

EUROPEAN DEFENCE AGENCY (EDA)

Vacancy notice Agency's Contractual Staff

Post	Administrative and clerical support / Driver
Type of post	Contractual Agent
Function group :	II
Management of staff	N.A.
Location	Brussels
Indicative starting date	01/08/2019
Level of Security Clearance	SECRET UE/EU SECRET
Closing date for applications	18/01/2019

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 MANAGEMENT TEAM

The Management Team consists of the Chief Executive (CE), the Deputy Chief Executive (DCE) and the four Directors and is supported by the Policy and Planning Unit and the Media and Communication Unit.

4. DUTIES

Under the supervision of the Chief Executive and Deputy Chief Executive, the jobholder will contribute to the following activities:

- Driver's duties:
 - transport of EDA Senior Management and other staff, mail or goods, with requests to drive often outside regular working hours;
 - collect from and deliver to the Council of the EU, the Commission, ministries and any other institutional bodies, mail and documents;
 - cleaning /fuel replenishment and day-to-day maintenance of executive EDA car;
- Administrative support:
 - prepare, copy, collate, file and distribute documents, mail and notifications, as instructed; update contact lists;
 - provide logistical and administrative support during internal and/or external events and meetings, as required;
 - assist the Infrastructure and Security Unit in providing access for VIPs meeting CE/DCE, greeting visitors;
 - assist the Infrastructure and Security Unit in tasks such as the end-of-year asset inventory;
- 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. 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 completed 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 no personal interest (financial, family relationship, or other) which could be in conflict with disinterested discharge of his/her duties within the Agency;
- hold, or be in a position to obtain, 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.);

- have a level of post-secondary attested by a diploma, or a level of secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of at least three years, or where justified in the interest of the service, professional training or professional experience of an equivalent level.

Only diplomas that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities in the said Member States shall be taken into consideration. In the latter case, the authority authorised to conclude contracts of employment reserves the right to request proof of such equivalence.

b. Essential selection criteria

(1) Professional:

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

- hold a valid driver's licence of European level B or above and be able to demonstrate a safe driving record;
- basic mechanical knowledge with an ability to perform minor repairs of vehicle;
- good knowledge of protocol and security rules and procedures;
- flexibility to accept irregular working hours (depending on the needs of the Agency, he/she may be required, on short notice, to start work before 7 a.m., or may be required to work late in the evening);
- computer literate with practical experience in Microsoft applications;
- good organizational and clerical skills;
- experience in basic facilities operations.

(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:

- highest standards of discretion and integrity, sense of responsibility;
- flexibility, tact and pleasing disposition, with a strong sense of duty, punctuality and reliability;
- excellent customer service skills and ability to present a positive and professional image of the Agency in external events and relations;
- strong motivation to perform administrative and general service duties;
- resilience to change and receptiveness to a rapidly evolving work environment;

c. Desirable

The following will be considered an advantage:

- previous relevant professional experience in an EU institution/agency, international organization or diplomatic mission;
- familiarity with the Brussels district area and EU Institutions;
- professional driving training qualification.

6. INDEPENDENCE AND DECLARATION OF INTEREST

The Administrative and clerical support / Driver 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 Administrative and clerical support / Driver will be appointed by the Chief Executive.

Recruitment will be as a member of the contractual 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 Contract Agent FGII.

The pay for this position consists of a basic salary of 2.077,02€ 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://eda.europa.eu/jobs/what-we-offer>

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 Administrative and clerical support / Driver 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 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.

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>