

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

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

Post:	Project Officer Navigation and Air/Missile Defence
Type of post :	SNE post
Grade :	AD9 equivalent
Management of staff:	N.A.
Location:	Brussels
Indicative starting date:	1 October 2015
Level of Security Clearance:	SECRET UE/EU SECRET

Closing date for applications	8 September 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, in order to be considered in the selection process, 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 (hereinafter also MS) 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 EUROPEAN SYNERGIES AND INNOVATION DIRECTORATE (ESI)

This directorate acts as an interface between defence ministries and wider EU policies that have implications for defence. One key task is to promote and support innovation through innovative research. It develops synergies and greater complementarity with EU programmes such as Horizon 2020 and European Structural Funds. The directorate is also the Agency's focal point on Space Policy, on which it has a close dialogue with the Commission and the European Space Agency. Another essential responsibility is Market & Industry policy, including

SMEs, Security of Supply, the REACH regulation, market efficiency and global aspects of the defence market. The directorate also deals with the military dimension of the Single European Sky, with a particular emphasis on the SESAR deployment phase, as well as the Agency's activities in the areas of Green Energy.

4. DUTIES

The Project Officer Navigation and Air/Missile Defence (formerly GEM4) deals with important technology areas such as those covering Navigation (including GNSS), Guidance and Control systems for Weapons and Platforms, Guided Precision Munitions, Inertial and Gravitational devices, Motion Sensors and Environmental Monitoring. The goal is to gather advice from Member States' experts on Guidance and control allowing the identification of technology gaps and common areas of interest for cooperation.

The main objective is to launch collaborative R&T projects that fulfil MS needs and support CapTech Guidance and Control. Under the direction of the ESI Director and the Head of the Unit Innovative Research, the Project Officer contributes through the following tasks:

- moderating and chairing the Guidance, Navigation and Control CapTech coordinating EDA's relevant activities on the subject of interest;
- contributing to research and technology initiatives aimed at defining capability-led priorities and projects;
- sharing information on national R&T priorities (top-down approach) or priorities inspired by other EDA work strands;
- contributing to coordination of research and technology in the field of Missile and Air Defence;
- evaluating industrial proposals considered relevant to R&T priorities (bottom-up approach);
- forming groups of interested pMS for further preparation of R&T proposals;
- organising and proposing workshops on selected topics to widen the contribution and consultation of the expert community;
- proposing EDA-funded studies in specific areas to form a common understanding on research requirements;
- take on additional tasks as required in the interest of the service;
- Technology Watch and Forecast Analysis for the several areas covered by the EDA CapTechs with the aim of continuous awareness of new breakthrough technologies and the assessment of the impact that they may have on future military capabilities.

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 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;

- have at least 6 years of experience gained after obtaining the minimum qualifications and at least 3 years of experience in the field.

(2) Professional

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

- familiarity with the defence international environment and the EU defence R&T community including both government, industry, institutes and academia;
- **specific background knowledge in the area of Guidance, Navigation and Control Systems and Air/Missile Technologies as referred above;**
- knowledge and experience in defence European and international R&T collaboration and a track record of delivering successful business outcomes;
- experience in technology watch and forecast processes;
- experience in organisation and chairing of meetings and workshops;
- a track record of delivering successful business outcomes;
- a very good written and spoken English.
- For reasons related to the Agency's operational requirements, candidates should be available at short notice for the job.

(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:

- team-working skills;
- good interpersonal, communication and influencing skills;
- flexibility, innovativeness, tact with a strong sense of duty and responsibility;
- results-orientation and strong motivation;
- accuracy and dependability;
- ability to adapt to a quickly changing working environment;
- genuine commitment to the Agency's objectives.

c. Desirable

- a university or engineering degree in a field related to guidance, navigation and control and/or missile and air defence and a broad scientific culture.

6. INDEPENDENCE AND DECLARATION OF INTEREST

The Project Officer Navigation and Air/Missile 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.

7. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The Project Officer Navigation and Air/Missile Defence 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 applicable to national experts and military staff on secondment to the European Defence Agency. The successful candidate will be recruited as AD9 equivalent.

Applications are invited with a view to establishing a reserve list for the post of Project Officer Navigation and Air/Missile Defence at the EDA. **This list may be used for other similar vacancies within the Agency and is valid until 31/12/2016, extendable.** 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.

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.

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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>