

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

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

Post:	Project Officer Helicopter Training
Type of post :	SNE post
Grade :	AD11 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 DIRECTORATE COOPERATION PLANNING AND SUPPORT

The Cooperation Planning & Support directorate focuses on the early identification of requirements at European level and the through-life aspect of capabilities. It is responsible for capability planning through the Capability Development Plan and the Cooperative Programme Database, and Pooling & Sharing including the Code of Conduct. It deals with Defence & Industry analysis to complement the identification and development of capability demands. The directorate is also responsible for key enablers to support defence cooperation and enhance interoperability: military airworthiness, standardisation and certification, and education and training. In addition, it supports CSDP operations.

4. DUTIES

The Education, Training and Exercises Unit offers Member States effective and tailored support to enhance their interoperability in those fields. There are a number of education and training activities facilitated by EDA across its Directorates, in both fields of education and operational training.

The Project Officer Helicopter Training will work in the Cooperation Planning & Support Directorate as part of the Helicopter Team under the lead of Helicopter Programme Manager.

He/she will be dedicated to supporting a cross-section of helicopter projects related to increasing the availability of helicopters for CSDP operations and will more specifically:

- act as a Deputy to the Helicopter Programme Manager
- provide subject matter expertise on helicopter training and related issues;
- conduct any tasks allocated by the Helicopter Programme Manager related to increasing the availability of helicopters for CSDP operations;
- provide technical advice and support to any project teams or working groups established to improve the training of helicopter crew and the availability of helicopters for CSDP operations;
- **organize workshops or seminars as required;**
- draft relevant supporting documents;
- develop Staff to Staff contacts with NATO IS to ensure the appropriate level of transparency between EDA and NATO on improving the availability of helicopters, within the framework provided by the EU-NATO Capability Group.

Other tasks:

- the Project Officer Helicopter Training will be in charge of managing EDA projects related to the improvement of helicopter availability; this will include the drafting of tender specifications and managing the evaluation processes.
- provide ongoing contract management for existing projects;
- act as Secretary for all Helicopter meetings;
- depending on the need, other tasks can be appointed by his/her Head of Unit in close coordination with the Helicopter Programme Manager.

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 a satisfactory knowledge of another of these languages to the extent necessary to discharge his/her duties.

b. Essential selection criteria

(1) General

- 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, where justified in the interest of the service, professional training or professional experience of an equivalent level, or be a graduate of a national or international Defence College.

(2) Professional

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

- Operational experience in a recent multinational deployment in a threat environment;
- Command experience of an operational helicopter unit;
- Extensive Helicopter instructor experience, both basic and tactical, and in the live and virtual environments to include a national military instruction qualification;
- Experience of successful Multinational training delivery;
- Experience of developing doctrine, tactics, techniques and procedures;
- Successful project management and budgetary responsibility;
- Knowledge of aircrew Training & Licensing;
- Knowledge of CSDP and the relationships between EU institutions.

(3) Personal

All staff must be able to fit into the Agency's way of working. Attributes especially important to this post include:

- Ability to work in a team and develop professional networks;
- Results-orientation, and strong motivation;
- Genuine commitment to the Agency's vision, values and objectives;
- Good communication skills.

6. INDEPENDENCE AND DECLARATION OF INTEREST

The Project Officer Helicopter Training 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 Helicopter Training 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 EDA Staff Regulations. The successful candidate will be recruited as AD11 equivalent.

Applications are invited with a view to establishing a reserve list for the post of Project Officer Helicopter Training 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>