ECHA
EUROPEAN CHEMICALS AGENCY

ECHA/TRN/2023/033 – Governance, Strategy and Relations (E1)

The **Governance, Strategy and Relations Unit** works with the management team, units across the Agency, and partners in Institutions, Member States and third countries, benefitting from a variety of professional profiles, experience on the job, trustful ways of working and increasing integration of ECHA's activities to support the Agency in fulfilling its objectives in a coherent, effective and efficient way.

The GSR Unit:

- Enables the Management Board to fulfil its duties, and to provide strong governance and strategic steer to the Agency as a precondition to deliver its mission and vision;
- Provides a support and advice capacity to the management team to navigate through change, uncertainty and risks, promoting compliance and adapting to developing institutional demands;
- Provides corporate management systems and tools, integrating the ISO certified quality scheme with the EU agencies framework for internal control, audits, evaluations, risk management, and performance management;
- Manages an alignment and prioritisation management body and a business network for the main products involved in the Integrated Regulatory Strategy bridging IT and business aspects;
- Manages ECHA's strategic planning and reporting cycles, to deliver on its strategy, plan the resources and activities for existing and new tasks in a consistent, transparent and performance-orientated manner, and reliably report on the outcome;
- Engages with policy stakeholders in European Union Institutions, Member States and other EU agencies to understand their viewpoints and expectations, foster ECHA's reputation, advocate its interests and identify strategic opportunities;
- Liaises with third countries and international organisations to increase the awareness of ECHA's impact, and develop international activities.

Assignment

We are looking for two different profiles. Please indicate in your application which profile you are applying for.

Profile 1

Are you interested in governance and performance with a special focus on corporate planning, monitoring, and reporting (PMR) activities?

Working as part of the PMR team, depending on your background, you can get involved in following type of assignments:

- Drafting the corporate documents, such as the Programming Document and Annual Report
- Definition of Key Performance Indicators for the Agency's activities
- Data analysis and complementing it with summaries and insights
- Follow-up and monitor the progress made in view of the targets set
- Organising meetings, drafting agendas, providing meeting support, drafting minutes
- Actively participating in the teamwork of the Unit and contributing to improving the ways of working

Profile 2

Are you interested in governance with a special focus on quality management and internal control matters? ECHA's Integrated Management System (IMS) is based on the Internal Control Framework of the Commission and it covers quality and environmental management, which conform to ISO 9001 and ISO 14001 standards.

Working as part of the quality and internal control team, depending on your background, you can get involved in the following type of assignments:

- Contribute to the implementation and continual improvement of ECHA's Integrated Management System (IMS)
- Collect and analyse input for the assessment of ECHA's Integrated Management System Framework for the year 2023
- Contribute and participate to the ECHA's Quality Assurance Officers network activities
- Provide support for the ISO re-certification audit preparations and conduct
- Draft documents or internal communication (e.g. for the intranet)
- Organise meetings, draft agendas, provide meeting support, draft minutes
- Actively participate in the teamwork of the Unit and contribute to improving the ways of working

Ideal trainee profile

- Completed university studies at least to bachelor's degree level
- Good knowledge of the European Union and its operative framework;
- Experience in using MS Word, Excel, Outlook, SharePoint;
- Good communication and interpersonal skills;
- Good analytical and problem-solving skills;
- Aptitude for team work;
- Good written and spoken English skills (as this is the working language of the Agency).

<u>Profile 1 specific</u>

- Experience in using reporting tools like Business Objects or PowerBI

<u>Profile 2 specific</u>

- Knowledge of quality management and internal control principles

NOTE: the traineeship is intended to support both the work of the GSR Unit and the personal and professional development of the trainee. We require candidates to use the free text fields of the application to articulate their motivation in applying for this traineeship. They are furthermore invited to indicate their areas of interest from within the Unit's tasks, as a starting point for a dialogue that will continue throughout the traineeship.

Starting Date: 01 September 2023
Duration: 6 months
Deadline for applications: 11 April 2023 at noon 12:00 Helsinki time (11:00 a.m. CET)