

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

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

Post:	Programme Management and Corporate Projects Officer
Type of post :	Temporary agent post
Grade :	AD10
Management of staff:	N.A.
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 CORPORATE SERVICES DIRECTORATE

The Corporate Services Directorate manages the human resources, finance, legal, procurement and contract activities, as well as information technology, infrastructure and security, and corporate projects to ensure the smooth and efficient functioning of EDA.

4. DUTIES

The European Defence Agency (EDA) is currently developing a new knowledge sharing framework to enhance transparency across all EDA activities. The main objectives are to create and maintain a corporate memory, to harmonise EDA's project management processes, to help the EDA's project officers in their daily project management activities and to provide management information across the full spectrum of EDA's activity portfolio. A key pillar is the new Programme and Project Management (PPM) tool which will be critical in the support of EDA core activities. Under the guidance of the Director Corporate Services, the Corporate PMO Officer's role is to:

- Lead the Project Management Office and act as the focal point for best practice in project management across the Agency;
- **Provide guidance and direction to project and programme teams, both for internal EDA activities and external facing work;**
- Apply appropriate project, programme and portfolio management frameworks for the management of projects across the EDA;
- Define and improve project, programme and portfolio management processes, practices and tools used within the Agency and maintain related documentation;
- Introduce and promote the adoption of the Agency's new PPM system, providing guidance and support where necessary. After successful implementation, provide business process advice on the system and how it should be operated;
- Provide reports in a format and at a frequency as directed to enable the effective management of projects within EDA;
- Promote the use of correct project documentation throughout all project phases;
- Liaise with Project Officers across the Agency to make sure their scope of activities is correctly understood and reflected into the PMO process management;
- Provide regular project status reports to the AMB in a format and at a frequency as directed;
- Provide advice and guidance on Project Management issues within the Agency as required and;
- 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.

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 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 (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 consistent track record of successful project delivery, including at least 5 years of programme/portfolio management;
- a full understanding of the role of the Project, Programme and Portfolio Manager and the ability to implement and support these functions within the overall Agency framework to shape the project, programme and portfolio structure and reporting requirements;
- qualification in and experience with the use of project and/or programme management tools templates and processes from both an operational and reporting perspective (Microsoft Project is essential);
- a thorough knowledge of standard project management models and possess a recognised Project Management qualification (eg Prince 2, APMP);
- a very good knowledge of 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:

- excellent communication and presentational skills, both written and oral;
- ability to work independently and collaboratively;
- ability to work effectively in a multicultural environment;
- proven ability to present complex information in an easily understandable way; communicating in plain English and avoiding unnecessary jargon;
- flexibility and innovativeness;

- a genuine commitment to the Agency's objectives.

c. Desirable

The following will be considered an advantage:

- a minimum of 9 years of professional experience acquired after the award of the qualification;
- experience of Project/Programme management in an international/defence environment.

6. INDEPENDENCE AND DECLARATION OF INTEREST

The Programme Management and Corporate Projects Officer 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 Programme Management and Corporate Projects Officer 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 AD10.

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 Programme Management and Corporate Projects Officer 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>