

THE EUROPEAN AGENCY FOR SAFETY AND HEALTH AT WORK (EU-OSHA) IS SEEKING TO CREATE A RESERVE LIST FOR RESEARCH PROJECT MANAGERS

The EU-OSHA is a decentralized Agency of the European Union, established in 1994 and based in Bilbao (Spain).

The aim of EU-OSHA is to promote safe, healthy and productive workplaces by providing the European institutions, the Member States and those involved in safety and health at work with technical, scientific and economic information that supports both policy-making and workplace risk prevention. Further information on our activities is available at <http://osha.europa.eu>.

The Agency is looking to establish a reserve list of successful candidates out of which one or more new **Project Managers, with experience in specific OSH thematic areas and having a positive, flexible, constructive and enthusiastic attitude** may be offered a three-year contract (renewable once for a period of five years and then again for an indefinite period).

EUOSHA/TA/22/01 –PROJECT MANAGERS (AD6)¹

1 JOB FRAMEWORK

The Prevention and Research Unit (PRU) is responsible for the Agency's technical, scientific and economic information on Occupational Safety and Health (OSH). It aims to inform policymaking in the EU and in its Member States, as well as raising awareness about OSH and helping to develop tools for use at the workplace. The Unit offers in-house expertise through its staff of around 15 topic specialists who provide state-of-the-art knowledge on EU-OSHA's priority areas related to OSH in Europe. They have a diverse background in terms of skills and competences in OSH, social research and project management. They work closely with external experts either under a research contract or from a collaborating institution.

The successful candidate(s) will work not only on 'core' OSH areas such as work-related illness and injury, epidemiology and workplace prevention of occupational risks, but also on implications for OSH of key trends in work, such as digitalisation, new forms of work, or of different regulatory approaches and national systems. They will define and oversee projects, carry out research and analysis, manage contracts and assist in the dissemination and promotion of outputs. The duties will fall under one or more of the following thematic areas covered by the Unit:

- **Anticipating changes in the world of work that impact on OSH** in order to anticipate emerging risks and improve the timeliness and effectiveness of preventive measures. Research methods used include literature reviews, expert surveys to provide forecasts and scenario building as part of a foresight;
- **Providing facts and figures** to give an accurate and comprehensive picture of OSH risks, their effects and how they are prevented and managed. Comprehensive analyses are carried out based on survey data, administrative data, expert interviews, case studies and literature reviews. Example activities include:
 - Research into the OSH implications of digitalisation of work and the workplace (platform work, automation, algorithmic management, monitoring of workers, etc.),
 - The workplace survey ESENER that interviews respondents in 45,000 establishments

¹ This document – originally prepared in English language - may be translated in other languages of the EU. In such a case, the original English version will prevail for all purposes.

- across more than 30 countries on how they manage OSH in practice,
- Research on work-related psychosocial risks aiming to provide a comprehensive picture of the current challenges related to psychosocial risks and mental health at work in the EU and an overview of good practices in terms of policies and workplace interventions,
 - The Workers' Exposure Survey on cancer risk factors currently carried out in six European countries,
 - Developing and maintaining, in collaboration with the European Commission and national ministries, the EU OSH Information System, which presents indicators on OSH in the context of national and European strategies in the form of a 'EU Barometer' dashboard and a report on the status and trends of OSH in Europe,
 - Research on improving the extent and quality of compliance with OSH regulations focusing on the influence of the 'external' factors that include enforcement, supply chains, prevention services, societal norms and expectations and availability of financial support.
- **Developing tools for OSH management** for small businesses to manage health and safety and so improve compliance with OSH legislation. Implementation of the online interactive risk assessment tool (OiRA) through the development of sector-specific tools;
 - **Raising awareness** of workplace risks and their prevention. Using campaigns to get the OSH message across to target audiences, such as national ministries and labour inspectorates, trade unions, employer organisations and OSH professionals;
 - **Networking knowledge** to mobilise the OSH community through new tools. The OSHwiki provides information on a broad range of OSH issues and at the same time functions as a platform for collaboration and knowledge sharing;
 - **Support to the European Commission** in evidence-based policymaking and response to the emerging and urgent OSH challenges, e.g. development of guidelines for employers and workers on how to deal with COVID-19 pandemic.

2 JOB PROFILE

Project Managers report to the Head of PRU and have the following main **duties**:

- Contributing to the Agency's research in the field of health and safety at work;
- Developing proposals for research and dissemination projects, including specification of resources, schedules, tasks and deliverables;
- Supervising and monitoring research carried out by external experts and dissemination activities, ensuring that they run to plan, within budget and meet defined objectives and quality criteria;
- Exploiting findings and preparing their dissemination together with other information of relevance to EU institutions, social partners and the Member States;
- Making presentations, organising and running seminars, workshops and meetings;
- Drafting and editing reports and other documents based on research and other data collection for publication by the Agency;
- Project, financial and contractual management of external research expertise.

Occasional business trips will be required to take place for networking and meeting OSH stakeholders.

3 ELIGIBILITY CRITERIA

To be considered eligible for this selection procedure, candidates must satisfy all of the following requirements:

General conditions

Candidates must:

- be a national of one of the Member States of the European Union, Iceland, Norway, or Liechtenstein (parties of the EEA Agreement);
- have fulfilled any obligations imposed on them by the applicable laws on military service;
- produce the appropriate character references as to their suitability for the performance of their duties²;
- be physically fit to perform the duties.

Education

Candidates must have a level of education that corresponds to completed university studies of at least three years attested by a diploma.

Only diplomas and certificates that have been awarded in EU member states or that are the subject of equivalence certificates issued by authorities in the said member states will be taken into consideration.

Knowledge of languages

Candidates must possess a thorough knowledge³ of one of the official languages of the EU and a satisfactory knowledge⁴ of another EU language to the extent necessary for performance of his/her duties.

4 SELECTION CRITERIA

The following criteria will be used to assess eligible candidates through their application form (including motivation), interview and written test(s).

4.1. Essential

Candidates must have the following:

Professional experience

- At least three years of OSH-related experience⁵ in line with the duties under the job profile in at least two of the following thematic areas implemented across a range of occupations, economic sectors and organisations of different sizes:
 - a) Accident prevention
 - b) Dangerous substances
 - c) Digitalisation of work
 - d) Green jobs and climate change
 - e) Musculoskeletal disorders
 - f) OSH regulatory approaches and enforcement
 - g) OSH & specific worker groups (e.g. women, young and older workers, workers with disabilities)
 - h) Physical risks at work
 - i) Psychosocial risks and mental health at work
 - j) Work-related diseases

² Prior to appointment, evidence of no criminal record is needed.

³ Equivalent to C1 level in all dimensions as defined in the [European framework of reference for languages](#)

⁴ Equivalent to B2 level in all dimensions as defined in the [European framework of reference for languages](#)

⁵ Professional experience will be counted from the date on which the candidate acquired the minimum qualification for access to this position. Only duly documented professional activity (i.e. remunerated employment or self-employment) is taken into account. Part-time work will be taken into account in proportion to the percentage of full-time hours worked.

Technical skills and knowledge

- Broad knowledge of OSH issues;
- Good knowledge of social research methods (e.g. literature review, quantitative research, case study research, in-depth interviewing);
- Very good contract and project management skills;
- Excellent analytical and drafting skills;
- Thorough knowledge of English⁶;
- Very good digital skills (in particular MS Office and online meeting tools).

Soft skills

- Excellent interpersonal skills;
- Excellent oral presentation skills;
- Capacity to work very well in teams and also independently.

4.2. Advantageous

- Experience of cross-country data collection and analysis;
- Very good statistical and data analysis skills;
- Expertise in development of OSH e-tools;
- A good understanding of European social and employment policies, and of the Institutional framework and functioning of the European Union;
- A good understanding of labour market trends, employment and working conditions in the European Union.

5 SELECTION PROCEDURE

A Selection Committee is appointed for this selection procedure. The composition is as follows: Malgorzata Milczarek, Nadège Perrine and Xabier Irastorza.

The work of the Selection Committee and its deliberations are confidential. Candidates shall not make direct or indirect contact with them or have anybody do so on their behalf. Any infringement of this rule may lead to the disqualification from the selection procedure.

All inquiries for information should be addressed via email only to recruitment@osha.europa.eu, quoting the reference of the competition (EUOSHA/TA/22/01).

The selection procedure will be carried in out in three phases.

Phase 1 – Screening of applications

1.1. Eligibility

The EU-OSHA HR Section will review all applications. Only applications meeting all eligibility criteria (see section 3 above) as per the candidate 'self-declaration' and formal requirements (see section 7 below) will move the next phase.

1.2. Selection for interview and written test(s)

On the basis of the information provided in the application form, the Selection Committee will assess the applications (including motivation) against the required professional experience, technical skills and knowledge as well as advantageous criteria listed under section 4. Candidates presenting the most appropriate applications will be invited for an interview and written test(s). It is expected that around 15 candidates will be invited. Indicatively, this is expected to take place mid November 2022.

⁶ Equivalent to C1 level in all dimensions as defined in the [European framework of reference for languages](#)

Phase 2 – Interviews and written test(s)

The Selection Committee will assess the candidates' professional experience as well as both soft and technical skills required for the position and motivation. The interview and/or written test(s) may also assess the candidate's knowledge of matters relating to the activities of EU-OSHA and general knowledge about the European Union.

The interview and written test(s), a part of which will be in anonymized form, will be carried out in English and remotely.

Candidates who have English as their mother tongue or first language may be assessed to prove knowledge of the 2nd EU language declared in the application form. The knowledge of other relevant languages as stated by the candidate in their application may also be assessed.

Upon completion of this phase, the Selection Committee will submit to the Executive Director the list of candidates having reached at least 70% of the points allocated to soft skills and motivation and at least 70% of the points allocated to technical skills/knowledge and professional experience.

Phase 3 – Establishment of reserve list

Considering the list submitted by the Selection Committee, the Executive Director will establish a reserve list with the most suitable candidates. The reserve list will be valid until 31/12/2023 and may be extended. Inclusion in the reserve list does not guarantee being offered a job.

Prior to a possible job offer, an interview with the Executive Director and/or references check may be arranged.

When such position becomes vacant or needs to be covered, the Executive Director may offer a job to a candidate in the list whose profile best matches EU-OSHA's needs at that time.

6 ENGAGEMENT AND CONDITIONS OF EMPLOYMENT

The contract of employment is pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Union⁷ (CEOS) for a long-term contract of three years as Temporary Agent Function Group AD, grade 6, which may be renewed not more than once for a fixed period of time (5 years). Any further renewal would be for an indefinite period. The jobholder will be subject to a probationary period of 9 months.

The EU-OSHA will be bound to the job offer only where the successful candidate, prior to the contract signature, has:

- provided original or certified copies of all requested documents proving, for instance, their eligibility;
- undergone the compulsory medical examination that establishes they meet the standard of physical fitness necessary to perform the duties involved;
- have informed the EU-OSHA of any actual or potential conflict of interest and has been considered as having no personal interest such as to impair their independence or any other conflict of interest through a specific form.

Job environment

The position is based in Bilbao and staff members are required to reside in Bilbao or its surroundings. The jobholder will work in a multicultural environment where on-going dialogue between management and staff, including representatives of the staff, is regarded as vital.

At EU-OSHA we foster flexible working arrangements and strive for our staff work-life balance. For instance, in accordance with current applicable rules, working time is based on an average of 40-hour working week and we offer part-time work, flexible working hours and teleworking. Teleworking from Bilbao and its surroundings is possible for up to 60% per week. In addition, it is also possible to telework for up to 10 days per year from outside Bilbao and its surroundings.

⁷ The full text is available [here](#).

Pay and welfare benefits

The remuneration of the staff members consists of a **basic salary** and possible allowances paid in Euro weighted down by the correction coefficient for Spain (currently 95.2 %).

Staff **may be** indeed entitled to various **allowances** depending on their personal situation, in particular foreign residence allowance (4% of the basic gross salary) or expatriation allowance (16% of the basic gross salary) and family allowances (such as household allowance, dependent child allowance, pre-school allowance and education allowance).

The salary of the jobholder is subject to a Community tax deducted at source and is **exempt from national tax**. The salary package includes the contributions to the EU social security and pension schemes.

As an indication, the net monthly salary for a Temporary Agent AD6 step 2 (i.e. with 6 years of professional experience after required level of education) is of around 5,400 Euro for an expat, single, and 7,100 Euro for an expat with 2 kids at pre-school.

Under certain circumstances, in particular where the jobholder is obliged to change their place of residence in order to take up employment, the Agency may also reimburse some expenses incurred, notably removal expenses.

Continuity of employment within EU Agencies

Should the successful candidate(s) hold a Temporary Agent 2(f) contract and qualify for a transfer under the terms of the Implementing Rules on the “Engagement and use of Temporary Staff”, the grade bracket that can be accommodated for this position is AD5 – AD7, and the type of post is that of “Administrator”.

7 APPLICATION PROCESS

Commitment to equal opportunities

EU-OSHA is an equal opportunity employer and strongly encourages applications from all candidates who fulfil the eligibility criteria and are interested in the position. EU-OSHA ensures that its selection procedure does not discriminate on the grounds of gender, colour, racial, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, nationality, age, sexual orientation or gender identity.

Application

Candidates must submit the [application form](#) to be downloaded [[here](#)].

Candidates are requested to complete all parts of their application in the main working language of the Agency, which is English and in full. Candidates should assess and check before submitting their application form whether they fulfill all the eligibility and selection criteria laid down in the vacancy notice, particularly in terms of qualifications and relevant professional experience.

The application form must be sent to recruitment@osha.europa.eu by no later than Friday **7/10/2022 at 13h00, Bilbao Time**.

The subject of the e-mail should include the reference of this vacancy (EUOSHA/TA/22/01) and the candidate’s surname.

Once the application form has been submitted, candidates will receive an automatic reply. It is their responsibility to keep the automatic reply as proof of application submission. Should they not receive an automatic reply message, they should notify the Agency by email: recruitment@osha.europa.eu

The Agency regrets that, due to the large volume of applications it receives, only candidates invited to interview will be contacted.

Formal requirements

Candidates must send the duly filled-in application form in English, before the closing date and time, to the email address indicated above.

8 DATA PROTECTION

Personal data shall be processed solely for the purpose of the selection procedure.

The purpose of processing of the data you submit is to manage each application in view of a possible pre-selection and engagement at the Agency.

The lawfulness of the processing is based on [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

9 APPEAL PROCEDURE

If a candidate considers that they have been adversely affected by a particular decision, they can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union at the following address:

The Executive Director
European Agency for Safety and Health at Work
Santiago de Compostela 12 – 5th floor
48003 Bilbao
Spain

The complaint must be lodged within 3 months from the time the candidate is notified of the act adversely affecting him/her.

If the complaint is rejected the candidate may bring a case under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union before:

The General Court of the European Union,
Rue du Fort Niedergrünewald
L-2925 Luxembourg

Appeal to the Ombudsman

It is also possible to complain pursuant to Article 228(1) of the Treaty on the Functioning of the European Union before:

European Ombudsman
1 Avenue du Président Robert Schuman – CS 30403
F- 67001 Strasbourg Cedex

Please note that complaints made to the [Ombudsman](#) have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging, respectively, a complaint or an appeal with the General Court of the European Union.

Any complaint to the Ombudsman must be made within two years of receiving the Agency's final position on the matter.