

**LOT 1****Profile 1 – Administrative Assistant**

Main tasks may include	<ul style="list-style-type: none"><li>• Provide general administrative and secretarial assistance and support the Unit's processes and work flows;</li><li>• Receive and process incoming calls, mail and documentation;</li><li>• Respond to queries and requests for information with a high level of service attitude, tact, discretion and confidentiality.</li><li>• Draft and finalise correspondence and other documents, minute taking during meetings;</li><li>• Organise and coordinate appointments, business trips and meetings including the logistic preparations, documentation and follow-up;</li><li>• Assist in the preparation and follow up of financial documents, such as orders and reimbursements;</li><li>• Assist in the preparation of statistics and reports;</li><li>• Manage electronic and paper documents (contact lists, mailing, photocopying, scanning, filing and archiving);</li><li>• Perform any other task assigned by the supervisor.</li></ul>
Formal Requirements	Post-secondary education and relevant professional experience.
Professional Experience and Skills	<ul style="list-style-type: none"><li>• Proven experience as an administrative assistant/secretary, preferable in a multicultural working environment;</li><li>• Excellent skills in preparing correspondence and other documentation;</li><li>• Good numerical skills;</li><li>• Good experience using spreadsheets, tables of figures and basic financial planning skills;</li><li>• Thorough knowledge of Microsoft Office (Word, Excel, Power Point and Outlook);</li><li>• Excellent command of English; spoken and written.</li></ul>
Personal Characteristics	<ul style="list-style-type: none"><li>• High level of responsibility and ability to take initiative;</li><li>• High level of service orientation;</li><li>• Ability to work under pressure and experience in organising work and prioritising accordingly;</li><li>• Ability to communicate efficiently at all levels internally and externally, in an appropriate manner;</li><li>• Excellent ability to work in a team;</li><li>• High level of discretion and ability to handle confidential information.</li></ul>

**Profile 2 – Financial Assistant**

Main tasks may include	<ul style="list-style-type: none"><li>• Support ECDC's units in finance matters, or provide assistance in general Finance, accounting or payroll;</li><li>• Assist with the preparation and follow up of financial documents, such as orders, payments, reimbursements etc.;</li><li>• Support invoice checking and payments follow-up;</li><li>• Support financial processes and workflows;</li><li>• Encode financial information in ICT systems;</li><li>• Perform reconciliations of budgetary reports and statements;</li><li>• Provide general administrative and clerical support, including filing, drafting, formatting of financial documents;</li><li>• Perform any other task assigned by the supervisor.</li></ul>
Formal Requirements	Education at university level, or other relevant post-secondary education and relevant professional experience.

Professional Experience and Skills	<ul style="list-style-type: none"> <li>• Proven experience in a financial/ accounting/ contracting environment;</li> <li>• Experience and knowledge linked to the relevant aforementioned tasks;</li> <li>• Good exposure and understanding of administrative and financial processes and systems;</li> <li>• Good and thorough with figures;</li> <li>• Thorough knowledge of Microsoft Office, in particular Microsoft Excel;</li> <li>• Excellent command of English; spoken and written.</li> </ul>
Personal Characteristics	<ul style="list-style-type: none"> <li>• High level of responsibility and ability to take initiative;</li> <li>• High level of service orientation;</li> <li>• Ability to work under pressure and experience in organising work and prioritising accordingly;</li> <li>• Ability to communicate efficiently at all levels internally and externally, in an appropriate manner;</li> <li>• Accuracy and thoroughness in the performance of assigned tasks;</li> <li>• Excellent ability to work in a team;</li> <li>• High level of discretion and ability to handle confidential information.</li> </ul>

### Profile 3 – Procurement Assistant

Main tasks may include	<ul style="list-style-type: none"> <li>• Support ECDC's units in procurement matters;</li> <li>• Assist the Procurement Section with running calls for tender;</li> <li>• Ensure secretarial support for opening committees;</li> <li>• Provide support to the evaluation committees (checking tenderers' financial capacity, financial proposals etc.);</li> <li>• File and archive procurement relate documents;</li> <li>• Monitor tenders received;</li> <li>• Be the central point for receiving contracts, including registration and archiving;</li> <li>• Perform any other task assigned by the supervisor.</li> </ul>
Formal Requirements	Education at university level, or other relevant post-secondary education and relevant professional experience.
Professional Experience and Skills	<ul style="list-style-type: none"> <li>• Proven experience in a financial/ administrative/ contracting environment;</li> <li>• Experience and knowledge linked to the relevant aforementioned tasks;</li> <li>• Good exposure and understanding of administrative processes and systems, ideally in the area of procurement;</li> <li>• Thorough knowledge of Microsoft Office, in particular Microsoft Excel;</li> <li>• Excellent command of English; spoken and written.</li> </ul>
Personal Characteristics	<ul style="list-style-type: none"> <li>• High level of responsibility;</li> <li>• High level of service orientation;</li> <li>• Ability to work under pressure and experience in organising work and prioritising accordingly;</li> <li>• Ability to communicate efficiently at all levels internally and externally, in an appropriate and professional manner;</li> <li>• Accuracy and thoroughness in the performance of assigned tasks;</li> <li>• Excellent ability to work in a team;</li> <li>• High level of discretion and ability to handle confidential information.</li> </ul>

### Profile 4 – Human Resources Assistant

(Personnel Administration/ Recruitment/ Learning & Development)

Main tasks may include	<ul style="list-style-type: none"> <li>• Support either personnel administration and recruitment or learning &amp; development;</li> <li>• Communicate with staff on HR issues in the area of competence, including drafting information notes, instructions and web content;</li> <li>• Give service internally to staff, as well as externally towards candidates and others. Provide general support by receiving incoming calls, mail and documentation;</li> <li>• Draft and provide data and input for reports and statistics in HR matters;</li> <li>• Electronic and paper document management (mailing, typing, photocopying and scanning);</li> <li>• Update information in HR information systems;</li> <li>• Manage confidential personal data and files;</li> <li>• Support all HR processes and workflows;</li> <li>• Perform any other task assigned by the supervisor.</li> </ul>
Formal Requirements	Education at university level, or other relevant post-secondary education, preferably in the area of Human Resources, and relevant professional experience.
Professional Experience and Skills	<ul style="list-style-type: none"> <li>• Proven administrative experience, preferably in the area of Human Resources and in a multicultural environment;</li> <li>• Experience and knowledge linked to the relevant aforementioned tasks;</li> <li>• Good and thorough with files and documents;</li> <li>• Thorough knowledge of Microsoft Office (Word, Excel, Power Point and Outlook);</li> <li>• Excellent command of English; spoken and written.</li> </ul>
Personal Characteristics	<ul style="list-style-type: none"> <li>• Very high sense of discretion and ability to handle confidential information;</li> <li>• High level of responsibility with good attention to detail;</li> <li>• Strong interpersonal skills and the ability to communicate with people at all levels within the organisation as well as external partners;</li> <li>• High level of service orientation;</li> <li>• High capacity to work under pressure and within tight deadlines;</li> <li>• Excellent planning and organisational skills;</li> <li>• Excellent ability to work in a team.</li> </ul>

### Profile 5 – Events Assistant

Main tasks may include	<ul style="list-style-type: none"> <li>• Support ECDC in the preparation and follow-up of meetings and preparation of staff business travel;</li> <li>• Assist with the process for travel arrangements, reimbursements and travel claims;</li> <li>• Support invoice verification;</li> <li>• Communicate with staff on issues regarding business travel and meetings;</li> <li>• Registration of travel and financial information in to the ECDC monitoring systems;</li> <li>• Assist in ensuring efficient day-to-day operation of the Missions &amp; Meetings Office;</li> <li>• Perform any other task assigned by the supervisor.</li> </ul>
Formal Requirements	Education at university level, or other relevant post-secondary education and relevant professional experience.

Professional Experience and Skills	<ul style="list-style-type: none"> <li>• Proven experience in a financial/ accounting/ travel organisation/ administrative environment;</li> <li>• Experience and knowledge linked to the relevant aforementioned tasks;</li> <li>• Good exposure and understanding of administrative and financial processes and systems;</li> <li>• Ability to analyse data and tables;</li> <li>• Good and thorough with figures;</li> <li>• Thorough knowledge of Microsoft Office, in particular Microsoft Excel;</li> <li>• Excellent command of English; spoken and written.</li> </ul>
Personal Characteristics	<ul style="list-style-type: none"> <li>• Ability to work under pressure and experience in organising work and prioritising accordingly;</li> <li>• Ability to communicate efficiently at all levels internally and externally, in an appropriate manner;</li> <li>• Accuracy and thoroughness in the performance of assigned tasks with good attention to details;</li> <li>• High level of responsibility and ability to take initiative;</li> <li>• High level of service orientation;</li> <li>• Excellent ability to work in a team.</li> </ul>

#### Profile 6 – Web Editor

Main tasks may include	<ul style="list-style-type: none"> <li>• Contribute to daily content management and editorial tasks of the ECDC portal and social media channels;</li> <li>• Write and edit short articles, features and new items for the web and social media;</li> <li>• Provide guidance to authors in preparation of web content;</li> <li>• Monitor the coherence of the structure, the methods of navigation and the content of the websites;</li> <li>• Ensure that information on the ECDC website is updated regularly;</li> <li>• Perform any other task assigned by the supervisor.</li> </ul>
Formal Requirements	Education at university level, or other relevant post-secondary education and relevant professional experience.
Professional Experience and Skills	<ul style="list-style-type: none"> <li>• Experience in web content editing;</li> <li>• Experience and knowledge linked to the relevant aforementioned tasks;</li> <li>• Experience in writing and editing for the Web;</li> <li>• Good understanding of content management systems;</li> <li>• Thorough knowledge of Microsoft Office (Word, Excel, Power Point and Outlook);</li> <li>• Excellent command of English; spoken and written.</li> </ul> <p>Advantageous</p> <ul style="list-style-type: none"> <li>• Experience in professional use of social media;</li> <li>• Knowledge and experience in HTML and CSS;</li> <li>• Experience with Microsoft Office SharePoint;</li> <li>• Understanding of the technical aspects of web publishing, including experience of the use of web publishing software, Adobe Photoshop and Adobe Acrobat software.</li> </ul>
Personal Characteristics	<ul style="list-style-type: none"> <li>• Ability to work under pressure and experience in organising work and prioritising accordingly;</li> <li>• Very good organisational skills and the capacity to coordinate processes</li> <li>• Ability to communicate efficiently at all levels internally and externally, in an appropriate manner;</li> <li>• High level of service orientation;</li> </ul>

- Excellent ability to work in a team.

### Profile 7 – Graphic Designer

Main tasks may include	<ul style="list-style-type: none"> <li>• Support ECDC in the layout and editing of printed and online material;</li> <li>• Picture editing, graphs and map layouting;</li> <li>• Assure that the document/production layout is in line with ECDC's visual identity;</li> <li>• Serve as internal and external focal point in regards to the production of scientific publications, brochures, leaflets etc.;</li> <li>• Perform any other task assigned by the supervisor.</li> </ul>
Formal Requirements	Education at university level, or other relevant post-secondary education and relevant professional experience.
Professional Experience and Skills	<ul style="list-style-type: none"> <li>• Proven experience in graphic design/layout;</li> <li>• Excellent knowledge of Adobe InDesign, Photoshop and Illustrator;</li> <li>• Understanding of work flows and the production cycle of print and web-based publications;</li> <li>• Thorough knowledge of Microsoft Office (Word, Excel, Power Point and Outlook).</li> </ul>
Personal Characteristics	<ul style="list-style-type: none"> <li>• High capacity to work under pressure and within tight deadlines;</li> <li>• High level of service orientation;</li> <li>• Excellent planning and organisational skills;</li> <li>• Ability to communicate efficiently at all levels internally and externally, in an appropriate manner;</li> <li>• High level of service orientation;</li> <li>• Excellent ability to work in a team.</li> </ul>

### Profile 8 – Editor/Information Assistant

Main tasks may include	<ul style="list-style-type: none"> <li>• Support processing, proofreading or editing of submitted articles;</li> <li>• Liaise and follow up with contributors (authors and peer-reviewers) to facilitate a fast turnaround of high-quality articles;</li> <li>• Write short articles and news items on timely topics;</li> <li>• Monitor the media for outbreaks and public-health-related stories;</li> <li>• Contribute to the promotional activities of the publication;</li> <li>• Perform any other task assigned by the supervisor.</li> </ul>
Formal Requirements	Education at university level, or other relevant post-secondary education and relevant professional experience.
Professional Experience and Skills	<ul style="list-style-type: none"> <li>• Excellent command of English (spoken and written) at the level of a native speaker;</li> <li>• Experience in editing and writing texts in English, preferably in the area of scientific texts;</li> <li>• Thorough knowledge of Microsoft Office (Word, Excel, Power Point and Outlook).</li> </ul>
Personal Characteristics	<ul style="list-style-type: none"> <li>• High level of service orientation;</li> <li>• High capacity to work under pressure and within tight deadlines;</li> <li>• Excellent ability to communicate efficiently at all levels internally and externally, in an appropriate manner;</li> <li>• Excellent planning and organisational skills;</li> <li>• High level of service orientation;</li> <li>• Excellent ability to work in a team.</li> </ul>

### Profile 9 – Communication Officer

Main tasks may include	<ul style="list-style-type: none"> <li>• Support ECDC by contributing to the ECDC media work and/or to internal communication activities;</li> <li>• Support ECDC staff in drafting responses to media enquiries;</li> <li>• Provide support in the communication of scientific outputs to the media and to the general public in a way and format that makes the information easily accessible to these target groups;</li> <li>• Support the internal communication team by writing and editing texts for internal communication;</li> <li>• Organise internal meetings and events in the area of communication and/or support information stands;</li> <li>• Perform any other task assigned by the supervisor.</li> </ul>
Formal Requirements	Education at university level, preferably in the area of communication, and relevant professional experience.
Professional Experience and Skills	<ul style="list-style-type: none"> <li>• Excellent knowledge of how the media works and hands-on experience of conducting media relations;</li> <li>• Excellent experience of communicating with the general public – or</li> <li>• Excellent knowledge and experience of internal communication;</li> <li>• Ability to synthesize and analyse complex information and convert this into a format that is comprehensible for non-technical audiences;</li> <li>• Excellent command of English; spoken and written;</li> <li>• Thorough knowledge of Microsoft Office (Word, Excel, Power Point and Outlook).</li> </ul>
Personal Characteristics	<ul style="list-style-type: none"> <li>• Excellent ability to communicate efficiently at all levels internally and externally, in an appropriate manner;</li> <li>• High capacity to work under pressure and within tight deadlines;</li> <li>• Excellent planning and organisational skills;</li> <li>• Excellent ability to work in a team.</li> </ul>

### Profile 10 – IT Helpdesk Assistant

Main tasks may include	<ul style="list-style-type: none"> <li>• Provide front office services in relation to computer systems and helpdesk support;</li> <li>• Register, analyse and solve reported incidences;</li> <li>• Support users and their work stations, telephones, PDAs and other IT equipment;</li> <li>• Install, connect and move PC equipment;</li> <li>• Manage user accounts;</li> <li>• Receive and respond to incoming calls for support by users;</li> <li>• Perform any other task assigned by the supervisor.</li> </ul>
Formal Requirements	Secondary education and relevant professional experience.
Professional Experience and Skills	<ul style="list-style-type: none"> <li>• Experience and knowledge linked to the relevant aforementioned tasks;</li> <li>• Excellent knowledge of MS Desktop O/S, specifically Windows and Microsoft Office products;</li> <li>• Good knowledge of hardware environment (PC, printer, peripherals etc.);</li> <li>• Good trouble shootings skills and experience in a first-line support function;</li> <li>• Willingness to work flexible hours between the core hours of ECDC and out of office hours in exceptional cases;</li> <li>• Good knowledge of Microsoft Office (Word, Excel and Outlook);</li> <li>• Good command of English; spoken and written.</li> </ul>
Personal Characteristics	<ul style="list-style-type: none"> <li>• High level of service orientation and sense of customer service;</li> <li>• High level of responsibility and ability to take initiative;</li> </ul>

- Ability to work under pressure and handle responsibility;
- Flexibility to take up quickly changing tasks;
- Excellent ability to work in a team;

### Profile 11 – Legal Officer

Main tasks may include	<ul style="list-style-type: none"> <li>• Support the Head of Legal Services in any legal question;</li> <li>• Provide legal advice to staff of ECDC in relation to practical questions arising in the context of the day-to-day work of the Centre;</li> <li>• Assist in drafting and reviewing legal documents, which may include briefing notes, legal opinions, Implementing Rules, Director's Decisions in relation to a variety of aspects of EU administrative and sector specific law;</li> <li>• Provide advice in relation to the procurement activities of ECDC by way of updating/revising draft contracts, procurement documents and interpretation of the EU and ECDC Financial Regulations;</li> <li>• Perform any other task assigned by the supervisor.</li> </ul>
Formal Requirements	Legal education at university level and relevant professional experience.
Professional Experience and Skills	<ul style="list-style-type: none"> <li>• Experience and knowledge linked to the relevant aforementioned tasks;</li> <li>• Ability to draft clear and concise documents;</li> <li>• Good and thorough with figures;</li> <li>• Thorough knowledge of Microsoft Office, in particular Microsoft Excel;</li> <li>• Excellent command of English; spoken and written.</li> </ul>
Personal Characteristics	<ul style="list-style-type: none"> <li>• High level of responsibility and ability to take initiative;</li> <li>• Ability to work under pressure and experience in organising work and prioritising accordingly;</li> <li>• High level of service orientation;</li> <li>• Ability to communicate efficiently at all levels internally and externally, in an appropriate manner;</li> <li>• Strong sense of accuracy and thoroughness in the performance of assigned tasks;</li> <li>• Excellent ability to work in a team;</li> <li>• High level of discretion and ability to handle confidential information.</li> </ul>

### Profile 12 – Administrative/ Project Officer

Main tasks may include	<ul style="list-style-type: none"> <li>• Provide independent and high level administrative and organisational support to the planning, implementation, coordination and follow up of the activities in different projects, both internal and external;</li> <li>• Provide administrative support and briefings to senior management;</li> <li>• Organise and monitor projects and activities and follow up on deadlines, implementation and reporting;</li> <li>• Organise and coordinate internal and external meetings, preparing agendas, transcribing minutes, reception of visitors;</li> <li>• Manage documentation for briefings and publications;</li> <li>• Respond to queries and requests for information and documentation with a high level of service attitude, tact, discretion and confidentiality;</li> <li>• Provide support for specific scientific and technical projects and tasks;</li> <li>• Perform any other task assigned by the supervisor.</li> </ul>
Formal Requirements	Education at university level or relevant post-secondary education and relevant professional experience.

Professional Experience and Skills	<ul style="list-style-type: none"> <li>• Proven professional experience as an administrative and/or project officer, preferably in a multicultural working environment;</li> <li>• Excellent skills in managing documentation, preparing correspondence and other documentation;</li> <li>• Thorough knowledge of Microsoft Office (Word, Excel, Power Point and Outlook);</li> <li>• Excellent command of English; spoken and written.</li> </ul>
Personal Characteristics	<ul style="list-style-type: none"> <li>• High level of responsibility and ability to take initiative;</li> <li>• High level of service orientation;</li> <li>• Ability to work under pressure and experience in organising work and prioritising accordingly;</li> <li>• Ability to communicate efficiently at all levels internally and externally, in an appropriate manner;</li> <li>• Excellent ability to work in a team;</li> <li>• High level of discretion and ability to handle confidential information.</li> </ul>

### Profile 13 – Manager

Main tasks may include	<ul style="list-style-type: none"> <li>• Interim management of a section or group, e.g. in one of the following fields: Human resources, finance, procurement, legal, corporate services, ICT, communications.</li> <li>• Coordinate and assure business continuity in the section and follow up on business processes and workflows;</li> <li>• Line manage staff and lead the section/team meetings;</li> <li>• Plan and monitor budgets;</li> <li>• Follow up on the implementation of the work plan;</li> <li>• Perform other tasks requested by the Head of Unit in the relevant work area.</li> </ul>
Formal Requirements	<ul style="list-style-type: none"> <li>• University degree in the relevant field;</li> <li>• Relevant professional experience in the field of at least 7 years.</li> </ul>
Professional Experience and Skills	<ul style="list-style-type: none"> <li>• Very good knowledge of management principles in the relevant field;</li> <li>• Very good experience in managing a large team (more than 5 staff members);</li> <li>• Good experience in budget monitoring;</li> <li>• Very good experience in communicating internally/externally at all levels;</li> <li>• Thorough knowledge of Microsoft Office (Word, Excel, Power Point and Outlook);</li> <li>• Excellent command of English; spoken and written.</li> </ul>
Personal Characteristics	<ul style="list-style-type: none"> <li>• Ability to deal with confidential matters professionally;</li> <li>• Very good organisational skills and ability to prioritise;</li> <li>• Ability to work under pressure and with tight deadlines;</li> <li>• High level of responsibility and ability to take initiative;</li> <li>• Ability to guide others and lead a team;</li> <li>• Ability to effectively interact with all levels of staff;</li> <li>• High level of service oriented attitude;</li> <li>• Excellent ability to work in a team.</li> </ul>



## LOT 2

### Profile 1– Junior Scientific Expert

Main tasks may include	<ul style="list-style-type: none"> <li>• Assist with the further development and implementation of surveillance systems in Europe;</li> <li>• Assist with the detection and assessment of emerging threats in the EU;</li> <li>• Assist ECDC Experts in providing support to member states in responding to communicable disease threats;</li> <li>• Contribute to the further development of external quality assurance systems and of other microbiological projects;</li> <li>• Support the different units of ECDC in the establishment of closer links between ECDC and national/international bodies, other relevant networks, partners and stakeholders;</li> <li>• Assist in the monitoring and administration of ECDC-funded projects;</li> <li>• Assist in designing, preparing and delivering training for Member States experts;</li> <li>• Assist Member States in strengthening their capacity in communicable disease surveillance, prevention and control;</li> <li>• Contribute to the developing of communication output;</li> <li>• Perform any other task assigned by the supervisor.</li> </ul>
Formal Requirements	Education at university level, preferably in an area related to the activities of ECDC such as medicine, public health, and relevant professional experience.
Professional Experience and Skills	<ul style="list-style-type: none"> <li>• Relevant professional experience in the area requested;</li> <li>• Good sense of accuracy and attention to detail;</li> <li>• Thorough knowledge of Microsoft Office (Word, Excel, Power Point and Outlook);</li> <li>• Excellent command of English; spoken and written.</li> </ul>
Personal Characteristics	<ul style="list-style-type: none"> <li>• Ability to work under pressure and experience in organising work and prioritising accordingly;</li> <li>• High level of responsibility and ability to take initiative;</li> <li>• Ability to communicate efficiently at all levels internally and externally, in an appropriate manner;</li> <li>• Excellent ability to work in a team</li> </ul>

### Profile 2– Scientific Expert

Main tasks may include	<ul style="list-style-type: none"> <li>• Contribute to the further development and implementation of surveillance systems in Europe;</li> <li>• Contribute to the detection and assessment of emerging threats in the EU;</li> <li>• Provide support to member states in responding to communicable disease threats;</li> <li>• Contribute to the further development of external quality assurance systems and of other microbiological projects;</li> <li>• Contribute, in the areas covered by its mandate, to the establishment of closer links between ECDC and national/international bodies, other relevant networks, partners and stakeholders;</li> <li>• Assist in the monitoring and administration of ECDC-funded projects;</li> </ul>
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	<ul style="list-style-type: none"> <li>• Assist in designing, preparing and delivering training for Member States experts;</li> <li>• Assist Member States in strengthening their capacity in communicable disease surveillance, prevention and control;</li> <li>• Contribute to the developing of communication output;</li> <li>• Perform any other task assigned by the supervisor.</li> </ul>
Formal Requirements	Education at university level, preferably in an area related to the activities of ECDC such as medicine, public health, and relevant professional experience.
Professional Experience and Skills	<ul style="list-style-type: none"> <li>• Proven professional experience and knowledge linked to any of the aforementioned duties as requested;</li> <li>• Strong sense of accuracy and attention to detail;</li> <li>• Thorough knowledge of Microsoft Office (Word, Excel, Power Point and Outlook);</li> <li>• Excellent command of English; spoken, written and presentation skills.</li> </ul>
Personal Characteristics	<ul style="list-style-type: none"> <li>• Ability to work under pressure and experience in organising work and prioritising accordingly;</li> <li>• High level of responsibility and ability to take initiative;</li> <li>• Ability to communicate efficiently at all levels internally and externally, in an appropriate manner;</li> <li>• Excellent ability to work in a team</li> </ul>