

**EUROPEAN DEFENCE AGENCY
(E D A)**

**Vacancy notice
(Agency's Seconded National Expert)**

Post:	Project Officer Engage
Type of post :	SNE post
Grade :	AD10
Management of staff:	N.A.
Location:	Brussels
Indicative starting date:	18 May 2015
Level of Security Clearance:	Secret

Closing date for applications	13 April 2015
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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 continuing to be paid their national salary by that employer. Therefore, candidates for an SNE post 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 not later than the recruitment date. The Rules are available on the EDA website <http://www.eda.europa.eu> - vacancies.

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 under a Joint Action of the Council of Ministers on 12 July, 2004. On 12 July 2011, the Council adopted a Decision defining the statute, seat and operational rules of the European Defence Agency. This Council Decision replaced the Council Joint Action.

The Agency has its headquarters in Brussels.

The main task of the EDA is to support the Member States and the Council in their effort to improve the EU's defence capabilities in the field of crisis management and to sustain the Common Security and Defence Policy (CSDP) as it stands now and develops in the future.

The Agency has a new structure from 1 January 2014. In order to be better equipped to anticipate and react to developments in the rapidly evolving defence and security environment, EDA has been restructured into three operational directorates: Cooperation Planning & Support; Capability, Armaments & Technology; and European Synergies & Innovation. This will improve its operational output; facilitate the prioritisation of tasks; and serve the needs, expectations and interests of Member States more effectively and efficiently.

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 the Agency's functional areas, to realise its objectives including its annual Work Programme and its rolling three-year Work Plan. Its business processes are flexible and oriented towards achieving results. Staff at all levels need to demonstrate the corresponding qualities of 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 & TECHNOLOGY DIRECTORATE

The Capability, Armament & Technology directorate prepares the programmes of tomorrow by maximising synergies between capabilities, armaments and Research & Technology. The directorate brings together the Agency's work in the areas of: Information Superiority (Communication & Information Systems, Surveillance & Reconnaissance, Space, Cyber Defence; Air (Remotely Piloted Aircraft Systems, Air-to-Air Refuelling, airlift and aerial systems technologies); Land (Counter-IED, armoured systems, camp protection and land systems technologies); Maritime (Maritime Surveillance, Mine Counter Measures and naval systems technologies); and the Joint domain (mobility, transport, medical and Ammunition). Particular attention is given to identifying future Critical Defence Technologies needed to support military capabilities.

4. DUTIES

The main task for a Project Officer in his area of competency is to contribute to capability development to improve Member States' capabilities; the work entails, in particular, conceptual work, doctrinal as well as training and exercise aspects, technical and technological developments and operational activities. Increasingly, the Project Officer also has to deal with aspects of the comprehensive approach in creating synergies between military and civilian capability development for CSDP missions and operations. The Project Officer Engage is under the direction of the Head of Unit Intervention and Protection Land domain.

In particular the Project Officer Engage is responsible for:

- participating in the definition of the capability area "Engagement" and the definition of capability requirements;
- contributing to the development of the Capability Development Plan;
- managing and chairing Project Teams (PTs) if appropriate as well as organizing Integrated Development Team (IDT) activities;
- supporting ad hoc projects, which are in Member States' interest and facilitating Cat A and B projects;
- coordinating with other Project Officers in the other Capability Areas and Directorates to ensure coherence in the capability development work;
- monitoring the activities in the field of R&T and Armaments in a transversal, cross-Directorate approach and continue working in close relationship with the responsible Project Officers;
- maintaining the appropriate links with participating Member States and relevant other interested parties like the Council General Secretariat, the European External Action Service, the EU Commission and Agencies as well as the Alliance;
- representing the Agency during conferences and seminars.

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

5. QUALIFICATIONS AND EXPERIENCE REQUIRED

a. Conditions for eligibility:

(1) General

- 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;
- produces the appropriate character references as to his/her suitability for the performance of his/her duties;
- be physically fit to perform his/her duties;
- have a thorough knowledge of one of the official languages of the EU, and an satisfactory knowledge of another of these languages to the extent necessary to discharge his/her duties.

b. Essential selection criteria

(1) General

The candidate will:

- 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 (CONFIDENTIEL UE/EU CONFIDENTIAL or above), 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.

(2) Professional

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

- a thorough understanding and professional experience of the challenges related to force protection in CSDP operations and missions; and the competence necessary to propose and champion effective short, medium and long-term solutions;

- knowledge and ability to use simulation tools and research tools;
- knowledge/experience of capability development and preparation and conduct of projects/programmes/studies;
- familiarity with the international environment of defence in general and especially with CSDP;
- a track record of delivering successful business outcomes;
- experience of leading organisational and process change;
- LAND warfare background.

(3) 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 team;
- good leadership and management skills;
- results-orientation, and strong motivation;
- flexibility and innovativeness;
- genuine commitment to the Agency's objectives;
- strong conceptual, compositional, interpersonal, and analytical skills.

6. INDEPENDENCE AND DECLARATION OF INTEREST

The Project Officer Engage 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.

7. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The Project Officer Engage will be appointed by the Chief Executive, upon recommendation of the Chairman of the Selection Committee.

Recruitment will be as a member of the Seconded National Expert staff of the Agency for a three-year period (unless a shorter period is mutually agreed between the parties). Renewal is possible within the limits set out in the Rules applicable to national experts and military staff on secondment to the European Defence Agency. The successful candidate will be recruited as SNE, AD10.

Failure to obtain the requisite security clearance certificate may be cause for termination of the secondment.

Applications are invited with a view to establishing a reserve list for the post of Project Officer Engage at the EDA. 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.

8. 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.

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 7 April 2015 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.

A selection committee will be appointed. Please note that the selection committee's internal proceedings are strictly confidential and that any contact with its members is forbidden.

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 (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 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>