

EUROPEAN DEFENCE AGENCY (EDA)

Vacancy notice

Directorate	Capability, Armament and Planning Directorate (CAP)
Vacancy title	Project Officer and Programme Manager Cyber Defence
Contract type	Temporary agent
Group	N.A.
Grade	AD11
Indicative starting date	01/01/2021
Security Clearance	SECRET UE/EU SECRET
Management of staff	N.A.
Location	Brussels
Closing date for applications	10/11/2020

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 CAPABILITY, ARMAMENT AND PLANNING DIRECTORATE (CAP)

The Capability, Armament & Planning Directorate (CAP) proposes collaborative opportunities in support of EU capability development priorities. The Directorate is responsible for capability development planning, based on analysis of military requirements conducted together with Member States within the Capability Development Plan (CDP).

The Directorate coordinates in-house the implementation of the Coordinated Annual Review on Defence (CARD), for which the Agency provides the secretariat, establishing a regularly updated overview of the European defence capability landscape.

The CAP Directorate implements EDA's secretariat functions to the Permanent Structured Cooperation (PESCO), together with the European External Action Service, including the EU Military Staff. Within the PESCO secretariat, the Directorate coordinates EDA's assessment of PESCO project proposals from the capability perspective, as well as the National Implementation Plans of PESCO participating Member States, and supports PESCO project implementation. Based on coordinating the results of CDP, CARD and PESCO, the Directorate plans and prepares activities tailored to Member States' needs. These activities span from advice and roadmaps to collaborative capability development projects, including the support to Member States in upstream EDIDP/EDF.

The CAP Directorate comprises six Units with the following key areas of activity:

- Air Domain Unit: Remotely Piloted Aircraft Systems, Air-to-Air Refueling, Airlift
- Cooperation Planning Unit: CDP, CARD, Defence Data
- Land and Logistics Unit: Land platforms, Counter-IED, Personnel Recovery, Military Mobility, Logistics, Medical Support
- Information Superiority Unit: Communication & Information Systems, Surveillance & Reconnaissance, Space, Cyber Defence
- Maritime Unit: Maritime Surveillance, Mine Counter Measures, naval training, harbor protection
- PESCO Unit: PESCO secretariat and support to project development

4. DUTIES

Under the supervision of the Head of Unit Information Superiority, within the Capability, Armament & Planning (CAP) Directorate, the jobholder is responsible for the following activities:

- keep the Strategic Context Case (SCC) Cyber Responsive Operations updated;
- generate collaborative capability development projects in accordance with the SCC Cyber Responsive Operations and assist participating Member States (pMS) in developing the related capabilities, including the harmonisation of capability requirements;
- support Member States by managing ongoing and future projects in the cyber domain;
- organise and conduct meetings notably of the Project Team Cyber Defence (CD) and possible other future working bodies associated to the cyberspace domain in order to:
 - contribute to generating collaborative capability development projects,
 - develop contributions to update the SCC, including by exploiting existing studies and launching new ones if need be,
 - contribute with inputs to the Capability Development Plan (CDP) consistent with Member States' (pMS)

requirements and determine the full range of possibilities to close identified shortfalls.

This entails preparing the supporting documentation (inter alia food-for-thought papers and reports).

- coordinate and take measures to ensure coherence of the Cyber Defence activities and projects, inside and outside the CAP directorate;
- develop proposals to meet the Cyber Defence objectives defined in the CDP Plan and in EU Cyber Defence/Security Policy documents (e.g. EU Cyber Defence Policy Framework, Global Strategy);
- develop cyber defence related studies and other projects resourced from EDA's operational budget, managing external vendors/contractors as appropriate;
- provide input and support to PESCO projects in the area of cyber defence, in coordination with the PESCO unit;
- provide input and support to European defence industrial development programme (EDIDP)/European Defence Fund (EDF) projects in the area of cyber defence, in coordination with the EDA EDIDP/EDF cross-directorate Task Force;
- foster the generation of cyber defence related collaborative projects to shape the European capability landscape towards more coherence, prepare and support their implementation, including as a Project Manager upon request;
- coordinate the cyber defence related input to the Coordinated Annual Review on Defence (CARD) and analyse the CARD results in the cyber defence area, in coordination with the Cooperate Planning Unit (CPU) and cross-directorate;
- coordinate the EDA contribution to the quadrilateral Memorandum of Understanding (MoU) between EDA, the European Network and Information Security Agency (ENISA), the European Cybercrime Centre in Europol (EC3) and the Computer Emergency Response Team for the EU institutions (CERT-EU) and be at working level the primary EDA Point of Contact for the implementation and updating of the related cooperation roadmap;
- coordinate the cyber defence related input to the annual review of the EDA budget plan (3 Years Planning Framework);
- proactively follow national and multinational cyber defence capability development (concept, training, organisation, etc.) to identify capability gaps and develop military requirements together with pMS;
- establish close relationships with communities of experts in Cyber Defence, including through the exploitation of the EDA's Collaborative Platform, being able to manage the safe exchange of information in respect of the Agency's roles in this domain;
- represent EDA at cyber defence conferences, seminars, and other similar activities;
- handle the classified and crypto information/communications of the unit;
- take on additional tasks as required in the interest of the service.

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

5. ELIGIBILITY CRITERIA

To be considered eligible to take part in this selection procedure, on the closing date for the submission of applications candidates must satisfy all the eligibility criteria as specified below:

- 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 (extract from the “judicial record” or certificate of good conduct will be requested prior to recruitment);
- 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 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 (SECRET UE/EU SECRET), 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; or where justified in the interests of the service, professional training of an equivalent level;

Only diplomas that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities in the said Member States shall be taken into consideration. In the latter case, the authority authorised to conclude contracts of employment reserves the right to request proof of such equivalence.

6. SELECTION CRITERIA

A. Essential

(1) Professional

- significant knowledge and experience in the field of cyber defence and related areas;
- knowledge and experience of the cyber defence international environment;
- knowledge of Information Security and Information Technology;
- thorough understanding and experience of the challenges related to Cyber responsive operations;
- knowledge of/experience in defence planning, capability development and preparation of projects/programmes;
- track record of delivering successful business outcomes in defence planning and defence capability development, including project management;
- competence necessary to propose and champion effective short-, medium and long-term capability solutions;
- 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, cross-unit and cross-directorate as well as independently in his/her area of responsibility;

- ability to work effectively in a multinational environment;
- good leadership skills;
- results-orientation, and strong motivation;
- flexibility and innovativeness;
- genuine commitment to the Agency's objectives;
- strong conceptual, compositional, interpersonal, and analytical skills.

B. Desirable

The following will be considered an advantage:

- hold a (recognised) project management qualification;
- former position within national security agency and/or in the security department of a large entity;
- a minimum of 12 years of professional experience acquired after the award of the qualification required as a condition of eligibility.

7. INDEPENDENCE AND DECLARATION OF INTEREST

The Project Officer and Programme Manager Cyber Defence 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 Cyber Defence will be appointed by the Chief Executive.

Recruitment will be as a member of the temporary staff of the Agency for a four-year period. Renewal is possible within the limits set out in the EDA Staff Regulations. The successful candidate will be recruited as Temporary Agent, grade AD11.

The pay for this position consists of a basic salary of 10.244,12€ supplemented with various allowances, including as applicable expatriation or family allowances. The successful candidate will be graded on entry into service according to the length of his/her professional experience. Salaries are exempted from national tax, instead an Agency tax at source is paid. For further information on working conditions please refer to: <https://eda.europa.eu/jobs/what-we-offer>
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 the Agency's Medical Adviser.

Applications are invited with a view to establishing a reserve list for the post of Project Officer Cyber Defence 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 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.

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>