

The **European Aviation Safety Agency (EASA)** is an Agency of the European Union with specific regulatory responsibilities and executive tasks in the area of aviation safety. Based in Cologne, Germany, EASA plays a key role in the European Union's strategy to establish and maintain a high uniform level of civil aviation safety in Europe. For more information on EASA please consult our website: <http://www.easa.europa.eu>

## Flight Crew Training FSTD Expert (AD 6)

(F/M)

VACANCY NOTICE REF.: EASA/AD/2018/005

<b>Date of publication:</b> 31/07/2018	<b>Deadline for applications:</b> 03/09/2018 at 23:55 hrs CET (Cologne time)
<b>Function group and grade:</b> AD 6 <b>Job Family:</b> Deliver / Aviation Specialist <b>Monthly basic salary:</b> 5.326,04 EUR at step 1, plus specific allowances where applicable	<b>Type of contract:</b> Temporary Agent <b>Duration of contract:</b> 5 years, with the possibility of extension <sup>1</sup> <b>Place of employment:</b> Cologne, Germany
<b>Organisational unit:</b> Flight Standards Directorate, Aircrew & Medical Department, Flight Crew Training Oversight Section	<b>Reporting to:</b> Flight Crew Training Oversight Section Manager
<b>Number of vacant posts to be filled:</b> 1 and establishment of a reserve list	<b>Reserve list valid until:</b> 31/12/2020, with the possibility of extension

### ORGANISATIONAL CONTEXT

The **Flight Standards Directorate** is responsible for all activities related to the safe operations of aircraft and related products and parts, including maintenance and production, air operations, air crew and medical, ATM and aerodromes. The Directorate is responsible for all related organisation approvals, rulemaking and standardisation tasks, as well as for the coordination of EASA's cybersecurity activities.

The **Aircrew & Medical Department** is responsible for the continuous monitoring of the level of implementation by Member States and the development of Regulatory and safety promotion Material in accordance with EPAS in the domains of Aircrew Medical and Flight Simulation Training Devices (FSTD). The development of said materials also covers air operations flight crew training.

Furthermore the Department is responsible, within EASA remit, for:

- the initial certification and oversight of pilot's Approved Training Organisations (ATOs) and Aero-Medical Centres (AeMCs);
- the qualification of FSTDs (within EASA remit), and development of related Operational Suitability Data;

<sup>1</sup> For further details please consult Working for us on the Agency's recruitment website: <http://www.easa.europa.eu/the-agency/recruitment>

- the development of the Operational Suitability Data in relation to flight crew (OSD-FC) and FSTD (OSD-SIM).

The **Flight Crew Training Oversight Section** main activities are:

- Approval of Pilot Training Organisations (ATO) and Aeromedical Centres (AeMC) located outside EASA States, including the issue of related organisation certificates and continuing oversight of certificate holders;
- Support to Operational Suitability Data for Flight Crew (OSD FC) and Simulator Data (OSD SIM) within the Part-21 certification process ;
- Initial and recurrent qualification of flight simulation training devices (FSTD) located outside of the territory of EASA Member States, or in the EU territory when the principle place of business of the FSTD operator is outside Europe but their FSTD is located in Europe, or on requested by a EU Member State;
- Audit of FSTD operator's compliance monitoring systems (CMS);
- Other activities related to the area of expertise.

## JOB CONTENT

The overall purpose of the job is to manage and perform core technical and administrative processes for FSTD operator audits and FSTD qualifications on projects, where the Agency is the competent Authority, in order to ensure compliance with applicable regulations and safety standards, in coordination with a team of experts.

The job holder will assist the Aircrew and Medical Oversight Section Manager in overseeing, leading and co-ordinating the day-to-day activities being conducted by the Agency or outsourced to external certification service providers.

He/She will in particular be responsible for:

- Managing, controlling and performing core activities related to FSTD qualifications and FSTD operator audits;
- Ensuring proper execution of the technical aspects of the FSTD qualification process;
- Supporting the process of carrying out effectively and efficiently FSTD evaluations where the Basic Regulation and its Implementing Rules define the Agency as the competent authority;
- Carrying out Compliance Monitoring System (CMS) audits at FSTD operators;
- Assessing corrective actions taken by the FSTD operator as a follow-up on evaluations and audits;
- Assisting the Section Manager in matters related to FSTD qualifications and CMS audits for assigned projects;
- Being the focal point for all activities related to FSTD qualifications and CMS audits for assigned projects, liaising with internal and external parties involved; coordinating outsourced resources for assigned projects;
- Contributing to aircraft type certification processes where the provision of operational suitability data (OSD) for FSTD is required;
- Coordinating related FSTD qualification activities with other aviation authorities (FAA, TCCA, ANAC etc.);
- Participating in the preparation of management related documents, including reporting, drafting of procedures, etc. and the collection of related management data;
- Providing assistance for the evolution and innovation of rules and working methods applied to FSTD;
- Providing unique expertise for other core functions and support to the activities of other EASA Directorates as necessary;
- Carrying out any other tasks (technical or procedural) identified by the Agency's Management in the interest of the service.



**A. ELIGIBILITY CRITERIA**

**To be considered eligible, candidates must satisfy all the eligibility criteria by the deadline for submitting applications, as specified in this vacancy notice:**

- At least a level of education in which corresponds to completed university studies attested by a diploma when the normal period of university education is 3 years and, after having obtained the university degree, at least 3 years of professional experience<sup>2</sup>;

OR

Where justified in the interest of the service, professional training of an equivalent level, in a relevant technical domain and, after having completed the professional training, at least the professional experience indicated in the table below:

Duration of the professional training in years	Professional experience in years
Less than 1 year	9 years
At least 1 year but less than 2	8 years
At least 2 years but less than 3	7 years
3 years or more	6 years

- Thorough knowledge of one of the languages of the European Union and a satisfactory knowledge of another language of the EU to the extent necessary for the performance of the duties;
- Be a national of a Member State of the European Union, Iceland, Liechtenstein, Norway or Switzerland;
- Be entitled to the full rights as a citizen;
- Have fulfilled any obligations imposed by the applicable laws on military service;
- Meet the character requirements for the duties involved<sup>3</sup>;
- Be physically fit to perform the duties linked to the post<sup>4</sup>.

**B. SPECIFIC COMPETENCIES AND SKILLS**

1. Essential

- Education and/or training in the field of aviation engineering or other relevant subjects, giving a similar background, demonstrating the ability to work in the function,

OR

Professional experience of at least 2 years in the technical domain of FSTD evaluation, acting as a FSTD Technical Inspector for a National Aviation Authority;

- Good knowledge of regulations related to FSTD (former JAR-STDs, JAR-FSTDs, Part-ARA.GEN/.FSTD, Part-ORA.GEN/.FSTD, CS-FSTD(A) and/or (H), CS-SIMD) substantiated by examples;
- Ability to use contemporary standard computer applications such as office suites, email clients, digital document viewers, internet browsers, file compression software, communication kits, etc;
- Good command of both written and spoken English.

<sup>2</sup> Professional experience will be counted from the date on which the diploma was awarded.

<sup>3</sup> Prior to recruitment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.

<sup>4</sup> Prior to recruitment, staff members shall be examined in a medical centre indicated by EASA in order to confirm that the requirements of Article 12 (2)(d) of the Conditions of Employment of Other Servants of the EU are met.



## 2. Advantageous

- Experience as an Instructor for type or class rating pilot training;
- Experience of working relations with National Aviation Authorities or International Aviation Organisations;
- Proven experience as an auditor;
- Proven experience in managing or leading teams of experts;
- Experience in working in an international environment.

In addition to the requirements above, candidates invited to the interview and test phase may also be assessed against the following:

## 3. Behavioural competencies

- *Safety Awareness*: ability to identify, assess, mitigate or prevent and monitor risks;
- *Critical Thinking*: ability to deal with complex issues and analyse and identify improvements;
- *Quality Orientation*: ability to deliver high quality work, meeting needs and requirements of internal and external stakeholders;
- *Compliance*: familiar with and acts in line with rules and procedures;
- *Stakeholder focus*: ability to engage with appropriate internal and external stakeholders;
- *Credibility*: ability to build up confidence and trust through expert up-to-date knowledge and high quality work results.

## SELECTION PROCEDURE

All eligible applications, according to the afore-mentioned criteria (part A), will be assessed and scored against the requirements listed above. Please note that non-compliance with at least one of the essential requirements will result in the exclusion of the candidate from the selection process. Advantageous requirements constitute additional assets and will not result in exclusion, if not fulfilled.

Candidates invited to the test phase will need to have received at least 50% of the highest possible score during the evaluation of applications.

The test phase will include:

- Structured interview(s)<sup>5</sup>
- A written competency test (related to the requirements of the post)<sup>6</sup>

Candidates that will be included in the reserve list will need to have received at least 65% of the maximum points in the test phase. Depending on the needs of the Agency, the established reserve list may be used for recruitment of a similar vacant position at the same grade. Please note that inclusion in the reserve list does not guarantee recruitment.

<sup>5</sup> All invited candidates will be requested to complete a work related personality questionnaire.

<sup>6</sup> This test will be assessed in an anonymous way.



## SUBMISSION OF APPLICATION

Candidates must apply on-line using the eRecruitment<sup>7</sup> tool and ensure that they submit:

1. The completed electronic EASA application form;
2. A motivation letter of no more than one page, explaining why they are interested in the post and what her/his added value would be to the Agency, if selected.

Failure to submit a complete set of documents might result in exclusion from the selection process.

Candidates invited to the test phase will receive a list indicating those supporting documents that will have to be submitted to the Agency evidencing the information given in the application form.

For further details on the Agency's recruitment procedure, please consult [Recruitment Procedure](#)<sup>8</sup> and the [eRecruitment User-Guide](#)<sup>9</sup> on our website.

## SUMMARY OF CONDITIONS OF EMPLOYMENT

1. Salaries are exempted from national tax, instead, a Community tax at source is paid;
2. Annual leave entitlement of two days per calendar month plus additional days (e.g. for grade) and in addition an average of 16 EASA holidays per year;
3. EU Joint Sickness and Insurance Scheme, accident and occupational disease insurance coverage, unemployment and invalidity allowance and insurance;
4. EU Pension rights accumulated after 10 years of service;
5. General and applicable technical training opportunities.

Depending on the individual family situation and the place of origin, staff members may be in addition entitled to specific allowances (e.g. expatriation, household, dependent child, installation), as applicable.

For further information, please consult [Working for us](#)<sup>10</sup>.

## COMMITMENT

### Declaration of commitment to serve public interest independently:

In accordance with Article 11(3) of the Staff Regulations of Officials, and Article 11(1) of the Conditions of Employment of other Servants of the EU (CEOS), before recruiting a staff member "the appointing authority shall examine whether the candidate has any personal interest such as to impair his independence or any other conflict of interest. To that end, the candidate, using a specific form, shall inform the appointing authority of any actual or potential conflict of interest."

### Commitment to promote equal opportunities:

The Agency is an equal opportunities employer and strongly encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction whatsoever on grounds of nationality, age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or other family situation.

To further enhance the diversity of its workforce, the Agency particularly encourages applications from female candidates.

<sup>7</sup> <https://erecruitment.easa.europa.eu/default.aspx>

<sup>8</sup> <http://easa.europa.eu/system/files/dfu/Recruitment%20Procedure.pdf>

<sup>9</sup> [http://easa.europa.eu/recruitment/docs/eRecruitment\\_vacancy\\_application\\_guide.pdf](http://easa.europa.eu/recruitment/docs/eRecruitment_vacancy_application_guide.pdf)

<sup>10</sup> <http://www.easa.europa.eu/system/files/dfu/Working-for-us.pdf>



## DATA PROTECTION

The personal information EASA 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 EASA. More information on personal data protection in relation to selection and recruitment can be found on the [EASA website](http://www.easa.europa.eu/the-agency/careers-working-for-us/data-protection-information-notice)<sup>11</sup>.

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