

## EUROPEAN DEFENCE AGENCY (EDA)

### Vacancy notice

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<b>Directorate</b>	Capability, Armament and Planning Directorate (CAP)
<b>Vacancy title</b>	Project Officer Command and Control / Electronic Warfare
<b>Contract type</b>	Temporary agent
<b>Group</b>	N.A.
<b>Grade</b>	AD10
<b>Indicative starting date</b>	01/05/2025
<b>Security Clearance</b>	SECRET UE/EU SECRET
<b>Management of staff</b>	N.A.
<b>Location</b>	Brussels
<b>Closing date for applications</b>	20/03/2025

The selection of candidates will follow the EDA Staff Recruitment Procedure. Candidates must apply for this post via the EDA website <http://www.eda.europa.eu - vacancies>. Please note that to make an EDA on - line application you will need to create your EDA profile using a valid e - mail address and a password.

#### 1. BACKGROUND

The European Defence Agency (EDA) was established on 12 July 2004, and is governed by Council Decision (CFSP) 2015/1835 defining the statute, seat and operational rules of the European Defence Agency. The Agency has its headquarters in Brussels.

The main task of EDA is to support the Council and the Member States in their effort to improve the Union's defence capabilities in the field of crisis management and to sustain the Common Security and Defence Policy (CSDP) as it currently stands and as it develops in the future.

The Agency is structured into four directorates. The Corporate Services Directorate (CSD) and three operational directorates: Industry, Synergies and Enablers (ISE); Capability, Armament & Planning (CAP); Research, Technology and Innovation (RTI).

#### 2. THE AGENCY'S WAY OF WORKING

The Agency is an "outward-facing" organisation, constantly interacting with its shareholders, the participating Member States, as well as with a wide range of stakeholders. It works in an integrated way, with multi-disciplinary teams representing all of the Agency's functional areas, to realise its objectives. Its business processes are flexible and oriented towards achieving results. Staff at all levels need to demonstrate the corresponding qualities of commitment, flexibility, innovation, and team-working; to work effectively with shareholders and stakeholder groups, formal and informal; and to operate without the need for detailed direction.

### 3. THE CAPABILITY, ARMAMENT AND PLANNING DIRECTORATE (CAP)

The Capability, Armament & Planning Directorate (CAP) identifies and proposes collaborative opportunities in support of EU capability development priorities.

The Directorate is responsible for planning and conducting capability development based on analysis of military requirements conducted together with Member States within the Capability Development Plan (CDP).

The Directorate coordinates in-house the implementation of the Coordinated Annual Review on Defence (CARD), establishing a regularly updated overview of the European defence capability landscape, in coordination with the European External Action Service (EEAS), including the EU Military Staff (EUMS).

The CAP Directorate implements EDA's secretariat functions to the Permanent Structured Cooperation (PESCO), together with the EEAS, including the EU Military Staff. Within the PESCO secretariat, the Directorate coordinates EDA's assessment of PESCO project proposals from the capability perspective, as well as the National Implementation Plans of PESCO participating Member States and supports PESCO project implementation.

Based on coordinating the results of CDP, CARD and PESCO, the Directorate plans and prepares capability development activities and projects tailored to Member States' needs. These activities span from advice and roadmaps to collaborative capability development projects, including the support to Member States upstream of the European Defence Fund.

The CAP Directorate comprises six Units with the following key areas of activity:

- Air Domain Unit: Air Combat, Air ISR Platforms, Anti-Access/Area-Denial, Air-to-Air Refuelling, Strategic and Tactical Air Mobility
- Cooperation Planning Unit: CDP, CARD, Defence Data
- Land and Logistics Unit: Land platforms, Counter-IED, Personnel Recovery, Military Mobility, Logistics, Medical Support
- Information Superiority Unit: Communication & Information Systems, Surveillance & Reconnaissance, Space, Cyber Defence
- Maritime Unit: Maritime Surveillance, Mine Counter Measures, naval training, harbour protection
- PESCO Unit: PESCO secretariat, assessment and support to project development

### 4. DUTIES

The Project Officer of the Command and Control/Electromagnetic Warfare (EW) (including Communications, Computers, Intelligence, Surveillance, Target Acquisition and Reconnaissance (C4ISTAR), under the supervision of the Head of Unit for Information Superiority, is responsible for identifying, initiating, and managing projects in the C4ISTAR&EW capability areas. In particular, the Project Officer C4ISTAR&EW will be responsible for the following activities:

- work with Member States (MS) and other stakeholders to identify, initiate, coordinate and conduct collaborative activities and projects in C4ISTAR&EW capability areas;
- manage, and if necessary, chair, the Capability Expert Group (CEG C4ISTAR&EW) in C4ISTAR&EW experts' composition and the Capability Planners Group (CPG) on Information, as appropriate, as well as other related working groups, seminars and meetings where the jobholder may provide technical direction and guidance as subject matter expert;
- propose and manage the work plan linked with corresponding priority implementation roadmaps (PIR) that will meet the objectives of the CEG C4ISTAR&EW and justify the associated budgetary/resource requirements;
- ensure the coherence of activity between the CEG C4ISTAR&EW work plan, other Information Superiority Unit CEGs (Space, Cyber) and C4ISTAR&EW-related work streams across the Agency, e.g. CapTech Information technologies,

Hub of European Defence Agency (HEDI);

- interact with relevant external stakeholders such as the European External Action Service, EU Military Staff, operation headquarters, other EU agencies/organisations/institutions, international organisations (NATO) and industry;
- prepare technical specifications for the execution of contracts in support of the CEG C4ISTAR&EW objectives, perform the evaluation of proposals and then as project officer, supervise the implementation of these contracts;
- contribute to the further development and improvement of the Capability Development Plan (CDP), including identifying, promoting and proposing meaningful collaborative opportunities framed under the Coordinated Annual Review on Defence (CARD) within the jobholder's area of responsibility;
- contribute to the development and update of the C4ISTAR and Electromagnetic Support Operations (EMSO) Priority Implementation Roadmaps (PIR) to implement the EU Capability Development Priorities;
- contribute, as appropriate, to the assessment of PESCO project proposals and be ready to provide support and technical assistance to PESCO C4ISR&EW projects upon Member States' request, including seeking synergies among PESCO C4ISR&EW projects;
- contribute, as appropriate, to the assessment of the European Defence Fund (EDF) C4ISR & digital transformation topics of the annual work programmes, including other DG DEFIS-led initiatives related to the jobholder's area of responsibility;
- provide technical advice related to the jobholder's area of responsibility to EU defence-related policies and concepts;
- represent EDA in meetings, conferences and seminars;
- manage information via EDA's tools;
- deputise for the Head of Unit when required;
- take on additional tasks as required in the interest of the service.

Duties may evolve depending on the development of the EDA's structure and activities, and decisions of EDA management.

## 5. ELIGIBILITY CRITERIA

To be considered eligible to take part in this selection procedure, on the closing date for the submission of applications candidates must satisfy all the eligibility criteria as specified below:

- be a national of a Member State participating in the Agency;
- be entitled to their full rights as citizens;
- have fulfilled any obligations imposed on them by the laws concerning military service;
- produce the appropriate character references as to their suitability for the performance of their duties (extract from the "judicial record" or certificate of good conduct will be requested prior to recruitment);
- be physically fit to perform their duties;
- have a thorough knowledge (minimum level C1 oral and written) of one of the languages of the participating Member States and a satisfactory knowledge (minimum level B2 oral and written) of another of these languages to the extent necessary to discharge their duties;
- have no personal interest (financial, family relationship, or other) which could be in conflict with disinterested discharge of their duties within the Agency;
- hold, or be in a position to obtain, a valid Personnel Security Clearance Certificate (national or EU PSC at SECRET UE/EU SECRET level). Personnel Security Clearance Certificate (PSCC) means a certificate issued by a competent authority establishing that an individual is security cleared and holds a valid national or EU PSC, and which shows the level of EUCI to which that individual may be granted access (SECRET UE/EU SECRET), the date of validity of the

relevant PSC and the date of expiry of the certificate itself. Note that the necessary procedure for obtaining a PSCC can be initiated on request of the employer only, and not by the individual candidate;

- have a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years or be a graduate of a national or international Defence College; or where justified in the interests of the service, professional training of an equivalent level.

Only diplomas that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities in the said Member States shall be taken into consideration. In the latter case, the authority authorised to conclude contracts of employment reserves the right to request proof of such equivalence.

For diplomas awarded in non-EU countries, a NARIC recognition is required: <https://www.enic-naric.net/>

Qualifications/diplomas awarded until 31/12/2020 in the United Kingdom are accepted without further recognition. For diplomas awarded after this date (from 01/01/2021), a NARIC recognition is required.

For native English speakers, your ability to communicate in another EU language will be tested during the selection process. To assess your foreign language levels, see: <https://europa.eu/europass/en/common-european-framework-reference-language-skills>

## 6. SELECTION CRITERIA

### A. Essential

Only applications meeting all essential selection criteria will be assessed.

#### (1) Professional

Candidates will be required to demonstrate the following qualifications:

- a University degree (or equivalent academic degree) in a field relevant to the post (i.e. Information Technology, Telecommunications etc.);
- at least 8 years of professional experience relevant for the fields of military C4ISTAR and EW as per the DUTIES section, acquired after the award of the minimum qualification required as a condition of eligibility;
- experience of national and multilateral capability development;
- proven professional experience in managing a diverse project portfolio;
- a good understanding of EDA's main tasks and functions, and the wider EU defence landscape especially in the areas of command and control, and CIS for EU-led crisis management;
- competence in drafting and presenting conceptual, briefing and decision-making papers;
- a track record in delivering successful business outcomes;
- very good command of written and oral English.

#### (2) Personal

All staff must be able to fit into the Agency's way of working (see para. 2). Other attributes important for this post include:

- genuine commitment to the Agency's objectives;
- ability to work in a team;
- strong results-orientated approach to projects;
- flexibility and innovativeness;
- strong conceptual and analytical skills;
- good communication skills.

## B. Desirable

The following will be considered an advantage:

- hold a (recognised) Project Management qualification;
- experience in defence planning.

## 7. INDEPENDENCE AND DECLARATION OF INTEREST

Selected candidates will be required to make a declaration of commitment to act independently in the Agency's interest and to make a declaration in relation to interests that might be considered prejudicial to their independence.

## 8. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The Project Officer Command and Control / Electronic Warfare will be appointed by the Chief Executive.

Recruitment will be as a member of the temporary staff of the Agency for a four-year period. Renewal is possible within the limits set out in the EDA Staff Regulations. The successful candidate will be recruited as Temporary Agent, grade AD10.

The pay for this position consists of a basic salary of 10.949,54€ supplemented with various allowances including, as applicable, expatriation or family allowances. Successful candidates are graded on entry into service according to the length of their professional experience. Salaries are exempted from national tax, instead an Agency tax at source is paid. For further information on working conditions please refer to: <https://eda.europa.eu/jobs/what-we-offer>

Failure to obtain the requisite security clearance certificate before the expiration of the probationary period may be cause for termination of the contract.

Candidates are advised that part of the recruitment process includes medical analyses and physical check-up with the Agency's Medical Adviser.

Applications are invited with a view to establish a reserve list for the post of Project Officer Command and Control / Electronic Warfare at EDA. This list will be valid until 31/12/2026, and may be extended by decision of the Chief Executive. During the validity of the reserve list, successful candidates may be offered a post in EDA according to their competences in relation to the specific requirements of the vacant post. Inclusion on the reserve list does not imply any entitlement of employment in the Agency.

## 9. EQUAL OPPORTUNITIES

EDA is an equal opportunities employer and accepts applications without distinction on the grounds of age, race, political, philosophical or religious conviction, sex or sexual orientation and regardless of disabilities, marital status or family situation.

## 10. APPLICATION PROCEDURE

Candidates must submit their application electronically solely via the EDA website. Applications by any other means (hard copy or ordinary e-mail) will not be accepted. Applications must be submitted no later than midnight. Candidates are reminded that the on-line application system will not accept applications after midnight (Brussels time, GMT+1) on the date of the deadline.

When applying, candidates from Ministries of Defence or other governmental entities are encouraged to inform their national administration.

A selection panel will be appointed. Please note that the selection panel's internal proceedings are strictly confidential and that any contact with its members is forbidden.

Each application will be screened based on the requirements of the job profile stated in the vacancy notice. The most

suitable applicants will be called for an interview and a written test. Candidates may also be requested to take part in an assessment centre, participating in a number of individual and group activities related to the competences required for the post.

If recruited, you will be requested to supply documentary evidence in support of the statements that you make for this application. Do not send any supporting or supplementary information until you have been asked to do so by the Agency.

Please note that once you have created your EDA profile, any correspondence regarding your application must be sent or received via your EDA profile. For any prior enquiry, please refer to the FAQ (Frequently asked questions) section, or send an e-mail to [recruitment@eda.europa.eu](mailto:recruitment@eda.europa.eu).

EDA will not accept any phase of the selection & recruitment process prepared or assisted, in whole or in part, by means of generative artificial-intelligence (AI) tools, including and without limitation to chatbots, such as Chat Generative Pre-trained Transformer (Chat GPT), or other language generating tools.

EDA reserves the right to screen applications to identify the use of such tools. All applications prepared, in whole or in part, by means of such generative or creative AI tools may be rejected without further consideration at EDA's sole discretion, and EDA reserves the right to take further steps in such cases as appropriate.

## 11. DATA PROTECTION

Please note that EDA will not return applications to candidates. The personal information EDA requests from candidates will be processed in line with Regulation (EU) N° 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, and repealing Regulation (EC) 45/2001 and Decision No. 1247/2002/EC.

The purpose of processing personal data which candidates submit is to manage applications in view of possible pre-selection and recruitment at EDA. More information on personal data protection in relation to selection and recruitment can be found on the EDA website: <http://www.eda.europa.eu/jobs/dataprotection>