

Events and Travel Specialist

Unit: Resources Management Services

Reference: ECDC/FGIII/2023/RMS-ETS

Applications are invited for the above Contract Agent post at the European Centre for Disease Prevention and Control (ECDC).

Job description

ECDC plans to recruit two persons for the above-mentioned vacancy.

The Events and Travel Specialist contributes to the accomplishment of the Missions and Meetings objectives to provide client-oriented solutions and a high-performance culture that emphasises efficiency, quality, productivity, and sound financial management.

The Events and Travel Specialist provides services and implements guidelines and standards according to the applicable procedures and regulations.

The jobholder will report to the Group Leader Missions and Meetings.

The Events and Travel Specialist will be responsible in particular for the following areas of work:

- Provision of service to ECDC staff and meeting delegates in their travel and hotel arrangements;
- Liaison with the operational and support units in the development and completion of concepts, prerequisites and requirements for missions and meetings;
- Guidance and support on workflows and procedures on missions and meetings;
- Advice and support on guidelines and rules on travel arrangements;
- Processing of travel requests and mission orders;
- Supporting the development of new or changes to existing IT systems by defining and testing requirements;
- Verification of invoices;

- Drafting of reports;
- Collaboration with ECDC suppliers;
- Registration of travel and financial information into ECDC monitoring systems;
- Filing and archiving in the Missions and Meetings filing system;
- Assisting in ensuring efficient day-to-day operation of the Missions and Meetings office;
- Any other tasks related to his/her area of work as requested or as assigned by the Group Leader, Head of Section or Head of Unit.

Qualifications and experiences required

A. Formal requirements

In order to be an eligible candidate you need to fulfil a set of formal requirements. These requirements are:

- A post-secondary education attested by a diploma, or a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of 3 years¹;
- Thorough knowledge of one of the official EU languages and a satisfactory knowledge of another official EU language to the extent necessary for the performance of his/her duties²;
- Nationality of one of the EU Member States or of Norway, Iceland or Liechtenstein;
- To be entitled to his or her full rights as a citizen³;
- To have fulfilled any obligations imposed by the applicable laws on military service;
- Meet the character requirements for the duties involved; and
- Be physically fit to perform the duties linked to the post.

B. Selection criteria

To qualify for this post we have identified **essential criteria** with regard to professional experience and personal characteristics/interpersonal skills. These are:

Professional experience/knowledge:

- At least 3 years, (following the award of the diploma), of professional experience acquired in positions relevant to the job description, preferably in a multicultural environment;
- Experience in organising business travel and/ or supporting events planning;
- Experience in liaising with external service providers;

1 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 shall be taken into consideration.

2 Candidates with a non-official EU language or English as their mother tongue must provide proof of their level of a second language with a certificate (B1 or more).

3 Prior to the appointment, the successful candidate will be asked to provide a certificate from the police file to the effect of non-existing criminal record.

- Work experience with budgets, invoices and payments, including calculation of costs;
- Experience in supporting the improvement and/or the development of guidelines and procedures;
- Very good knowledge of Microsoft Office, especially Excel and ability to analyse data and tables;
- Excellent level of English, both written and spoken.

Personal characteristics/interpersonal skills:

- Excellent communication skills;
- Very good customer service skills and ability to interact professionally with all levels of staff;
- Ability to work independently as well as in a team;
- Ability to work under pressure, with multiple tasks and with tight deadlines;
- Very good organisational and problem solving skills;
- Quality driven, keen eye for detail and the ability to maintain high standards of accuracy.

Depending on the number of applications received, the selection committee may apply stricter requirements within the aforementioned selection criteria.

Equal Opportunities

ECDC is an equal opportunities employer and encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction on grounds of age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities.

Appointment and conditions of employment

The jobholder will be appointed on the basis of a shortlist proposed by the Selection Committee to the Director. This vacancy notice is the basis for the establishment of the Selection Committee's proposal. Candidates will be requested to undergo written tests. Candidates should note that the proposal may be made public and that inclusion in the shortlist does not guarantee recruitment. The shortlist of candidates will be established following an open selection process.

The successful candidates will be recruited as a contract agent, pursuant to article 3a) of the Conditions of Employment of Other Servants of the European Union, for a period of five years. The contract may be renewed. The appointment will be in **Function Group III**.

Applicants should note the requirement under the EU staff regulations for all new staff to successfully complete a probationary period of nine months.

For any further information on contractual and working conditions, please refer to the Conditions of Employment of Other Servants of the European Communities, which are available at the following link:

<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140501>

The place of employment will be Stockholm, where the Centre has its activities.

Reserve list

A reserve list may be created and used for recruitment, should similar vacancies arise. It will be valid until 31 December of the same year as the application deadline and may be extended.

Application procedure

To apply for this vacancy, please create/ log in to your account via ECDC's e-recruitment system, complete all required sections of the application and submit it. **ECDC does not accept applications submitted by e-mail, mail or any other means.**

The closing date for the submission of applications is on **23 January 2024, 11:59:59** (midday) **Stockholm time**. You are advised to submit your application well ahead of the deadline in case you face technical issues and/or if there is heavy traffic on the website. ECDC will not accept any applications after the deadline. Once you have submitted your application, you will receive an automatic e-mail message confirming receipt of your application. Please ensure that the email address you provide for your applicant account is correct and that you check your email regularly.

You can find an e-recruitment user guide and a guide on the ECDC recruitment and selection process on our website:

<https://ecdc.europa.eu/en/about-us/work-us/recruitment-process>

Due to the large volume of applications received, only candidates selected for interviews will be notified.

You can find the translation⁴ of this vacancy notice in all EU languages here:

<https://www.ecdc.europa.eu/en/about-ecdc/work-ecdc/recruitment/vacancies/vacancy-translations>

⁴ While this vacancy notice has been translated into all official EU languages from its English original the language of day-to-day operations in the Agency is generally English. ECDC therefore prefers to receive the application in English.