

The **European Aviation Safety Agency (EASA)** is an Agency of the European Union with specific regulatory responsibilities and executive tasks in the area of aviation safety. Based in Cologne, Germany, EASA plays a key role in the European Union's strategy to establish and maintain a high uniform level of civil aviation safety in Europe. For more information on EASA please consult our website: <http://www.easa.europa.eu>

CALL FOR EXPRESSION OF INTEREST FOR SECONDED NATIONAL EXPERTS

Maintenance Regulations Officer (SNE)

(F/M)

VACANCY NOTICE REF.: EASA/SNE/2016/001

Date of publication: 02/08/2016	Deadline for applications: 06/09/2016 at 23:55 hrs CET (Cologne time)
Type of contract: Seconded National Expert (SNE) Number of open SNE opportunities: 1	Place of employment: Cologne, Germany
Duration of contract: 2 years ¹ with the possibility of extension	Monthly basic allowances: SNE shall be entitled, throughout the period of secondment, to a daily subsistence allowance and a monthly subsistence allowance ² .
Organisational unit: Flight Standards Directorate, Maintenance & Production Department, Maintenance Regulations Section	Reporting to: Maintenance Regulations Section Manager
Important note: Please note that only applicants with confirmed sponsorship by their current employer, being either a public sector organisation or independent university or research organisation that does not seek to make profit for redistribution, will be considered for the SNE position. During the selection process you will be required to prove the consent of your employer for potential secondment.	

ORGANISATIONAL CONTEXT

The **Flight Standards Directorate** is organised in five Departments, one responsible for horizontal internal and external coordination and four in charge of a specific technical domain, i.e. Maintenance & Production, Air Operations, Air Crew & Medical and ATM/ANS & Aerodromes. The Directorate covers the following core tasks:

- Oversight of approved organisations (OA);
- Oversight of Member States (STD);
- Development of policies and regulatory material related to the above tasks (RM);
- Conduct in coordination with Certification Directorate, OSD activities related to the Flight Crew training (both fixed wing and rotorcraft).

¹ For further details please consult [Working for us](http://www.easa.europa.eu/the-agency/recruitment) on the Agency's recruitment website: <http://www.easa.europa.eu/the-agency/recruitment>

² For more details please refer to the chapter 'Secondment conditions'

The **Maintenance and Production Department** is responsible for:

- Standardisation of Member States in the Initial and Continuing Airworthiness domains;
- Development of Regulatory Material in the Continuing Airworthiness domain;
- Approval and surveillance of Part-M, Part-145, Part-147 (outside EU) and Part 21 (POA) organisations (within EU upon request and all POAs outside EU);
- Delivery of all continuing airworthiness activities and services related to MRB.

The **Maintenance Regulations Section** is responsible for the development of regulatory and guidance material in the field of continuing airworthiness (Part-M, Part-145, Part-66 and Part-147) as covered by Commission Regulation (EU) 1321/2014 of 26 November 2014, and in the field of MRB.

JOB CONTENT

The jobholder will provide support in the execution of the tasks of the Maintenance Regulations Section with specific responsibilities for the development of rules and acceptable means of compliance for the provisions contained in Commission Regulation (EU) 1321/2014. In addition the jobholder can expect to be allocated to a number of projects and rulemaking tasks in the associated fields of Part-M, Part-145, Part-66 and Part-147, as necessary.

Main tasks:

- Developing and maintaining the essential requirements and Implementing Rules in the field assigned, as well as related acceptable Means of Compliance and interpretative materials as applicable;
- Providing interpretation and assistance to the Agency, the Commission, National Aviation Authorities and industry experts who are involved in the implementation of European rules;
- Participating in specific tasks in the field of maintenance;
- Organising, preparing and/or participating in workshops in the field assigned;
- Representing the Agency at meetings and conferences in the field assigned;
- Contributing to improving the performance of the Department, the Directorate and the Agency.

PROFESSIONAL QUALIFICATIONS AND OTHER REQUIREMENTS

A. ELIGIBILITY CRITERIA

In order to be eligible candidates must:

- Be a national of a Member State of the European Union, Norway, Iceland, Liechtenstein or Switzerland;
- Produce evidence of a thorough knowledge of one of the Community languages and a satisfactory knowledge of another Community language to the extent necessary for the performance of the duties (candidates from a non-member country must produce evidence of a thorough knowledge of one Community language necessary for the performance of the duties);
- Have at least three years of experience in administrative, legal, scientific, technical, advisory or supervisory functions;
- Be employed at the time of secondment for at least 12 months by a national, regional or local public administration or an IGO (SNE's employer must be at least part of the public sector or be an independent university or research organisation that does not seek to make profit for redistribution).

B. SPECIFIC COMPETENCES AND SKILLS

B.1 Experience and knowledge

- Proven professional experience of at least 3 years in the fields covered by Commission Regulation (EU) 1321/2014, obtained either in the authority and/or industry.
- Proven knowledge of the EU regulatory framework for Air Safety;
- Good knowledge of ICAO rules and International Agreements related to Continuing Airworthiness; Knowledge of European regulations related to aviation safety in the field of Continuing Airworthiness;
- Knowledge of rulemaking and legal principles;
- Proven experience in process and project management;
- Proven experience in leading teams or groups of technical or rulemaking experts;
- Very good command of both written and spoken English.

B.2 Behavioural competencies

- Analysis and problem solving: Ability to anticipate and identify key points and problems and search for solutions or different alternatives, based on critical and sound analysis of available data;
- Communication: Ability to articulate and express information in English, clearly and in a structure manner in written and oral form to relevant target audience (specially to senior management).
- Organisation and planning: Ability to coordinate own work and available resources in order to achieve outputs within the given timeline;
- Commitment: Capacity for sustained effort and hard work in a multicultural environment;
- Credibility: Ability to build up confidence and trust through expert knowledge and work results.

HOW TO APPLY

Candidates must apply on-line using the eRecruitment³ tool ensuring that they submit:

1. The completed electronic EASA application form;
2. A motivation letter of no more than one page, explaining why the candidate is interested in the post and what her/his added value would be to the Agency, if selected.
3. Scanned copy evidencing employment for at least 12 months by a public administration or an IGO. The certificate must indicate that the employer is part of the public sector or an independent university or research organisation that does not seek to make profit for redistribution.

Please note: the motivation letter (point 2 above) and the scanned copy (point 3 above) must be submitted as a single scanned file. Failure to submit a complete set of documents might result in exclusion from the selection process.

For further details on the application process please consult the [eRecruitment User-Guide](#)⁴ on the Agency's recruitment website.

³ <https://erecruitment.easa.europa.eu/default.aspx>

⁴ http://easa.europa.eu/recruitment/docs/eRecruitment_vacancy_application_guide.pdf

SECONDEMENT CONDITIONS

1. Subsistence allowances are granted under the same conditions as the expatriation allowance for temporary agents (see Art. 4 of Annex VII of the Staff Regulations: “[...] who are not and have never been nationals of the State in whose territory the place where they are [seconded] is situated [...]” :

Rates of the subsistence allowances applicable since 01.07.2015:

- the daily subsistence allowance shall be 131.76 €⁵;
- the monthly subsistence allowance shall be paid in accordance with the following table:

Distance between place of origin and place of secondment (km)	Amount in €
0-150	0
> 150	84.69
> 300	150.56
> 500	244.68
> 800	395.25
> 1300	621.10
> 2000	743.46

2. Annual leave entitlement of two days per calendar month plus additional days for grade, distance from the place of origin and in addition on average 16 EASA holidays per year;
3. General and applicable technical training;
4. Accident insurance coverage;
5. Mission expenses.

For further information on the respective conditions, please consult the link Agency’s recruitment website following the link “[Working for Us](#)”⁶.

COMMITMENT

Declaration of commitment to serve public interest independently:

The jobholder will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to the interests that might be considered prejudicial to his/her independence.

Commitment to promote equal opportunities:

The Agency is an equal opportunities employer and strongly encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction whatsoever on grounds of nationality, age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or other family situation.

DATA PROTECTION

The personal information EASA 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 EASA. More information on personal data protection in relation to selection and recruitment can be found on the [EASA website](#)⁷.

⁵ The indicated amount is subject to a weighting coefficient for Germany, adjusted accordingly on yearly basis

⁶ <http://www.easa.europa.eu/the-agency/recruitment/working-for-us>

⁷ <http://www.easa.europa.eu/the-agency/careers-working-for-us/data-protection-information-notice>