

EUROPEAN DEFENCE AGENCY (EDA)

Vacancy notice

| | |
|--------------------------------------|---|
| Directorate | Research, Technology and Innovation Directorate (RTI) |
| Vacancy title | Project Officer CBRN and Human Factors |
| Contract type | Seconded National Expert |
| Group | N.A. |
| Grade | AD10/AD11 |
| Indicative starting date | 01/08/2022 |
| Security Clearance | SECRET UE/EU SECRET |
| Management of staff | N.A. |
| Location | Brussels |
| Closing date for applications | 13/06/2022 |

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 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. The Corporate Services Directorate (CSD) and three operational directorates: Industry, Synergies and Enablers (ISE); Capability, Armament & Planning (CAP); Research, Technology and Innovation (RTI).

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 of 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 RESEARCH, TECHNOLOGY AND INNOVATION DIRECTORATE (RTI)

The Research, Technology & Innovation Directorate (RTI) promotes and supports defence research at EU level. Based on the Overarching Strategic Research Agenda (OSRA), developed together with the Member States, the Directorate coordinates and plans joint research activities and the study of technical solutions to meet future operational needs.

The RTI Directorate provides support to Member States and to the European Commission for the Preparatory Action for defence research, including its implementation, and the research dimension of the European Defence Fund. The RTI directorate also ensures the promotion of innovation in defence and the exploitation of synergies at EU level with civil research in dual-use technology fields.

The RTI Directorate comprises two Units and an RTI Coordination Team, with the following key tasks:

- The EU-funded Defence Research Unit: upstream, implementing and downstream support linked to defence research activities funded by the EU budget under delegation by the European Commission
- The Technology & Innovation Unit: facilitating the work of the Capability Technology Groups (CapTechs), the Energy & Environment Working Group; development and management of ad hoc research activities based on sectoral Strategic Research Agendas
- The RTI Coordination Team: coordination of the RTI Directorate's contributions to EDA's transversal activities (such as CDP, CARD, PESCO, and KSA); overview of the Agency's research portfolio; provision of outlook for research activities and technology watch.

4. DUTIES

Under the supervision of the Head of Unit Technology and Innovation, the jobholder will contribute to the following activities:

- moderate and steer the Capability Technology Group CBRN and Human Factors Technologies (CapTech CBRN) and related activities of expert groups and electronic fora on the EDA Extranet;
- in this field and in line with Member State orientations, maintain and update the Strategic Research Agenda on CBRN and Human Factors Technologies, synthesizing R&T priorities and identifying ways to address them;
- support the development of the Overarching Strategic Research Agenda (OSRA) and the continued improvement of Captech CBRN's Technology Building Block content and roadmaps;
- contribute to R&T initiatives aimed at defining capability-led priorities and projects;
- lead, coordinate and contribute to the Agency's work on CBRN and Human Factors Technologies in a transversal way (Research and Technology, Capabilities) including aspects such as capability development support (CARD, PESCO, CDP/SCC);
- promote, support and manage projects including contracting, monitoring and evaluation activities;
- participate and collaborate in projects and studies under the responsibility of the RTI Directorate or with other Directorates of EDA;
- define and organise expert meetings and workshops;
- collaborate actively with representatives and experts from the Member States;
- liaise with the European Commission and EU Agencies, companies and industry associations involved in military or dual use R&T in his/her area of responsibility;
- participate and represent the Agency in security and defence-related seminars and workshops, mainly in the areas covered by the CapTech;
- contribute to technology watch and foresight in his/her area of responsibility;
- take on additional tasks as required in the interest of the service;

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

5. CONDITIONS FOR SECONDMENT

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 continue being paid their national salary by that employer.

Therefore, to be considered in the selection process, candidates for SNE posts 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 before a decision is taken by EDA on the candidate to be selected for a secondment.

The Rules are available on the EDA website <http://www.eda.europa.eu> - vacancies.

To qualify for secondment to the Agency, experts shall:

- have worked for their employer on a permanent or contract basis for at least 12 months before their secondment;
- remain in the service of their employer throughout the period of secondment and continue to be paid by that employer;
- have at least three years' full-time experience in defence, administrative, scientific, technical, operational, advisory or supervisory functions relevant to the performance of the duties assigned to them. Before the secondment, the employer shall supply the Agency with a statement of the expert's employment covering the previous 12 months;
- be nationals of a participating Member State or falling within the provisions of the second paragraph of Article 1 of Council Decision (EU) 2016/1352 of 4 August 2016;
- have a thorough knowledge (minimum level C1 oral and written) of one official language of one of the participating Member States and a satisfactory knowledge (minimum level B2 oral and written) of another of these languages for the performance of their duties. To assess foreign language skills, see:
<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

6. SELECTION CRITERIA

A. Essential

(1) Professional

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

- familiarity with the defence international environment (especially with CSDP);
- extensive experience in R&T project management, covering all phases: promotion, definition, competition and evaluation of proposals, running, assessment of the results, fostering of follow-up activities;
- specific and strong technical background knowledge in the area of CBRN;
- a track record of working on R&T activities in government, academia or private companies;
- a track record of delivering successful business outcomes;
- experience in group management (organisation of meetings, workshops, conferences) and in leading organisational and process change;
- 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:

- ability to work in a team and independently in his/her area of responsibility;
- results-orientation and strong motivation;
- flexibility and innovativeness;
- good communication skills;

- a strong sense of duty and responsibility;
- commitment to the Agency's objectives.

B. Desirable

The following will be considered an advantage:

- a minimum of 10 years of professional experience;
- experience in project management methodologies and in the whole lifecycle of a project (from inception to results delivery);
- familiarity with the technologies related to Human Factors;
- knowledge of innovation management methodologies/frameworks;
- knowledge and understanding of Military Capability Development and Defence Research Prioritisation processes.

7. INDEPENDENCE AND DECLARATION OF INTEREST

The Project Officer CBRN and Human Factors 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.

8. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The Project Officer CBRN and Human Factors 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. Renewal is possible within the limits set out in the EDA SNE Rules. The successful candidates will be seconded as AD10/AD11 equivalent.

Applications are invited with a view to establish a reserve list for the post of Project Officer CBRN and Human Factors at the EDA. This list will be valid until 31/12/2023, 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.

9. 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.

10. 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.

In order to be considered in the selection process, candidates for SNE posts 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 before a decision is taken by EDA on the candidate to be selected for a secondment.

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.

11. 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 (EU) N° 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) 45/2001 and Decision No. 1247/2002/EC.

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>