

CALL FOR EXPRESSIONS OF INTEREST FOR SECONDED NATIONAL EXPERTS WITHIN EFSA

The European Food Safety Authority (EFSA) is the keystone of the 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 wishes to set up a list of candidates interested in a fixed-term agreement on secondment as Secoded National Expert (SNE).

EFSA's two main areas of work are: Risk Assessment and Risk Communication.

EFSA staff is responsible for:

- supporting the Scientific Committee and Scientific Expert Panels and their working groups, and the investment in cutting edge science;
- providing scientific expertise on food and feed safety matters including emerging risks;
- gathering and analysing scientific data and information;
- defining and implementing the Authority's communications programme;
- supporting the Management Board and the Advisory Forum;
- ensuring liaison and collaboration with stakeholders, national and European institutions and international bodies;
- assisting the EU institutions in crisis management;
- providing appropriate administrative and specialist support in the area of finance, legal affairs, quality management, information technology and human resources.

The complete description of EFSA's activities, structure, [organisation chart](#) and of all Units and Directorates are available on the Authority's Website: www.efsa.europa.eu

Candidates shall clearly indicate in their motivation letter the Unit they are interested in.

The job

The tasks may include:

- Management and planning: Management of the Scientific Panel
 - Prepare annual work plan and update it;
 - Organise and participate in the plenary and working group meetings;
 - Evaluate files submitted to the Panel;
 - Prepare minutes of the plenary and working group meetings;
 - Prepare reports, opinions and briefings.

- Data collection and analysis
 - Analysis and reporting of scientific data
 - Coordination of data collection and reporting done by the Member States
 - Preparation of harmonised monitoring and reporting schemes and coordination of such activities

- Communication with Commission services
 - Contribute to consultation as appropriate;
 - Liaise on scientific matters where relevant;
 - Follow up scientific opinions and advice on the interpretations of the opinions issued by the Panel.

- External Communication
 - Reply to external requests for information relevant to the work of the Panel;
 - Reply to requests for information from other European Institutions, Member States and the general public.

- Production of publications
 - Produce and edit texts for publication;
 - Provide assistance with analytical preparation of reports for publications.

- External relations
 - Liaise with EU Institutions, international and third country organisations on matters within the remit of EFSA.

- EFSA's strategy concerning co-operation in communications
 - Provide support to EFSA activities in: media relations, web communications, publications and event organisation.

The SNE shall assist EFSA's staff and carry out the tasks assigned to them in the context of a predetermined work programme or job description, reporting to the Head of Unit.

The requirements

Candidates must:

- Be nationals of a Community Member State, except where the Executive Director grants a derogation. Derogations shall not be required for SNEs from countries belonging to the EEA or Switzerland. The same shall apply to candidate countries and potential candidate countries;
- Have a university degree in an area relevant to EFSA's activities;
- Have at least three years' full time experience of administrative, scientific, technical, advisory or supervisory functions, gained after obtaining the relevant degree, at a level equivalent to the post;
- Have thorough knowledge of spoken and written English and a satisfactory knowledge of a second EU language for the performance of his or her duties.

In general, candidates should:

- Be able to demonstrate a proven track record in the provision of scientific advice or risk communication or in another area relevant for the work of the Authority;
- Demonstrate an ability to work within a team, to communicate effectively at all levels within the Authority and with its external partners;
- Be able to work flexibly in a multicultural environment;
- Demonstrate an ability to understand the underlying legislative and policy issues relating to the functions of EFSA scientific and communication activities;
- Have practical knowledge of IT tools.

Furthermore, for the scientific posts candidates should:

Risk Assessment:

- Have a university degree in an area relevant for EFSA's scientific activities; a PhD would be an asset;
- Have substantial experience in regulatory risk assessment methodologies, in particular in the assessments of GMOs, food and feed additives, food contact materials, microbiological and chemical contamination, and plant pests and plant protection products.

Scientific Cooperation and Assistance:

- Have a university degree in an area relevant for EFSA's scientific activities; a PhD would be an asset;
- Have experience in one or more of the following areas: food consumption and/or chemical and/or microbiological data collection, data modelling and statistics, epidemiology, or risk assessment methodologies;
- Have an interest in building networks, be able to demonstrate good contactual skills and be willing to support and assist colleagues with their expertise and experience.

For the posts in External Relations candidates should:

- Be able to demonstrate an understanding of the functioning of the European Institutions and Bodies, particularly in the fields of food safety;
- Be able to demonstrate a thorough understanding of the EU legislative process;
- Be able to demonstrate an understanding of the political and policy environment within which EFSA functions;
- Have administrative experience acquired from European, international or national public administrations with experience being recent, and knowledge up-to-date ideally covering developments within and outside the EU.

For the posts in the Communications Directorate candidates should:

- Have a university degree in communications or a related field;
- Have proven experience in a communications environment either in press office/media relations, editing/copywriting, web, publications and/or event organization.

General conditions

Depending on EFSA's budgetary situation and on the needs of the Units concerned, candidates could be included on a reserve list and, provided that EFSA receives the acceptance from the candidates' employer, a Seconded National Expert agreement on secondment may be offered. The place of secondment shall be Parma, Italy.

An SNE may work in any field where his/her services are deemed necessary provided there is no conflict with the interests of EFSA. The SNE shall carry out his or her duties and shall act in compliance with the Authority's interest.

Application procedure

Applications should be sent by e-mail to the attention of SNE@efsa.europa.eu or by registered mail to the following address:

EFSA
Human Resources Unit
Ref.: SNE
Largo Natale Palli 5/A
I-43121 Parma

An application will be deemed admissible only if it includes:

- a [Europass Curriculum Vitae](#)
- a motivation letter where the candidates shall clearly specify the EFSA's Unit which they are interested in indicating their current employer.

General information concerning this call for expressions of interest

Applicants are kindly invited to submit their CVs in English in order to facilitate the selection procedure.

Supporting documents may be requested at a later stage.

All applications will be treated as confidential.

In its recruitment operations, EFSA complies 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 selection as Seconded National Expert at EFSA.

The closing date of this call for expressions of interest is two years from the publication date (**new deadline: 19/09/2010**).

Applications will be kept in the recruitment files of EFSA for a period of six months after closure of this call for expressions of interest.

Publication date of this call for expressions of interest: 19/09/2007