

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

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

Post:	Head of Unit Industry Strategy and Wider EU Policies
Type of post :	Temporary agent post
Grade :	AD12
Management of staff:	Yes
Location:	Brussels
Indicative starting date:	1 October 2017
Level of Security Clearance:	SECRET UE/EU SECRET

<b>Closing date for applications</b>	<b>30 March 2017</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 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 Industry Strategy and wider EU policies (ISP). He/she is responsible for the following activities:

- lead and manage the integrated teamwork in the area of responsibility assigned to ISP;
- ensure the transversal way of working and coordination with the other Units and Directorates within the Agency;
- manage a team, in particular by taking care of improving relevant skills and knowledge, setting priorities to optimize the workload of staff, managing duties, missions and absences;
- keep a strategic overview within his/her area of responsibility;



- interact and ensure close relations with Member States, relevant EU agencies/organizations (especially the European Commission) and industry in his/her area of responsibility;
- pursue coherence with and assess wider EU policies and their implications on the defence market and industries with the view of developing synergies and greater complementarities with them, bringing defence specificities to the attention of EU policy makers and, when applicable, supporting their implementation in the defence domain;
- assess and evaluate short-, mid- and long-term developments and trends impacting EDTIB and EDEM;
- develop strategies, policies and other measures for increasing cooperation, strengthening the EDTIB and for improving the efficiency and competitiveness of the EDEM;
- take on additional tasks as required in the interest of the service.

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

- 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;
- 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 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, with experienced senior staff;
- familiarity with the defence international environment, in particular at EU level ;
- excellent knowledge/experience as well as strategic vision of EDEM as well as on EDTIB ;
- understanding of the EDA's main tasks and functions;
- excellent knowledge of regulations, programmes and policies of the European Commission in the Industry and market;
- experience in working in defence-related international organizations and/or environment;
- mastering of oral (e.g. interventions in conferences) and written (e.g. drafting of strategic plans or articles) communication in English;
- 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;
- knowledge and experience in defence procurement policies, practices and procedures.

## 6. INDEPENDENCE AND DECLARATION OF INTEREST



The Head of Unit Industry Strategy and Wider EU Policies 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 Industry Strategy and Wider EU Policies 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 Industry Strategy and Wider EU Policies at the EDA. This list is valid until 31/12/2018, 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](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>