

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

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

Post:	Project Officer Capability Assessment
Type of post :	SNE post
Grade :	AD11 equivalent
Management of staff:	N.A.
Location:	Brussels
Indicative starting date:	16 September 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

The Project Officer Capability Assessment will under the guidance of the Head of Unit, and in cooperation with the other members of the Cooperation Planning Unit, contribute to its tasks, inter alia identifying and promoting EU defence collaborative priorities and opportunities. The Project Officer Capability Assessment will in particular be responsible for:

- implementing the Capability Development Plan (CDP) Priority Actions in close relationship with pMS' capability planners, EDA Directorates and Project Officers
- developing an overview and analysis of European military capability development in order to monitor the overall effect of the EU Capability Development Plan and its related priorities;
- gathering information, monitoring and reporting on Member States' Defence Reviews that has an impact on EU capability development and preparing appropriate input to EDA Annual State of Play on the implementation of the Pooling and Sharing code of conduct;
- promoting intra-Directorate and inter-Directorates communication and interaction;
- coordinating with the EUMC, through the EUMS and CEUMC's office, on all appropriate issues;
- maintaining a close working relationship with all appropriate bodies of the Council in order to support all relevant CSDP objectives;
- investigating on civil-military synergies in capability development and assisting in their coordination in EDA;
- representing the Agency in activities related to capabilities, when so directed;
- participating in workshops, seminars, conferences, etc. relevant to EDA's activities, when and where appropriate.

The Project Officer Capability Assessment will be flexible in the tasks he is charged with, and show personal initiative in the development of the above responsibilities.

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 Essential selection criteria.

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 year 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 good knowledge of European defence environment at large and CSDP in particular;
- a good knowledge and practical experience of capability development, in a European context;
- experience in military planning and operations;
- a sound knowledge and professional experience of defence and force development;
- management experience of multinational environment, including the organization and chairing of meetings, workshops, etc;

- a track record of delivering successful business outcomes;
- ability to use IT tools at a proficient level.

(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 a multinational team;
- flexibility, tact and pleasing disposition, with a strong sense of duty and responsibility;
- accuracy and dependability;
- analytical skills, results-orientation and strong motivation;
- excellent interpersonal skills;
- very good knowledge of English
- commitment to the Agency's vision, values and objectives.

c. Desired selection criteria:

- Knowledge of maritime capabilities;
- Experience of work related to defence reviews

6. INDEPENDENCE AND DECLARATION OF INTEREST

The Project Officer Capability Assessment 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 Capability Assessment 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 Capability Assessment 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>