

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

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

Post:	Project Officer Defence Cooperation Information Management
Type of post :	Contractual Agent
Function group :	III
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	9 September 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 CPS

The Cooperation Planning & Support (CPS) Directorate focuses on the early identification of requirements at European level and the through-life aspect of capabilities. The directorate is responsible for capability planning through the Capability Development Plan and the Cooperative Programme Database, and Pooling & Sharing including the Code of Conduct. It is also responsible for key enablers to support defence cooperation and enhance interoperability: military airworthiness, standardisation and certification, and education and training. In addition, the directorate provides support to CSDP military and civilian operations and missions and EU Battlegroups, at the request of their Member States.

The CPS Directorate also supports the Member States in identifying operational and financial consequences, as well as opportunities, that SESAR (Single European Sky ATM Research programme) may bring to European air forces and facilitates the coordination of military views in this context. The directorate also acts as the military interface for the EU institutions (e.g. European Commission/DG MOVE, EASA), as well as other SESAR related bodies (e.g. SESAR Deployment Manager, SESAR Joint Undertaking), on SES (Single European Sky) related issues.

In the wider context of military aviation, the CPS Directorate supports the Member States in their efforts to operate RPAS in non-segregated airspace and in harmonizing military aviation safety issues.

4. DUTIES

Under the supervision of the Head of Unit Cooperation Planning the Project Officer Defence Cooperation Information Management will:

- 1 support the work on the Collaborative Database (CODABA), by managing associated databases, including the management of electronic workspaces on the EDA Collaboration Platform (ECP) in order to facilitate the exchange of Member States' information on collaborative opportunities and contributing to the requirements definition for the future development of the software tools;
- 1 support the work on the Defence Policy Database (DPOL), by managing the associated database, including the management of electronic workspaces on the EDA Collaboration Platform (ECP);
- 1 support the management of other databases in support of the work on the Capability Development Plan (CDP);
- 1 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

- 1 be a national of a Member State participating in the Agency;
- 1 be entitled to his/her full rights as a citizen;
- 1 have completed any obligations imposed on him/her by the laws concerning military service;
- 1 produce the appropriate character references as to his/her suitability for the performance of his/her duties;
- 1 be physically fit to perform his/her duties;
- 1 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;
- 1 have no personal interest (financial, family relationship, or other) which could be in conflict with disinterested discharge of his/her duties within the Agency;
- 1 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.);
- 1 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.

b. Essential selection criteria

(1) Professional

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

- 1 a Bachelor degree in a field relevant to the duties of the position;
- 1 **familiarity with the international defence environment;**
- 1 experience in defence cooperation (at least 6 months);
- 1 knowledge in capability development;
- 1 experience in operating databases and software management, including in a SharePoint environment;
- 1 proficiency in operating statistical software;
- 1 proficiency in the use of graphics, charts and other statistics presentational aspects (knowledge of MS Excel and PowerPoint being a minimum requirement);
- 1 excellent knowledge of English.

For reasons related to the Agency's operational requirements, the candidate will be required to be available at short notice for the job.

(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:

- 1 ability to work in a team, in an international environment;
- 1 strong conceptual, compositional, interpersonal, and analytical skills.
- 1 good administrative and organisational skills;
- 1 good drafting skills;
- 1 flexibility, tact, and a strong sense of duty and responsibility;
- 1 results-orientation and strong motivation;
- 1 accuracy and dependability;
- 1 negotiating and communication skills;

- 1 genuine commitment to the Agency's objectives.

c. Desirable

The following would constitute additional assets:

- 1 familiarity with Pooling & Sharing (P&S);
- 1 familiarity with the Capability Development Plan (CDP) and the Collaborative Database (CODABA);
- 1 a track record of delivering successful business outcomes.

6. INDEPENDENCE AND DECLARATION OF INTEREST

The Project Officer Defence Cooperation Information Management 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 Defence Cooperation Information Management will be appointed by the Chief Executive, upon recommendation of the Chairman of the Selection Committee.

Recruitment will be as a member of the contractual 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 group III.

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 Defence Cooperation Information Management 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.

When applying, candidates from Ministries of Defence or other governmental entities are encouraged to inform their national administration.

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