

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

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

Post:	Project Officer SES Policy
Type of post :	SNE post
Grade :	AD10 equivalent
Management of staff:	N.A.
Location:	Brussels
Indicative starting date:	6 September 2019
Level of Security Clearance:	SECRET UE/EU SECRET

<b>Closing date for applications</b>	<b>17 September 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 DIRECTORATE COOPERATION PLANNING AND SUPPORT

The Cooperation Planning & Support (CPS) Directorate focuses on the early identification of requirements at European level and the through-life aspect of capabilities. The directorate is responsible for capability planning through the Capability Development Plan (CDP), the Cooperative Programme Database (CODABA) and the Coordinated Annual Review on Defence (CARD), and Pooling & Sharing including the Code of Conduct. It is also responsible for critical enablers to support defence cooperation and enhance interoperability: military airworthiness, standardisation and certification, test and evaluation and education and training. In addition, the directorate provides support

to CSDP military and civilian operations and missions and EU Battlegroups, at the request of their Member States.

The CPS Directorate also supports the Member States in identifying operational and financial consequences, as well as opportunities, that SESAR (Single European Sky ATM Research programme) may bring to European air forces and facilitates the coordination of military views in this context. In this context, the directorate acts as the military interface for the EU institutions (e.g. European Commission/DG MOVE, EASA), as well as other SESAR related bodies (e.g. SESAR Deployment Manager, SESAR Joint Undertaking), on SES (Single European Sky) related issues.

In the wider context of military aviation, the CPS Directorate supports the Member States in their efforts to enable RPAS integration in non-segregated airspace and in harmonizing military aviation safety issues.

#### 4. DUTIES

The SES/SESAR Unit performs the required duties to facilitate the coordination of military views from and in support of the Member States and the relevant international military organisations in the context of Single European Sky.

The EDA SES Military Aviation Board (ESMAB) has been established to provide high level advice to EDA Steering Board on SES issues. This board is supported by an ESMAB Management/Expert Level and specific SES Expert Communities (SECs). The SES/SESAR Unit manages and supports this structure.

Moreover, the "Military Aviation Strategy in the context of SES", its related implementation plan and the Military Aviation Action Plan (MAAP) constitute a complete set of documents aiming to steer EDA SES/SESAR Unit works, notably in the field of SES Policy and regulations, SESAR, notably with respect to the deployment, RPAS ATI and aviation cyber activities.

Under the supervision of the Head of Unit SES/SESAR, the jobholder will be responsible for/contribute to the following activities:

- 1 contribute to EDA's role as interface between the Military community and the EU institutions, notably the EC/DG MOVE, and related bodies;
- 1 facilitate the coordination of Military views notably with respect to SES related regulation;
- 1 prepare Single Sky Committee Meetings;
- 1 follow up EU Regulations and identify the requirements to launch Common Military Positions;
- 1 follow up EU Strategies and assess impact on military;
- 1 contribute to achieve the objectives of the "Military Aviation Strategy in the context of SES" in line with the Military Aviation Strategy Implementation Plan (MASIP);
- 1 contribute to the implementation and the update of the Military aviation Action Plan;
- 1 coordinate with ICAO in relation to civil-military coordination activities;
- 1 contribute to ESMAB and SES Expert Communities meetings as required;
- 1 support all activities deriving from the EDA SES Military Aviation Board (ESMAB) both at policy and management level;
- 1 run the SES Expert Communities (SEC) related to their function and expertise;
- 1 raise awareness on SES/SESAR issues which could have implications on the military;
- 1 execute the activities in the EDA-**EUROCONTROL Workplan**;
- 1 establish and develop the necessary coordination, at staff level, with other SES stakeholders (European Commission, SESAR Joint Undertaking, SESAR Deployment Manager, INEA, EUROCONTROL, NATO, EASA and participating Member States);
- 1 provide for the elaboration of any necessary SES/SESAR related internal or external EDA documentation;
- 1 contribute to the preparation of EDA Steering Boards, ESMAB meetings, SEC meetings as well as any other meetings, workshops and events as required;
- 1 ensure transversal cooperation and coordination with the other Units and Directorates of the Agency;
- 1 take on additional tasks as required in the interest of the service.

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

#### 5. QUALIFICATIONS AND EXPERIENCE REQUIRED

##### a. Conditions for eligibility

- 1 be a national of a Member State participating in the Agency; be entitled to his/her full rights as a citizen;
- 1 have completed any obligations imposed on him/her by the laws concerning military service;
- 1 produces the appropriate character references as to his/her suitability for the performance of his/her duties;
- 1 be physically fit to perform his/her duties;
- 1 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;
- 1 have no personal interest (financial, family relationship, or other) which could be in conflict with disinterested discharge of his/her duties within the Agency;
- 1 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 PSC can be initiated on request of the employer only, and not by the individual candidate.);

- 1 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; or where justified in the interests of the service, professional training of an equivalent level.

## **b. Essential selection criteria**

### **(1) Professional**

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

- 1 experience / knowledge in one or more of the areas described in the duties section;
- 1 a good understanding of Single European Sky;
- 1 a very good knowledge of written and spoken English.

### **(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:

- 1 ability to work in a team and independently in his/her area of responsibility;
- 1 ability to work effectively in a multinational environment;
- 1 results-orientation and strong motivation;
- 1 flexibility and innovativeness;
- 1 genuine commitment to the Agency's objectives;
- 1 strong conceptual, compositional, interpersonal, and analytical skills;
- 1 being computer-literate.

## **c. Desirable**

The following would be considered an advantage:

- 1 knowledge of Air Traffic Control/ Airspace Management/ Air operations;
- 1 knowledge of military missions and training procedures.

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

The Project Officer SES Policy 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 SES Policy 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 Officer SES Policy 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.

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.**

Each application will be screened based on the requirements of the job profile stated in the vacancy notice. The most suitable applicants will be called for an interview and a written test.

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>