

**EUROPEAN DEFENCE AGENCY
(E D A)**

**Vacancy notice
(Agency's Temporary Staff)**

Post:	Project Officer Aviation/Air-to-air Refueling
Type of post :	Temporary agent post
Grade :	AD11
Management of staff:	N.A.
Location:	Brussels
Indicative starting date:	1 October 2016
Level of Security Clearance:	SECRET UE/EU SECRET

Closing date for applications	26 May 2016
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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 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 the 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. Three operational directorates: Cooperation Planning & Support; Capability, Armaments & Technology; and European Synergies & Innovation and the Corporate Services Directorate.

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 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 & TECHNOLOGY DIRECTORATE

The Capability, Armament & Technology directorate prepares the programmes of tomorrow by maximising synergies between capabilities, armaments and Research & Technology. The directorate brings together the Agency's work in the areas of: Information Superiority (Communication & Information Systems, Surveillance & Reconnaissance, Space, Cyber Defence; Air (Remotely Piloted Aircraft Systems, Air-to-Air Refuelling, airlift and aerial systems technologies); Land (Counter-IED, armoured systems, camp protection and land systems technologies); Maritime (Maritime Surveillance, Mine Counter Measures and naval systems technologies); and the Joint domain (mobility, transport, medical and Ammunition). Particular attention is given to identifying future Critical Defence Technologies needed to support military capabilities.

4. DUTIES

The Project Officer Aviation – Air-to-Air Refueling (AAR) will address primarily issues related to defence capability development in the AAR domain. As from the start of his mandate he/she will be responsible to further developing existing work strands as well as identifying new

challenges, chairing meetings and working groups as well as providing advice to the Agency's management, up to the Chief Executive in his/her domains of expertise.

Background and experience should allow him/her to articulate any other air related topic, mainly regarding fixed wing assets.

Under the supervision of the Capability Armament & Technology Director and of the Head of Unit Air Domain, the Project Officer Aviation – Air-to-Air Refueling is responsible in particular for the following activities:

- implement EDA's 3 year planning framework in the air domain;
- foster defence cooperative activities among Member States in the air domain, in particular investigating collaborative opportunities in the AAR domain;
- coordinate all actions within EDA in relation to the AAR Capability;
- be the primary EDA point of contact for AAR activities, providing expertise both internally and externally;
- chair the EDA Project Team AAR;
- in support of the MMF Programme:
 - provide infrastructure and secretariat support (as required) to all-related meetings;
 - provide expertise support to OCCAR and NSPA led activities;
 - provide EDA management with full understanding of the project development in order to ensure an efficient coordination;
- in support of the development of the A400M AAR capability:
 - provide expertise support to OCCAR and pMS;
 - develop proposals for cooperative initiatives;
 - maintain a dialog with the EATC for fielding activities;
 - coordinate a multinational approach to the receiver clearance process;
- contribute to the AAR policy development in particular in liaising with the ARSAG community and the JAPCC;
- develop proposals for non-AAR equipped countries;
- follow closely airlift activities conducted within the Unit;
- take on additional tasks as required in the interest of the service.

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

All these activities require strong and effective coordination with a large variety of actors, like the participating Member States, the EUMC, the EUMS, other Council bodies, different Directorates of the EU Commission, international organisations (EATC, EAG, NATO, NSPA, JAPCC, MCCE, etc.) and industries as appropriate.

5. QUALIFICATIONS AND EXPERIENCE REQUIRED

a. Conditions for eligibility

General

- be a national of a Member State participating in the Agency;
- be entitled to his/her full rights as a citizen;
- have fulfilled any obligations imposed on him/her by the laws concerning military service;
- produces the appropriate character references as to his/her suitability for the performance of his/her duties;
- be physically fit to perform his/her duties;
- have a thorough knowledge of one of the languages of the participating Member States and a satisfactory knowledge of another of these languages to the extent necessary to discharge his/her duties;
- have no personal interest (financial, family relationship, or other) which could be in conflict with disinterested discharge of his/her duties within the Agency;
- hold 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 (CONFIDENTIEL UE/EU CONFIDENTIAL or above), 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.

b. Essential selection criteria

(1) Professional

The candidate shall mostly have proven records as an AAR aircrew. It is also highly desirable that the candidate has complementary experience as a fixed wing air combat aircrew.

The candidate will be required to demonstrate that he/she is a qualified fixed wing aviator and has:

- a minimum of 10 years of active flight duties in military aviation;
- thorough knowledge of European AAR issues and challenges;
- knowledge of EDA's AAR work;
- thorough understanding of EU institutions and how they function;
- thorough knowledge of the following entities: EAG, EATC, EUMS, JAPCC, MCCE, NATO, NSPA and their role in the air domain;
- proven writing and speaking skills in English;
- good understanding of capability development;
- track record of management experience (organisation of meetings, workshops, seminars, projects);
- very good ability to use advanced IT tools at moderator's level.

Other attributes important for this post include:

- instructor Pilot, Tactics Instructor, Weapons Instructor or Air-to-Air Refueling Instructor;
- operational experience in national or multinational operations centres;
- command experience;
- participation to EDA or NATO Airlift and/or AAR working groups;
- multinational experience in an EU or NATO organisation or headquarter.

(2) Personal

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

- ability to work in team;
- **leadership and management skills with a proven ability to lead multinational teams;**
- results-orientation, and strong motivation;
- flexibility and innovativeness;
- conceptual, interpersonal, and analytical skills;
- genuine commitment to the Agency's objectives.

c. Desirable

- a minimum of 12 years of professional experience acquired after the award of the qualification.

6. INDEPENDENCE AND DECLARATION OF INTEREST

The Project Officer Aviation/Air-to-air Refueling 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 his/her independence.

7. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The Project Officer Aviation/Air-to-air Refueling will be appointed by the Chief Executive, upon recommendation of the Chairman of the Selection Committee.

Recruitment will be as a member of the temporary staff of the Agency for a four-year period (unless a shorter period is mutually agreed between the parties). Renewal is possible within the limits set out in the EDA Staff Regulations. The successful candidate will be recruited as AD11.

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 an Agency's Medical Adviser.

Applications are invited with a view to establishing a reserve list for the post of Project Officer Aviation/Air-to-air Refueling at the EDA. **This list is valid until 31/12/2017, 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 the 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.

8. EQUAL OPPORTUNITIES

The 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.

9. 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.

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

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.

10. 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 (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. 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>