

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

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

Post:	Project Officers PESCO (3 positions)
Type of post :	SNE post
Grade :	AD10 equivalent
Management of staff:	N.A.
Location:	Brussels
Indicative starting date:	1 September 2018
Level of Security Clearance:	SECRET UE/EU SECRET

<b>Closing date for applications</b>	<b>23 May 2018</b>
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In accordance with the Rules applicable to national experts seconded to the European Defence Agency (2016/1352), 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 (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 Permanent Structured Cooperation (PESCO) is a Treaty-based framework and process to deepen defence cooperation amongst EU Member States who are capable and willing to do so. The aim is to jointly develop defence capabilities and make them available for EU military operations.

The European Defence Agency (EDA) and the EEAS, including the EU Military Staff, working together, provide a Secretariat function for PESCO, with a single point of contact for the participating Member States.

Under the supervision of the Head of Unit PESCO, within the Capability Armaments and Technology (CAT) Directorate, the jobholders will contribute to the following activities:

### **1. Project Officer PESCO - Analysis and Assessment**

- Support the PESCO Unit with an in-depth analysis of on-going and future cooperative projects related to defence capability development;
- Assist Member States (pMS) interested in the analysis and generation of projects which could be supported by the EU funding through the European Defence Industrial Development Plan, including through the development of related courses of action;
- Carry out landscaping analysis of existing and planned defence capabilities at European level (27 pMS) and in specific capability areas, including relevant trends and foresights, and the identification of options for collaborative projects and related courses of action;
- Liaise closely with the EU military staff to achieve efficiently the PESCO Secretariat functions;
- Contribute to the assessment on PESCO projects and the preparation of the related reports of the PESCO Secretariat to the High Representative of the EU for Foreign Affairs and Security Policy;
- Foster generation of collaborative projects to shape the European defence capability landscape towards more coherence, following also the PESCO implementation rhythm as laid down in the Council recommendations;
- Develop relevant cross directorate links within EDA.

Duties may evolve according to development of the EDA's structure and activities, and the decisions of EDA management, and the evolution of PESCO governance and content.

### **2. Project Officer PESCO – Plans and Roadmaps**

- Develop and maintain a detailed and global understanding of PESCO mechanisms and of the linkages between PESCO activities and other defence cooperative activities (incl. CARD and EDF);
- Consolidate and analyse the National Implementation Plans (NIPs) provided annually by the PESCO Member States;
- Develop analysis on the implementation of PESCO by Member States including an overall impact statement on the coherence of defence planning efforts in Europe. Prepare on that basis recommendations to the High Representative of the EU for Foreign Affairs and Security Policy;
- Liaise with PESCO Member States to consolidate a common understanding of the added value of PESCO activities;
- Liaise closely with the EU military staff to achieve efficiently the PESCO Secretariat functions;
- Contribute to the development of the relevant planning, coordinating with EDA's Operational Directorates' Units, to promote the coherence of the European defence capability landscape, including the R&D dimension;
- Contribute to the provision of a joint assessment of PESCO, and other Cooperative project proposals in conjunction and coordination with EDA Project Officers;
- Contribute with an annual assessment on the PESCO implementation provided by EDA and the EUMS to the annual Report of the High Representative of the EU for Foreign Affairs and Security Policy;
- Contribute to support EDIDP related activity within EDA;
- Develop relevant cross directorate links within EDA.

Duties may evolve according to development of the EDA's structure and activities, and the decisions of EDA management, and the evolution of PESCO governance and content.

### **3. Project Officer PESCO – Data & Reports**

- Develop and maintain a detailed and global understanding of PESCO mechanisms and of the linkages between PESCO activities and other defence cooperative activities (incl. CARD and EDIDP);
- Develop and manage a permanently updated PESCO reporting mechanism designed to provide in a timely manner relevant information about PESCO activity to the stakeholders involved;
- Keep the PESCO related data, information and overview up to date;
- Oversee and moderate the Classified and Unclassified PESCO Common Workspaces;
- Liaise with PESCO Project lead nations;
- Liaise closely with the EU Military Staff to achieve efficiently the PESCO Secretariat functions;
- Contribute to the annual report of the High Representative of the EU for Foreign Affairs and Security Policy with accurate and validated data of pMS' contribution to capabilities, projects and the implementation of national plans;
- Contribute to support EDIDP related activity within EDA;
- Develop relevant cross directorate links within EDA.

Duties may evolve according to development of the EDA's structure and activities, and the decisions of EDA management, and the evolution of PESCO governance and content.

## **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;
- produce 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 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;
- 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

For the 3 profiles, the candidates will be required to demonstrate that they have:

- a thorough understanding of Capability Development areas including, at least, one of the following domains:
  - Land;
  - Maritime;
  - Air;
  - Information (including Cyber and Space);
- experience in defence planning (concepts, defence plans, requirements development, capability development, capability projects) at national MoD level and/or in international environment;
- a very good knowledge of written and spoken English;
- an understanding of the EDA's main tasks and functions.

In addition, for the Project Officer PESCO 3 – Data & Reports:

- experience in data management and the development of progress reports.

### (2) Personal

All staff must be able to fit into the Agency's way of working (see para. 2). Other attributes important for these posts include:

- proven ability to work in a team;
- strong results-orientation and motivation;
- genuine commitment to the Agency's objectives;
- good communication skills.

## c. Desirable

The following will be considered an advantage:

- a good understanding of intergovernmental cooperative mechanisms;
- a working experience in a multinational defence environment.

## 6. INDEPENDENCE AND DECLARATION OF INTEREST

The Project Officers PESCO (3 positions) 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 Officers PESCO (3 positions) will be appointed by the Chief Executive.

Secondment 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 SNE Rules. The successful candidates will be seconded as AD10 equivalent.

Applications are invited with a view to establishing a reserve list for the post of Project Officers PESCO (3 positions) 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 secondment 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 secondment to 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.

Candidates may specify which position(s) they apply for in their motivation letter.

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

A selection panel will be appointed. Please note that the selection panel'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>