

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

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

Post:	Head of Unit Land and Logistics
Type of post :	Temporary agent post
Grade :	AD12
Management of staff:	YES
Location:	Brussels
Indicative starting date:	1 September 2016
Level of Security Clearance:	SECRET UE/EU SECRET

<b>Closing date for applications</b>	<b>13 May 2016</b>
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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**

Under the direction of the Capability, Armament and Technology Director, the Head of Unit 'Land and Logistics' will be responsible for the following activities:

- contribute to the further development and improvement of the Capability Development Plan (CDP) including analysis of capability requirements, identifying, promoting and proposing collaborative projects within his/her area of responsibility;
- prepare strategies and policies for increasing cooperation and strengthening of defence R&T and the Technological/Industrial Base in his/her assigned area of responsibility;
- manage a team, in particular by taking care of improving relevant skills and knowledge, setting priorities to optimize the workload of the staff, managing duties, missions and absences as well as providing guidance for the coherent and harmonized conduct of different activities aimed at delivering support to EDA pMS in the domains of Joint and Land;
- maintain appropriate management links and interaction with all relevant stakeholders including EU agencies/organisations, Member States and industry: chair respective meetings with Member States and other stakeholders, such as the European Commission, the EEAS (European External Action Service); contribute to the knowledge and assessment of the pMS capabilities in domains of responsibility; Establish contacts at staff-to-staff level with NATO Organizations and Agencies to promote collaboration and de-confliction of activities;
- prepare and follow up the CAPTECHs related to Land and Joint Ammunition and Logistic Support, ensuring that the results can be used for the relevant decision making bodies in the R&T sector;
- prepare and follow up meetings of the CAP PoCs in assigned area of responsibility in a cross-domain and cross-directorate approach, ensuring that organizational and administrative work is completed to be used as preparatory work for Steering Boards; support the CAT Director in the preparation of the Steering Board meetings; supervise Project Teams (PTs) and Ad Hoc Working Groups related to Land and Joint Ammunition and Logistic Support; steer related Ad Hoc Projects;
- chair and represent EDA in meetings, conferences and seminars;
- ensure the coherence of activities within his/her Unit and maintain coordination with other Heads of Unit within the Agency to facilitate transversal work, share and harmonize best practices and monitor the coherence of activities within EDA;
- supervise and coordinate the projects / research studies / activities assigned to the Unit in terms of project management, contract and budget management, relevance of outsourced studies, assessment of pMS capabilities, moderation & organisation of relevant EDA ECP workspaces;
- contribute to the definition and implementation of effective working methods and processes for the development of R&T and ARM activities within the EDA framework;
- keep an overview of EDA's activities and positioning in his/her area of responsibilities, especially to support EDA Top Management, Strategy & Policy and Media & Communication activities;
- **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. QUALIFICATIONS AND EXPERIENCE REQUIRED

### a. Conditions for eligibility:

#### (1) General

- be a national of a Member State participating in the Agency;
- be entitled to his/her rights as a citizen;
- have fulfilled any obligations imposed on him/her by the laws concerning military service;
- produce 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 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;
- 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.).

### b. Essential selection criteria

#### (1) Professional

The candidate will be required to demonstrate that he/she has:

- a thorough understanding and a professional experience of the challenges related to Land and Logistics support in crisis

- management operations;
- knowledge and professional experience of capability development;
- familiarity with the defence international environment (especially with CSDP);
- understanding of the EDA's main tasks and functions
- a track record of delivering successful business outcomes;
- experience of leading organisational and process change;
- a sound practical management experience;
- a very good knowledge of English.

## **(2) Personal**

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

- ability to work in a team;
- ability to work effectively in a multinational environment;
- good leadership and management skills;
- results-orientation, and strong motivation;
- flexibility and innovativeness;
- genuine commitment to the Agency's objectives;
- good communication skills.

## **c. Desirable**

The following will be considered an advantage:

- a minimum of 15 years of professional experience acquired after the award of the qualification;
- experience as a Desk Officer or Branch Head in a national MoD;
- experience as a Commanding Officer;
- experience in the international environment of the EU, NATO, OSCE or UN;
- experience in missions or operations either in EU or NATO.

## **6. INDEPENDENCE AND DECLARATION OF INTEREST**

The Head of Unit Land and Logistics 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 Land and Logistics 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 AD12.

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 Land and Logistics 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](mailto: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>