

EUROPEAN DEFENCE AGENCY (EDA)

Vacancy notice

Directorate	Corporate Services Directorate
Vacancy title	HR Assistant
Contract type	Temporary agent
Group	N.A.
Grade	AST5
Indicative starting date	01/12/2025
Security Clearance	SECRET UE/EU SECRET
Management of staff	N.A.
Location	Brussels
Closing date for applications	02/09/2025

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 CORPORATE SERVICES DIRECTORATE

The Corporate Services Directorate (CSD) provides critical business support to EDA operations by delivering high-quality corporate services under seven dedicated organizational elements, namely: Human Resources; Procurement and Contract Management; Finance; IT and Information Management, Security, Legal and Infrastructure. Additionally, the Record Manager is responsible for the effective management of information produced and/or received by the organisation. CSD processes are geared towards efficient and optimal use of resources, leveraging good practice and technological solutions while ensuring sound financial management, transparency and accountability; outward focus and commitment to continuous improvement are the hallmarks of CSD.

4. DUTIES

We are looking for a highly skilled, autonomous and enthusiastic HR professional. The successful candidate will join a small but dynamic and dedicated HR team covering the full spectrum of HR activities and will have opportunity for professional growth.

Under the supervision of the Head of HR Unit, the jobholder will assist with the day-to-day HR operations, covering relevant administrative functions and duties along the employee lifecycle. Overall, the jobholder will provide support and contribute to the correct and effective implementation of HR processes, in accordance with EDA procedures and regulations and towards the achievement of the Agency's objectives. More specifically, the HR Assistant will be responsible for/contribute to the following activities:

Onboarding and individual rights

- plan and organise the onboarding process of newcomers;
- support and guide newcomers on administrative matters related to their installation (e.g. housing, schooling, removals) and provide information on statutory rights (e.g. financial entitlements, privileges);
- prepare and verify recruitment-related documents, such as grading and employment contracts, recruited candidates' declaration of conflict of interest;
- liaise with the European Commission Pay Master Office (PMO) regarding staff financial entitlements;
- control and verify monthly payroll data for Temporary and Contract Agents; calculate allowances for Seconded National Experts and trainees; and ensure accurate encoding in the financial tool;
- contribute to HR budget planning, monitoring, and reporting on salaries-related expenditures, in close liaison with the HR Budget Officer;
- process pension files of departing staff in line with applicable regulations and ensure the accurate maintenance of pension-related data.

Administration and support

- provide an excellent and swift service to all staff on HR/administrative matters;
- draft and disseminate HR-related communications in areas of responsibility;
- contribute to the drafting, revision, streamlining, and implementation of HR rules, procedures, and internal guidelines, ensuring legal compliance and accuracy;
- support the maintenance of electronic HR systems and tools (e.g. Sysper, NDP), internal databases, documents and records management, to ensure accuracy and up-to-date information;
- ensure secure and structured management of staff files, shared mailboxes, and SharePoint environments, in line with data protection requirements.
- contribute to the availability of human capital through regular participation in selection panels;
- contribute to HR metrics and reports for internal and external stakeholders

- act as operational initiator for financial and procurement procedures linked to HR activities;
- lead or contribute to HR projects in areas of responsibility (e.g. onboarding additional SYSPER modules).

The jobholder may take on additional tasks as required in the interest of the service.

Duties may evolve according to the development of the EDA's structure and activities, and the 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 post-secondary education attested by a diploma or a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

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 qualification) in Human Resources, Social/Political Sciences, (Organisational) Psychology, Public/Business Administration, or other related field;
- at least nine (9) years of professional experience in an international environment (acquired after the award of the minimum qualification required as a condition of eligibility), including at least six (6) years of experience directly relevant to the tasks described under section "5. DUTIES";
- proven knowledge of and experience in onboarding newcomers and applying HR regulations related to individual/financial rights, preferably in an EU Institution, Agency or Body;
- proven experience and ability to draft, revise, and streamline procedures and guidelines, and to ensure their effective implementation;
- advanced knowledge of MS Office applications (Excel, SharePoint, Outlook etc.) and proven experience in the management and optimisation of HRM tools;
- a very good command of written and spoken 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:

- ability to work in a team;
- proactivity, reliability and capacity to work under pressure with little supervision;
- strong analytical and problem-solving skills;
- excellent interpersonal skills;
- customer service, results-orientation and strong motivation;
- flexibility and innovativeness;
- discretion, confidentiality and tact;
- genuine commitment to the Agency's objectives.

B. Desirable

The following will be considered an advantage:

- familiarity with the EU Staff Regulations (SR) and Conditions of Employment of Other Servants of the European Union (CEOS);
- familiarity with financial and budgetary procedures linked to HR activities;
- experience using SYSPER, NDP, ABAC, SUMMA.

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 FOR TEMPORARY AGENTS AT EDA

EDA, whose staff are governed by its own Staff Regulations, offers specific conditions of employment with regards to contract duration and pension arrangements.

CONTRACT DURATION

The HR Assistant will be appointed by the Chief Executive. Recruitment will be as a member of the contractual staff of the Agency for a 4-year period. Renewal is possible only once for an additional period of 4 years, within the limits set out in the EDA Staff Regulations. The successful candidate will be recruited as Temporary Agent, grade AST5. In line with EDA's Staff

Regulations, the Agency does not offer inter-Agency mobility.

FINANCIAL ENTITLEMENTS

The pay for this position consists of a basic salary of 5.973,44€ 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.

PENSION ARRANGEMENTS SPECIFIC TO EDA

Prospective staff members considering a career at the European Defence Agency (EDA) should be aware that EDA has its own pension provisions and is not part of the EU institutions' pension scheme (PSEUI).

In addition, EDA staff have several flexible options regarding their pension contributions at the end of their contract, under certain conditions, such as:

- transfer to a public pension scheme;
- transfer to a private pension scheme;
- direct payment as a severance grant.

For further information on working conditions please refer to: <https://eda.europa.eu/jobs/what-we-offer>

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

Applications are invited with a view to establish a reserve list for the post of HR Assistant 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.

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. 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.

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.

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.

If recruited, candidates will be requested to supply documentary evidence in support of the statements made in their application. They should not send any supporting or supplementary information until asked to do so by the Agency. Candidates are advised that part of the recruitment process includes medical analyses and physical check-up with the Agency's Medical Adviser.

Staff members employed at EDA require a Personnel Security Clearance Certificate (PSCC). The process to obtain a PSCC can be initiated only by EDA on behalf of the staff member. Failure to obtain the requisite security clearance certificate before the expiration of the probationary period may be cause for termination of the contract.

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>