

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

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

Post:	Project Officer Engage
Type of post :	SNE post
Grade :	AD10 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 on 12 July 2004, and is governed by Council Decision 2011/411/CFSP defining the statute, seat and operational rules of the European Defence Agency.

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 is structured into four directorates. Three operational directorates: Cooperation Planning & Support; Capability, Armaments & Technology; and European Synergies & Innovation and the Corporate Services Directorate.

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. 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 & 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

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

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 Protect 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.

In particular the Project Officer Engage is responsible for:

- Running the current Project Teams "Personnel Recovery" (specifically: "Personnel Recovery Controller and Planner Course" (CatB Project), "Personnel Recovery Functional Area Service"), "Non Lethal Capabilities" (inclusive "Maritime Non Lethal Capabilities" in close cooperation with the Project Officer Maritime Capabilities), "Soldier Systems" (specifically "Combat Equipment Dismounted Soldier"). All Projects are to be coordinated with the other Directorates of the Agency. The current work on a civ/mil Personnel Recovery Concept has to be coordinated with the EU Military Staff;
- Running the current Project Team "Ground Mobility Assurance" in close cooperation with other Project Officers, specifically the topics "Precision Engagement", "Unmanned Systems", "Armoured Systems";
- Acting as main PoC in the Agency for Finabel.

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 security clearance certificate (minimum SECRET) from his/her national security authority. (A personal security clearance is an administrative decision following completion of a security screening conducted by the individual's competent national security authority in accordance with applicable national security laws and regulations, and certifying that an individual may be allowed to access classified information up to a specified level. Note that the necessary procedure for obtaining a security clearance 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 where justified in the interest of the service, professional training or professional experience of an equivalent level.

(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;
- a land 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 vision, values and 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 four-year period (unless a shorter period is mutually agreed between the parties). Renewal is possible within the limits set out in the EDA Staff Regulations. The successful candidate will be recruited as AD10 equivalent.

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

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>