

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

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

Post:	Project Officer Education, Training and Exercise
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

<b>Closing date for applications</b>	<b>8 September 2015</b>
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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 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 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 Education, Training and Exercise will work in the Cooperation Planning & Support Directorate and will support the Education, Training & Exercise Head of Unit.

He/she will be dedicated to military education and training projects in general and specifically he/she will:

- provide expertise on military education and training, as well as licensing, in order to harmonize training syllabi for military training;
- develop cooperative opportunities, recommendations and technical proposals to accomplish the standardization of European curricula and certification in the field of education;
- explore possibilities for combining existing Education and Training databases in an "EDA portal on Education and Training" harmonised with other European stakeholders (ESDC, EUMC, EUMS, CMPD, etc.);
- organize, manage and support appropriate workshops, meetings or seminars as required in his/her areas of duties;
- if needed, prepare and manage studies and projects to support the education and training activities;
- develop Staff to Staff contacts with external actors such as NATO training community;
- initiate and manage cooperation actions between CMPD, EU Military Training Group, to ensure the appropriate level of transparency and complementary between EDA and other EU Stakeholders in his/her areas of duties;
- draft relevant supporting documents.

Other tasks:

- the Project Officer Education, Training and Exercise will be in charge of managing EDA projects for the development of studies; this will include the ability to draft tender specifications and to manage the evaluation processes;
- depending on the need, other tasks can be appointed by his/her Head of Unit.

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 or be a graduate of a national or international Defence College.

#### (2) Professional

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

- proven experience on Military Education and Training;
- experience of multinational training delivery;
- knowledge of military doctrine, tactics, techniques and procedures in order to understand and harmonize education and training needs or activities;
- experience of multilateral relations;
- knowledge of CSDP and the relationships among EU institutions;
- excellent knowledge of the English language.

### **(3) Personal**

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

- results-orientation, and strong motivation;
- ability to manage larger projects;
- ability to work in a team in an international environment;
- flexibility and innovativeness;
- genuine commitment to the Agency's objectives;
- strong interpersonal, communication and analytical skills.

### **c. Desirable:**

- experience in both live and virtual training environments;
- knowledge of project management and budgetary responsibility.

## **6. INDEPENDENCE AND DECLARATION OF INTEREST**

The Project Officer Education, Training and Exercise 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 Education, Training and Exercise 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. 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 AD11 equivalent.

Applications are invited with a view to establishing a reserve list for the post of Project Officer Education, Training and Exercise 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 8 September 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](mailto: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>