

EUROPEAN DEFENCE AGENCY (EDA)

Vacancy notice

Directorate	Industry, Synergies and Enablers Directorate (ISE)
Vacancy title	Project Officer Support to EU Operations
Contract type	Seconded National Expert
Group	N.A.
Grade	AD10/AD11
Indicative starting date	01/08/2021
Security Clearance	SECRET UE/EU SECRET
Management of staff	N.A.
Location	Brussels
Closing date for applications	30/10/2020

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 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. The Corporate Services Directorate (CSD) and three operational directorates: Industry, Synergies and Enablers (ISE); Capability, Armament & Planning (CAP); Research, Technology and Innovation (RTI).

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 of 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 INDUSTRY, SYNERGIES AND ENABLERS DIRECTORATE (ISE)

The Industry Synergies & Enablers (ISE) Directorate supports a range of activities critical to collaborative defence capability development in Europe.

On top of leading the work on identifying together with Member States' Key Strategic Activities (KSA) at EU level, the ISE Directorate is responsible for the effective engagement with industry across the Agency's activities and in support of related priorities set by Member States.

The ISE Directorate facilitates work to address the implications of EU legislation and policies for the defence sector: REACH, procurement, funding instruments and the analysis of developments influencing governmental and industrial stakeholders. The Directorate is responsible for activities on critical enablers to support defence cooperation and enhance interoperability: military airworthiness, standardisation and certification, defence test & evaluation and education and training. The Directorate provides support to CSDP military and civilian operations and missions and EU Battlegroups.

The Directorate facilitates the coordination of military views from and in support of Member States and the relevant international military organisations in the framework of Single European Sky (SES) and acts as the interface with the EU institutions and related bodies. In the wider context of military aviation, the Directorate supports Member States in their efforts to enable RPAS integration in non-segregated airspace and in harmonising military aviation safety issues using the Total System Approach to Military Aviation.

The ISE Directorate comprises four Units:

- The Industry Strategy & EU Policies (ISP) Unit: engagement of industry in the activities of the Agency, determination of Key Strategic Activities at EU level, defence aspects of EU policies varying from legislation (REACH, procurement) to funding instruments
- The Critical Enablers (CRE) Unit: support defence cooperation and enhance interoperability through the identification, development and maintenance of harmonized safety, certification and standardisation requirements, references to the best practice standards and networking of Defence Test & Evaluation capabilities in all military domains
- The Single European Sky (SES) Unit: facilitation and coordination of military views in the framework of SES; interface with the EU institutions and related bodies to ensure that Military Aviation will continue to provide and further improve effective security and defence in Europe in the changing context of the civil aviation sector
- The Operations, Training & Exercises (OTE) Unit: promotion of the use in CSDP operations of all relevant EDA projects & programmes; development and management of contracted solutions to support CSDP operations and Member States; initiation, development and management of training and exercise activities for rotary and fixed-wing aircraft, including RPAS, with a view to transfer these activities to Member States when mature.

4. DUTIES

Under the supervision of the Head of Unit Operations, Training and Exercises, the jobholder will be responsible for the following activities:

- manage the EU SATCOM MARKET project, including related contractual work and provide guidance to other EDA personnel allocated to the project (currently one Contract Agent and one trainee);
- liaise closely with relevant CSDP structures in order to provide support to CSDP operations and missions;

- interact with relevant Council bodies and the EDA's participating Member States within its area of competencies;
- provide support to the chairing of meetings with Member States and other stakeholders, including the European Commission, the EEAS (European External Action Service), etc;
- liaise/co-ordinate within EDA concerning its own activities;
- support EDAs' Media and Communications Unit in all activities related to her/his activities;
- follow up support planned and/or provided "on the ground" in remote areas as necessary;
- manage the E-QUIP project, including related contractual work.

Duties may evolve depending on the development of the EDA's structure and activities, and decisions of EDA management.

5. CONDITIONS FOR SECONDMENT

In accordance with the Rules applicable to national experts and military staff on secondment to the European Defence Agency (2004/677/EC), Seconded National Experts are seconded to the Agency while remaining in the service of their national employer and continue being paid their national salary by that employer.

Therefore, in order to be considered in the selection process, candidates for SNE posts must be sponsored by their national authorities. Confirmation is required in the form of a letter of sponsorship addressed to the Agency as far as possible by the closing date for the receipt of applications and in any case before a decision is taken by EDA on the candidate to be selected for a secondment.

The Rules are available on the EDA website <http://www.eda.europa.eu> - vacancies.

To qualify for secondment to the Agency, experts shall:

- have worked for their employer on a permanent or contract basis for at least 12 months before their secondment;
- remain in the service of their employer throughout the period of secondment and continue to be paid by that employer;
- have at least three years' full-time experience in defence, administrative, scientific, technical, operational, advisory or supervisory functions relevant to the performance of the duties assigned to them. Before the secondment, the employer shall supply the Agency with a statement of the expert's employment covering the previous 12 months;
- be nationals of a participating Member State or falling within the provisions of the second paragraph of Article 1 of Council Decision (EU) 2016/1352 of 4 August 2016;
- have a thorough knowledge of one official language of one of the participating Member States and a satisfactory knowledge of another of these languages for the performance of their duties.

6. SELECTION CRITERIA

A. Essential

(1) Professional

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

- knowledge of CSDP in general and EU military and civilian operations and missions in particular
- knowledge and experience support to missions/operations, in particular in SatCom services;
- knowledge and experience from managing larger contracts;
- understanding of the EDA's main tasks and functions;

- a track record of delivering successful business outcomes;
- a very good knowledge of written and spoken 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:

- ability to work in a team and independently in his/her area of responsibility;
- ability to work effectively in a multinational environment;
- good interpersonal, communication and influencing skills;
- flexibility, innovativeness;
- results-orientation and strong motivation;
- ability to adapt to a quickly changing working environment;
- genuine commitment to the Agency's objectives.

B. Desirable

The following would be considered an advantage:

- understanding of EDA activities in the field of Contractor Support to operations;
- knowledge and experience in the field of Communication and Information System services beyond SatCom;
- hold a (recognised) Project Management qualification.

7. INDEPENDENCE AND DECLARATION OF INTEREST

The Project Officer Support to EU Operations 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.

8. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The Project Officer Support to EU Operations will be appointed by the Chief Executive.

Secondment will be as a member of the Seconded National Expert staff of the Agency for a three-year period.

Renewal is possible within the limits set out in the EDA SNE Rules. The successful candidates will be seconded at AD10/AD11 grade equivalent.

Applications are invited with a view to establish a reserve list for the post of Project Officer Support to EU Operations at the EDA. This list will be valid until 31/12/2021, and may be extended by decision of the Chief Executive. During the validity of the reserve list, successful candidates may be offered a secondment 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 secondment to the Agency.

9. 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.

10. 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 panel will be appointed. Please note that the selection panel's internal proceedings are strictly confidential and that any contact with its members is forbidden. Each application will be screened based on the requirements of the job profile stated in the vacancy notice. The most suitable applicants will be called for an interview and a written test. 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.

11. 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 (EU) N° 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) 45/2001 and Decision No. 1247/2002/EC.

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>