

## EUROPEAN DEFENCE AGENCY (EDA)

### Vacancy notice

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| <b>Directorate</b>                   | Industry, Synergies and Enablers Directorate (ISE) |
| <b>Vacancy title</b>                 | Policy Officer Industry Engagement and EU Policies |
| <b>Contract type</b>                 | Temporary agent                                    |
| <b>Group</b>                         | N.A.                                               |
| <b>Grade</b>                         | AD10                                               |
| <b>Indicative starting date</b>      | 16/01/2025                                         |
| <b>Security Clearance</b>            | SECRET UE/EU SECRET                                |
| <b>Management of staff</b>           | N.A.                                               |
| <b>Location</b>                      | Brussels                                           |
| <b>Closing date for applications</b> | 01/10/2024                                         |

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 (EDA) 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 Industry Strategy and EU Policies (ISP) Unit, the Policy Officer Industry Engagement and EU Policies will be responsible for:

- identifying and implementing any useful policy and measures for strengthening the European Defence Technological and Industrial Base (EDTIB);
- identifying and managing industrial databases, supporting quantitative and qualitative analysis in view of assessing short-, mid- and long-term developments and trends impacting the security and defence sector, particularly the EDTIB;
- developing and implementing strategies, policies, initiatives and instruments concerning circularity principles in defence, including by managing EDA's Incubation Forum for Circular Economy in European Defence (IF CEED) under a Contribution agreement co-funded by the European Commission's LIFE Programme;
- analysing funding and financing opportunities for the defence sector at EU level, among others in order to act as the

programme manager of EDA's European Funding Gateway for Defence and its "IdentiFunding"  
([eda.europa.eu/eufunding](http://eda.europa.eu/eufunding));

- supporting initiatives and work strands under the competence of the ISE Directorate;
- drafting speeches, briefings, policy papers for EDA management;
- ensuring close relations with relevant stakeholders, incl. Member States, EU Institutions, industry, academia and think-tanks;
- taking 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 their full rights as citizens;
- have fulfilled any obligations imposed on them by the laws concerning military service;
- produce the appropriate character references as to their suitability for the performance of their duties (extract from the "judicial record" or certificate of good conduct will be requested prior to recruitment);
- be physically fit to perform their duties;
- have a thorough knowledge (minimum level C1 oral and written) of one of the languages of the participating Member States and a satisfactory knowledge (minimum level B2 oral and written) of another of these languages to the extent necessary to discharge their duties;
- have no personal interest (financial, family relationship, or other) which could be in conflict with disinterested discharge of their 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.

For diplomas awarded in non-EU countries, a NARIC recognition is required: <https://www.enic-naric.net/>

Qualifications/diplomas awarded until 31/12/2020 in the United Kingdom are accepted without further recognition. For diplomas awarded after this date (from 01/01/2021), a NARIC recognition is required.

For native English speakers, your ability to communicate in another EU language will be tested during the selection process.

To assess your foreign language levels, see: <https://europa.eu/europass/en/common-european-framework-reference-language-skills>

## 6. SELECTION CRITERIA

### A. Essential

Only applications meeting all essential selection criteria will be assessed.

#### (1) Professional

Candidates will be required to demonstrate the following qualifications:

- a minimum of 8 years of professional experience acquired after the award of the qualification required as a condition of eligibility;
- extensive knowledge of and/or experience with the European Defence Industry, including knowledge of the EU rules, funding programmes and initiatives affecting the European industry;
- the ability and experience to manage complex projects;
- a track record of delivering successful business outcomes;
- experience in chairing or moderating meetings;
- 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 own area of responsibility;
- ability to work effectively in a multinational environment;
- good leadership skills;
- ability to communicate effectively, both orally and in writing;
- a strong sense of duty and responsibility;
- result-orientation and strong motivation;
- flexibility and innovativeness;
- very good conceptual and analytical skills;
- commitment to the Agency's objectives.

### B. Desirable

The following will be considered an advantage:

- familiarity with the defence international environment (especially CSDP);
- experience with project incubation;
- knowledge and experience in circular economy;
- hold a (recognised) project management qualification.

## 7. INDEPENDENCE AND DECLARATION OF INTEREST

Selected candidates 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 their independence.

## 8. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The Policy Officer Industry Engagement and EU Policies 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 AD10.

The pay for this position consists of a basic salary of 10.518,29€ supplemented with various allowances including, as applicable, expatriation or family allowances. Successful candidates are graded on entry into service according to the length of their 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 establish a reserve list for the post of Policy Officer Industry Engagement and EU Policies at EDA. This list will be valid until 31/12/2025, 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 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

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. Candidates may also be requested to take part in an assessment centre, participating in a number of individual and group activities related to the competences required for the post.

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).

## 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>