EUROPEAN DEFENCE AGENCY
(EDA)

Vacancy notice
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Directorate	Management Team
Vacancy title	Project Manager EUCI CIS
Contract type	Contract agent
Group	IV
Grade	N.A.
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 MANAGEMENT TEAM

The Management Team consists of the Chief Executive (CE), the Deputy Chief Executive (DCE) and the four Directors and is supported by the Policy and Planning Unit and the Media and Communication Unit.

4. DUTIES

The European Defence Agency (EDA) is preparing to build and deploy Communication and Information systems (CIS) for the processing of EU unclassified and classified information (EUCI). These systems will be operated and used by EDA in Brussels but will have connections with other unclassified and classified networks operated by EU institutions and by government organisations in EU member states. The project covers all aspects of the implementation, ranging from IT-related activities (such as procurement process, architecture design, vendor management, quality management) to formal accreditation processes, physical security arrangements, document security measures, organisational adjustments, training and awareness activities etc.

Reporting directly to the Chief Information Security Officer, but largely on his own initiative, the EUCI CIS PM is to:

- Perform project management activities on the EUCI CIS projects following the PMI or EU PM2 methodology;
- Coordinate the work of EDA experts from multiple units such as IT, Security and Infrastructure, procurement, finance, and others as appropriate;
- Manage the project board, organise project meetings as appropriate and ensure proper follow-up and tracing of actions;
- Act as the focal point for all activities related to the information security CIS projects both internally and externally, i.e. liaise with counterparts in other EU institutions and member states;
- Participate in drafting and review of documentation which constitutes project deliverables (e.g. related to security accreditation);
- Provide reports in a format and at a frequency as directed to enable the effective management of projects within EDA;
- Establish a project reporting process, based on the use of project documentation and project tools throughout all project phases;
- Liaise with the user community across the Agency to make sure their requirements are correctly understood and reflected in the projects and manage their expectations;
- Provide ad hoc reports to top management for their meetings with MS counterparts;
- 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. 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 of at least three years attested by a diploma or be a graduate of a national or international Defence College.

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

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

- a consistent track record of successful project management activities in a directly related field;
- a good understanding of the role of the Project Manager in large ICT implementation projects;
- knowledge of a formal project management methodology (PMI and/or EU PM2 are preferred);
- a minimum of 3 years of experience with ICT Project Management;
- a minimum of 2 years of work experience in information security activities in medium to large organizations dealing with responsibilities similar to the ones detailed above;
- extensive experience in ICT system integration management, in the context of implementation projects;
- qualification in and experience with the use of project management tools, templates and processes from both an operational and reporting perspective (Microsoft Project and Project Online are the tools of choice in EDA);
- very good knowledge of ICT and cybersecurity markets structure, challenges, players and state-of-the-art;
- 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:

- excellent people networking skills, capable of identifying and establishing successful relationships with key stakeholders and decision-makers;
- excellent communication and presentational skills, both written and oral;
- ability to work independently and collaboratively;

- ability to work effectively in a multicultural environment;
- proven ability to present complex information in an easily understandable way, communicating in plain English and avoiding unnecessary jargon;
- a genuine commitment to the Agency's objectives.

B. Desirable

The following will be considered an advantage:

- certification in a project management methodology (such as PMP or EU PM2) in good standing;
- certification in information security management (such as CISM or CISSP) in good standing;
- experience with Project management in an international/defence environment;
- experience with EUCI handling CIS in an international/defence environment;
- understanding of ICT architectures, security implications, classified systems accreditation process;
- experience in the implementation of ICT systems for classified information handling, either at national or international scale;
- experience with managing large projects with strong impact on the core mission of the organisation;
- experience with multicultural, multinational environments.

7. INDEPENDENCE AND DECLARATION OF INTEREST

The Project Manager EUCI CIS 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 Manager EUCI CIS will be appointed by the Chief Executive.

Recruitment will be as a member of the contractual staff of the Agency for a three-year period. Renewal is possible within the limits set out in the EDA Staff Regulations. The successful candidate will be recruited as Contract Agent, Function Group IV.

The pay for this position consists of a basic salary of 3.462,02€ 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 Manager EUCI CIS 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. 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.

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 (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