

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

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

Post:	Project Officer Critical Defence Technologies of the Preparatory Action
Type of post :	Temporary agent post
Grade :	AD10
Management of staff:	N.A.
Location:	Brussels
Indicative starting date:	1 January 2018
Level of Security Clearance:	SECRET UE/EU SECRET

<b>Closing date for applications</b>	<b>27 September 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**

The Project Officer Critical Defence Technologies (CDT) Projects is responsible for managing the lifecycle of a number of projects that will be funded in the context of the Preparatory Action in the field of Defence Research. These projects relate mainly to Critical Defence technologies, but possibly also to Future Disruptive Technologies and Standardisation and interoperability projects.

Under the supervision of the Head of Unit Preparatory Action-Pilot Project, the jobholder will be responsible for the following activities:

- Assist the Call coordinator with drafting documents, such as Call specifications, supporting documents, information notes



- Assist the Call coordinator with drafting documents, such as Call specifications, supporting documents, information notes concerning the CDT Calls;
- Cooperate with the Techno Demo Project Officer concerning the Information Day, and the evaluation process;
- Organise the evaluation of the proposals submitted to the CDT calls, chair the panel meetings, and draft the evaluation panel report;
- Liaise with the contracting unit for the award of the grant agreement of the CDT projects;
- Manage and monitor the CDT projects funded by the Preparatory Action once the grant agreement is signed and review the deliverables;
- Provide oversight and manage the review meetings of the CDT projects;
- Be informed on research activities having relevance/link to her/his area of responsibility within the directorate or other directorates;
- Brief, as appropriate, on the CDT projects internally or externally and assist with updating information on the PA on the EDA website;
- Assist with the reporting activities, including the annual activity report and briefing notes concerning the activities of the CDT projects, both on a technical level as well as at a political level;
- Contribute to the implementation of the Agency's obligations in relation to dissemination of project results;
- Contribute to the assessment of the Preparatory Action scheme, especially as far as Critical Defence Technologies projects are concerned, draw lessons learnt and propose appropriate follow-on actions;
- Represent the Agency at public conferences and seminars;
- 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) General

- be a national of a Member State participating in the Agency;
- be entitled to his/her full rights as a citizen;
- have completed 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 security clearance certificate (minimum SECRET) from his/her national security authority. (A personal security clearance is an administrative decision following completion of a security screening conducted by the individual's competent national security authority in accordance with applicable national security laws and regulations, and certifying that an individual may be allowed to access classified information up to a specified level. Note that the necessary procedure for obtaining a security clearance 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 three years 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:

- proven experience in management of projects in the context of Research and Technology;
- understanding of technology planning, assessment and prioritization processes;
- knowledge of R&T programmes, EU institutions and EU projects and, in particular, of the context of the launch of the Preparatory Action in the field of Defence Research;
- strong planning, analytical and organizational skills combined with legal and administrative knowledge;
- strong drafting skills;
- a track record of delivering successful projects;
- a very good knowledge of English, as well as strong communication (written and oral) and presentation skills.

#### (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:

- ability to work in a team and independently in his/her area of responsibility;
- 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;



- genuine commitment to the Agency's objectives;
- strong conceptual, compositional, interpersonal, and analytical skills;
- very good written and verbal communication skills with proven ability to communicate both scientific and business information;
- being computer-literate.

### **c. Desirable**

- a minimum of 10 years of professional experience acquired after the award of the qualification required;
- experience of a minimum of 5 years in management of R&T projects gained, preferably in a Ministry of Defence, or a defence-related Research Institute, and additionally also in the context of Horizon2020;
- familiarity with the defence international environment (especially with CSDP) and related recent developments;
- knowledge of Defence Capability Development Process at national and EU level;
- university or Engineering degree in line with one of the three fields : electronic components, optronic components, or radar technologies.

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

The Project Officer Critical Defence Technologies of the 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 Project Officer Critical Defence Technologies of the 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 three-year period (unless a shorter period is mutually agreed between the parties). Renewal is possible and will be subject to the availability of the budget linked to the Preparatory Action on Defence Research. 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 Project Officer Critical Defence Technologies of the Preparatory Action 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>