

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

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

Post:	Head of Unit Preparatory Action
Type of post :	Temporary agent post
Grade :	AD13
Management of staff:	YES
Location:	Brussels
Indicative starting date:	1 September 2016
Level of Security Clearance:	SECRET UE/EU SECRET

Closing date for applications	13 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 EUROPEAN SYNERGIES AND INNOVATION DIRECTORATE

The European Synergies & Innovation Directorate acts as an interface between defence ministries and wider EU policies that have implications for defence. It promotes and supports innovative research, coordinates and promotes EDA actions in the area of dual-use research and, as requested by its Member States, works in support of them and the European Commission on the setting up of the Preparatory Action for CSDP-related research. The directorate is also responsible for market & industry related questions such as policies, analysis and support, as well as strategic foresight and assessment, for the benefit of all the agency. In addition, the directorate has a coordination role of the Agency's energy and environmental activities as well as Space policy activities.

4. DUTIES

As a Head of Unit he/she is directly accountable to the Director of ESI for the functioning of Unit Preparatory Action (PA). He/she is

responsible for the following activities:

- lead and manage the integrated teamwork in the area of responsibility assigned to the PA Unit, including among others planning and organizing the resources (particularly during the first year during which the unit will have to be built up), taking care of improving relevant skills and knowledge, setting priorities and objectives and acting as line manager;
- lead and manage the EDA work to set-up and implement the Preparatory Action in the field of Defence Research as well as to implement the Pilot Project in the field of Defence Research;
- ensure the transversal way of working and coordination with the other Units and Directorates within the Agency, and, in particular, all the EDA CapTech moderators;
- **interact with Member States, the European Commission (and potentially other relevant International Organizations such as ESA or NATO), industry and research institutes in the areas of responsibility assigned to the PA Unit;**
- through appropriate consultation and engagement with Member States, Industry and RTOs, prepare strategies and policies promoting the best consistency between the topics covered by the Preparatory Action, the outcome of the projects funded and the Defence Capability and Research Priorities;
- chair workshops or working groups, speaking or moderating sessions in conferences;
- take on additional tasks as required in the interest of the service.

When taking over the Deputy Director's role (planned on 1/10/2017), additional duties will include:

- ensure the performance of the tasks of ESI and guarantee the overall coherence of its work as well as cooperation and coordination within ESI and with other EDA Directorates;
- support the Director in the overall management of the Directorate and in sustaining appropriate links and coordination with relevant EU bodies, Member States and industry and deputise in his/her absence;
- coordinate the drafting of notes, briefings, presentations, Steering Board documents, etc. requested to the directorate.

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

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, or be in the 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 (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 will be required to demonstrate that he/she has:

- a proven experience in the management of teams and projects, including financial, procurement and human resources aspects;
- familiarity with the defence international environment, in particular at EU level ;
- **knowledge/experience in Research and Technology and in international R&T collaboration in defence domain ;**
- understanding of the EDA's main tasks and functions;
- mastering of oral (e.g. interventions in conferences) and written (e.g. drafting of strategic plans or articles) communication in English;

- familiarity with programmes and policies of the European Commission in the Industry and R&T fields;
- a track record of delivering successful business outcomes;
- a sound practical management experience;
- experience of leading organisational and process change.

(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:

- excellent management skills;
- strong sense of duty and responsibility;
- team-working and networking abilities in an international environment;
- results-orientation and strong motivation;
- flexibility and innovativeness;
- genuine commitment to the Agency's objectives;
- excellent communication skills.

c. Desirable

- a minimum of 15 years of professional experience acquired after the award of the qualification;
- background in several scientific or technological areas of interest for defence;
- specific knowledge of defence capability and research prioritisation processes;
- familiarity with recent European developments at political level relating to defence capabilities, industry and, especially, research;
- knowledge of European Defence Technological and Industrial Base and European Defence Equipment Market.

6. INDEPENDENCE AND DECLARATION OF INTEREST

The Head of Unit Preparatory Action 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 Head of Unit Preparatory Action 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 AD13.

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 Head of Unit Preparatory Action 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>