

## OPEN CALL FOR EXPRESSIONS OF INTEREST FOR SECONDED NATIONAL EXPERTS AT THE EUROPEAN CHEMICALS AGENCY (ECHA), HELSINKI

Seconded National Experts (SNEs) are drawn from the civil services of EU countries. They bring their unique skills and knowledge to ECHA for a period of time before taking the experience acquired during their stay at the Agency back to their home administration.

ECHA offers job opportunities for **Seconded National Experts (SNEs)** in the following profile:

Profile Reference	Profile Title
ECHA/SNE/2025/01	Seconded National Expert – Regulatory Officer - Biocides

### 1. DESCRIPTION OF THE AGENCY'S TASKS

ECHA is the driving force among regulatory authorities in implementing the EU's ground-breaking chemicals legislation for the benefit of human health and the environment as well as for innovation and competitiveness. ECHA helps companies to comply with the legislation, promotes the safe use of chemicals, provides information on chemicals and addresses chemicals of concern.

You will find more information on ECHA and the different Regulations on ECHA website at: <http://www.echa.europa.eu>

### 2. GENERAL REQUIREMENTS

Candidates for secondment must:

- Have current employment in the national, regional or local public sector or international civil service. Alternatively candidates may be employed in a non-profit or voluntary sector;
- Hold a university degree in a field relevant to the areas of work described in this call;
- Have at least three years of experience in scientific, technical or administrative fields, with advisory or supervisory responsibilities;
- Be a national of an EU or EFTA Member State or a candidate country as decided by the Council;
- Be able to communicate in written and spoken English as this is the working language of ECHA.

### 3. SECONDMENT

The secondment will be subject to an exchange of letters between the Head of Human Resources of ECHA and the applicant's employer. The duration of the first secondment is a maximum of one years. This period may be renewed for a maximum of three additional years.

Seconded National Experts remain in the service of their employer throughout the period of their secondment. The sending organisation must continue remunerating the SNE, who will thus benefit from social security coverage. During their secondment, SNEs will receive subsistence allowances and reimbursement of expenses as set out in the "Rules on the secondment of national experts to the European Chemicals Agency" ([Decision ED-0050](#)).

[The SNE Rules](#)

## 4. PROFILE

### Seconded National Expert – Regulatory Officer - Biocides

#### JOB DESCRIPTION:

You will work as a Seconded National Expert (SNE) in [Unit D1 or Unit D2](#), which are responsible for ECHA's tasks under the Biocidal Products Regulation (BPR). Your main tasks will include one or more of the following, depending on your profile and interest, and considering the needs of your employer:

#### Coordination Group secretariat (Article 35 of the BPR):

- Meeting organisation: you will participate in the practical aspects of the organisation of the meeting, preparation of documents which will be discussed at the meeting, preparation of the agenda, etc;
- Management of disagreements on the mutual recognition of national authorisations: you will prepare documents supporting the discussions on disagreements referred to the Coordination Group, organise additional meetings, and prepare draft outcomes and other follow up actions.

#### Dossier management and expert input:

- Management of applications for Union authorisation and related processes (for example, major/minor changes): you will provide regulatory support to the process, supporting the evaluating Competent Authorities, the Biocidal Products Committee, and its Working Groups. You will also provide scientific regulatory advice according to your area of expertise;
- Management of applications for active substances: you will provide regulatory support to the active substance approval process, to the inclusion in the Article 95 list, or to the technical equivalence assessment. You will also provide scientific regulatory advice according to your area of expertise;
- Management and expert support to technical and scientific requests from the European Commission;
- Other inputs required to the development of guidance, practical guides or IT tools for the implementation of the Biocidal Product Regulation.

#### REQUIREMENTS:

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.

#### SELECTION CRITERIA:

- Experience in chemicals hazard assessment, risk assessment, risk management, or efficacy assessment, preferably with knowledge of the Biocidal Products Regulation. This can include experience in organising the work of scientific or technical bodies;
- Experience in contributing to or coordinating projects in an EU or similarly multi-national context;
- Interest and motivation to build partnership with ECHA;
- Ability to communicate effectively in English at all levels both orally and in writing.

## 5. HOW TO APPLY

### In order to be considered, applications must:

- Be submitted online, through the **Apply** button
- Include the following documents:

#### - CV in European Format:

[http://echa.europa.eu/documents/10162/17100/europass\\_cv\\_en.doc](http://echa.europa.eu/documents/10162/17100/europass_cv_en.doc)

**- Employer Statement:**

[http://echa.europa.eu/documents/10162/17100/sne\\_employer\\_statement\\_en.pdf](http://echa.europa.eu/documents/10162/17100/sne_employer_statement_en.pdf)

**- Letter of Motivation**

Candidates are requested to submit one application per profile. Candidates applying for several profiles should submit a separate application for each profile. Applications for each profile will be considered and assessed separately.

**To apply online, follow the instructions below:**

- Identify the profile which is most suitable for you, make sure you comply with the requirements for the profile
- Click on the **"Apply"** button of the profile and include in the application the following documents:

**1. European Format CV** (saved under the title "Your Family Name \_ Your First Name", either as .doc or as .PDF file. You should indicate in the CV the reference number and the title of the profile.

**2. Employer statement**

**3. Letter of motivation**

- Press the button **"Submit"** to finalize your application.

After successfully submitting your application, a confirmation message will appear on your screen and you will receive an automatically generated email as an acknowledgement of receipt, sent to the email address that you provided in the form.

Please contact us at [http://traineeships@echa.europa.eu](mailto:traineeships@echa.europa.eu) if you are not able to successfully submit your application.

**NB: Applications that are incomplete or do not fulfil the criteria set out above will not be taken into account.**

## **6. ASSESSMENT OF APPLICATIONS**

Applicants will be assessed on the basis of their academic and professional qualifications and their relevance to the job.

Short-listed candidates will be required to undergo a telephone and/or face-to-face interview. Human Resources will contact the successful candidates and their employers to initiate an exchange of letters between the Agency and the employers.

## **7. PROTECTION OF PERSONAL DATA**

The information submitted during the selection process will be used solely for that purpose. The legal basis for the processing is found in the Rules on the secondment of national experts to the European Chemicals Agency ([Executive Director Decision ED-0050](#)).

The European Chemicals Agency will ensure on its part that applicants' personal data is processed as required by *Regulation (EC) No 45/2001* 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. Only ECHA staff directly involved in the selection procedure in question shall have access to this data.

For non-recruited candidates the personal data will be stored for a maximum period of two years. Documents related to recruited candidates are kept in the SNE's personal file, which are kept until 10 years after the SNE has terminated the secondment at the Agency, provided there are no pending claims or any other open issues.

Any party submitting personal data to ECHA is entitled to access and rectify that data (after the closing date of the application deadline, rectification is limited to identification data however). To exercise these rights, contact the data controller at [traineeships@echa.europa.eu](mailto:traineeships@echa.europa.eu). Furthermore, you also have the right to recourse at any time to the European Data Protection Supervisor.