicals in Europe? We invite applications for the different directorates at the European Chemicals Agency in the role of Executive Assistant. You will have an opportunity to work on a wide variety of tasks to support the Agency's senior management.

The European Chemicals Agency is a leading organisation at the EU and international level when it comes to protection of the environment and the health of European citizens and workers. The successful candidate will interact with a wide range of colleagues at all levels of the Agency, enabling them to deliver their best possible work.

3. Key responsibilities

At ECHA, an Executive Assistant will be responsible for the following tasks:

- Manage the daily running of the office of the Director;
- Schedule appointments, maintain and update the daily calendar;
- Draft and review correspondence and invitations;
- Organise internal and external meetings and events, including logistics, budget preparations and minute taking;
- Preparation and coordination of high-level visits to the Agency;
- Travel management;
- Internal communication in the Directorate and towards other Directorates and staff in ECHA;
- Overseeing and supporting other administrative staff;
- Any other tasks related to the area of work as requested.

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;
- 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

- 1) Successful completion of post-secondary level education attested by a diploma
or
- 2) Successful completion of secondary education giving access to post-secondary education and at least three (3) years appropriate professional experience.

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

To qualify for this profile, you must have at the closing date for applications a total professional experience⁶ of at least six (6) years acquired after achieving the minimum requirements stated out in 4.b 1) and 4.b 2).

At least three (3) years of your total professional experience must be relevant professional experience⁷ in the fields listed in section 3.

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 (d) of the Conditions of Employment of Other Servants of the European Union.

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) of the Conditions of Employment of other Servants of the European Union.

⁶ Relevant experience should be described in your application.

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5. Selection criteria

If you meet the eligibility criteria set out in section 4, your application will be assessed based on 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 or covering the following fields:
 - Management administration
 - Business administration
 - Public 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 length, 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**:

- Proven experience of working as an assistant to senior management;
- Proven experience in organising high-level meetings and experience in managing complex administrative work;
- 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. Written test and interview

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;
- Basic understanding of the role and aims of ECHA
- Basic understanding on EU public procurement rules
- Proficient use of MS Office applications;

6.2 General competencies⁸ and conduct required for the job:

The ideal candidate possesses:

- Ability to take initiatives and use independent judgement
- High level of service orientation, flexible attitude and the ability to adapt to changing organisational needs;
- Exceptional organisational skills and ability to cope with conflicting priorities;
- Excellent communication skills, both orally and in writing;
- Very high level of tact, discretion and ability to handle confidential matters;
- High capacity to work under pressure, with multiple tasks and within tight deadlines;
- Excellent command of spoken and written English.

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**.

Written test is planned between: 11 – 15 August 2025

Interviews are planned between: 29 September and 7 October 2025

This interview schedule is indicative and subject to change.

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.

⁸ 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

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. 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 **AST 3**. 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)⁹ 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 his/her independence. Moreover, before recruiting a member of staff, ECHA's Executive Director will examine whether the applicant has any personal interest which may impair his/her 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 AST 3 with the basic monthly salary starting from € 4666.18 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 112%). 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 dependent child allowance, as well as a welfare package including 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 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

9. Other information

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/f7087cc5b-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>