

EUROPEAN DEFENCE AGENCY (EDA)

Vacancy notice Agency's Temporary Staff

Post	HR Assistant (reserve list)
Type of post	Temporary agent post
Management of staff	N.A.
Location	Brussels
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 CORPORATE SERVICES DIRECTORATE

The Corporate Services Directorate manages the human resources, finance, legal, procurement and contract

activities, as well as information technology, infrastructure and security, and corporate projects to ensure the smooth and efficient functioning of EDA.

4. DUTIES

The HR Assistant will act as the primary HR contact for staff members and managers in the assigned Business Areas, providing support on a wide range of HR related topics such as selections, HR administration, leave management, performance management, staff development and well-being. He/she will also coordinate the planning and organisation of the Agency's Learning and Development activities.

Under the supervision of the HR Head of Unit, the jobholder will, in particular:

- contribute to the availability of human capital through support to planning and organisation of the selection procedures, including participation in selection panels and act as focal point for interim staff and trainees;
- plan and organize the on-boarding process of newcomers;
- support organizational development through contribution to the Learning and Development Framework Strategy;
- coordinate training activities and related budgetary planning and follow up and assist in implementation of performance management and other professional development measures (e.g. 360 degree feedback exercise);
- inform and advise staff on statutory aspects (Staff Regulations/SNE Rules of the Agency) and administrative/practical issues relating to their installation such as schooling, removals, housing, privileges and immunities;
- prepare decisions relating to the individual rights throughout the employee lifecycle (grading, indemnities, allowances, salary, severance grants) and manage personal files;
- contribute to the management of the electronic HR databases, the internal communication of HR actions and compliance with data protection regulations;
- contribute to HR metrics and reports;
- act as operational initiator for financial and procurement procedures linked to HR activities;
- act as the backup for payroll activities and salary matters;
- 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

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

- professional experience of at least six years (at least nine years in the case of secondary education), including professional experience directly relevant to the tasks of at least four years;
- experience in learning and development and in at least 1 of the following HR areas: rights and obligations, performance management, payroll;
- very good knowledge of the Staff Regulations of the European Communities and their implementing rules;
- proven experience with HR IT management systems;
- effective, clear and concise communication skills in oral and written English;
- a track record of delivering successful business outcomes;
- knowledge and experience of financial and procurement procedures.

(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 the area(s) of responsibility;
- ability to work effectively in a multinational environment;
- strong motivation and willingness to perform general administrative duties;
- excellent customer service skills;
- attention to detail;
- integrity, confidentiality and tact;
- pro-active problem-solving approach, including ability to handle large volume of work in an efficient and timely manner;
- genuine commitment to the Agency's objectives.

c. Desirable

- HR qualification/diploma;
- professional HR experience in an EU institution/agency or in the international public sector;
- familiarity with the use of HR analytics.

6. INDEPENDENCE AND DECLARATION OF INTEREST

The HR Assistant (reserve list) 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 HR Assistant (reserve list) 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 Temporary Agent AST5.

The pay for this position consists of a basic salary of 4.707,34€ 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 HR Assistant (reserve list) 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>