

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

**Vacancy notice
(Agency's Temporary Staff)**

Post:	Head of Unit Information Superiority
Type of post :	Temporary agent post
Grade :	AD12
Management of staff:	N.A.
Location:	Brussels
Indicative starting date:	1 January 2019
Level of Security Clearance:	SECRET UE/EU SECRET

Closing date for applications	4 April 2018
--------------------------------------	---------------------

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 (CFSP) 2015/1835 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 Council and the Member States in their effort to improve the Union's defence capabilities in the field of crisis management and to sustain the Common Security and Defence Policy (CSDP) as it currently stands and as it 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 and Logistics (Counter-IED, armoured systems, camp protection and land systems technologies, land systems, ammunitions, medical support and deployability); 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 Head of Unit 'Information Superiority' is directly accountable to the Capability, Armament and Technology (CAT) Director for the functioning of this unit. He/she will be responsible for the following activities:

- contribute to the further development of capabilities, including identifying, promoting and proposing collaborative projects within his area of responsibility;
- develop the relevant planning in his/her area of responsibility to promote the coherence of the European capability landscape;
- prepare strategies and policies for increasing cooperation and strengthening of defence R&T and the Technological/Industrial

- Base in his/her assigned area of responsibility, including to improve the linkage between capability development and the system-related R&T activities;
- coordinate contributions of his/her assigned area of responsibility to sustain military interests within wider EU policies;
- manage a team, in particular by taking care of improving relevant skills and knowledge, setting priorities to optimize the workload of the staff, managing duties, missions and absences;
- interact with relevant stakeholders such as EU agencies/organisations, Member States and industry. Chair respective meetings with Member States and other stakeholders, such as the European Commission, the European External Action Service and represent EDA in meetings, conferences and seminars;
- prepare and follow up the activity of the IDT "Command and Inform" including chairing the meetings, in a cross-domain and cross-directorate approach, ensuring that organizational and administrative work of the IDT is completed to be used as preparatory work for Steering Boards;
- ensure the coherence of activity within his/her Unit and maintain coordination with other Heads of Unit within the Agency so as to enable transversal work, share and harmonize best practices and monitor the coherence of activities within EDA;
- supervise and coordinate the projects / research & technology studies / activities assigned to the Unit in terms of project management, contract and budget management, relevance of outsourced studies, assessment of pMS capabilities, moderation & organisation of relevant EDA forum threads;
- oversee and moderate space-related, cyber-related and CIS-related activities of the Agency;
- take on additional tasks as required in the interest of the service.

Duties may evolve depending on the development of the EDA's structure and activities, and decisions of EDA management.

5. QUALIFICATIONS AND EXPERIENCE REQUIRED

a. Conditions for eligibility

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 languages of the participating Member States and a satisfactory knowledge of another of these languages to the extent necessary to discharge his/her duties;
- 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 three years when the normal period of university education is at least three years, or be a graduate of a national or international Defence College;
- 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.

b. Essential selection criteria

(1) Professional

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

- a thorough understanding and at least 10 years professional experience in Command, Control and Information Capabilities and Systems:
 - including Information Collection (Intelligence, Surveillance, Reconnaissance), Information Transmission (such as Tactical Radio, Satellite Communications), Information Management, Information Protection (Cyber Security/Defence);
 - including space-related activities such as space-based earth observation;
 - including different materiel lifecycle phases (Requirements Definition, Research & Technology, Development, Fielding);
- familiarity with the defence, European and international environment (e.g. NATO);
- thorough understanding of capability development and the link to defence planning;
- a thorough and proven international experience;
- understanding of the EDA's main tasks and functions;
- the ability to work in and with complex organizational and procedural processes, identify and propose relevant change proposals;
- proven ability in drafting and presenting conceptual papers;
- a sound practical management experience;
- a track record in delivering successful business outcomes;
- a very good knowledge of written and spoken English;
- experience in leading organizational and process change.

(2) 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:

- genuine commitment to the Agency's objectives;
- excellent leadership and management skills, including chairing meetings;
- ability to work in a team;
- strong results-orientation and motivation;
- flexibility and innovativeness;
- strong conceptual, planning, compositional, interpersonal and analytical skills;
- good communication skills.

(3) Desirable

The following would be considered an advantage:

- a minimum of 15 years of professional experience acquired after the award of the qualification required.

6. INDEPENDENCE AND DECLARATION OF INTEREST

The Head of Unit Information Superiority 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 Head of Unit Information Superiority will be appointed by the Chief Executive.

Recruitment will be as a member of the temporary 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 AD12.

The pay for this position consists of a basic salary of 11.173,35 € supplemented with various allowances, including as applicable expatriation or family allowances. The successful candidate will be graded on entry into service according to the length of his/her professional experience. Salaries are exempted from national tax, instead an Agency tax at source is paid. For further information on working conditions please refer to:

<https://www.eda.europa.eu/jobs/WorkingatEDA>

Failure to obtain the requisite security clearance certificate before the expiration of the probationary period may be cause for termination of the contract.

Candidates are advised that part of the recruitment process includes medical analyses and physical check-up with an Agency's Medical Adviser.

Applications are invited with a view to establishing a reserve list for the post of Head of Unit Information Superiority at the EDA. This list is valid until 31/12/2019, and may be extended by decision of the Chief Executive. 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.

When applying, candidates from Ministries of Defence or other governmental entities are encouraged to inform their national administration.

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>