

EUROPEAN DEFENCE AGENCY (EDA)

Vacancy notice Agency's Temporary Staff

Post	Project Officer Communications and Information Systems
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 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. The Directorate also provides PESCO secretariat functions.

4. DUTIES

The Project Officer Communications and Information Systems (PO CIS), under the supervision of the Head of Unit for Information Superiority, is responsible for identifying, initiating, and managing projects in the command & inform capability area of CIS. In particular, the PO CIS will be responsible for the following activities:

- work with the participating Member States (pMS) of the EDA and other stakeholders to identify, initiate, coordinate and conduct collaborative CIS;
- initiatives and projects in the capability area of CIS;
- manage, and if necessary chair, the Project Team CIS (PT CIS) as well as other related working groups, seminars and meetings;
- propose and manage the work plan that will meet the objectives of the PT CIS and justify the associated budgetary/resource requirements;
- ensure the coherence of activity between the PT CIS work plan, other Information Superiority Unit PTs and CIS-related work streams across the Agency;
- interact with relevant external stakeholders such as the European External Action Service, EU Military Staff, operation headquarters, other EU agencies/organisations/ institutions, international organisations (NATO) and industry;
- prepare the business case and technical specification for the execution of contracts in support of the PT CIS objectives, then supervise the implementation of these contracts;
- contribute to the further development and improvement of the Capability Development Plan (CDP), including identifying, promoting and proposing collaborative projects within his/her area of responsibility;
- contribute to the development and update of the Strategic Context Cases (SCCs) to implement the EU Capability Development Priorities;
- contribute, as appropriate, to the assessment of PESCO project proposals and to the assessment of EDIDP and EDF related project proposals upon Member States' request;
- represent EDA in meetings, conferences and seminars;
- manage information via the EDA's tools;
- take on additional tasks as required in the interest of the service.

Duties may evolve depending on the development of the EDA's structure and activities, and 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 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 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.);
- 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.

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:

- a broad operational and technical knowledge of, and at least 10 years professional experience in, military Communications and Information Systems, specifically some or all of the following:
 - command & control and information systems;
 - information exchange technologies (such as tactical radio and networks);
 - NATO Architecture Framework;
 - information Technology Infrastructure Library practices;
 - information assurance measures and cryptography.
- productive experience of national and multilateral capability development;
- project management qualifications and experience;
- an understanding of the following:
 - EDA's main tasks and functions;

- European security and defence within the international environment;
- command and control, and the supporting CIS, for EU-led crisis management;
- competence in drafting and presenting conceptual, briefing and decision-making papers;
- a track record in delivering successful business outcomes;
- the ability to manage a diverse project portfolio;
- 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 par. 2). Other attributes important for this post include:

- genuine commitment to the Agency's objectives;
- very good leadership and management skills;
- ability to work in a team;
- strong results-orientated approach to projects;
- flexibility and innovativeness;
- strong conceptual and analytical skills;
- good communication skills.

c. Desirable

The following will be considered an advantage:

- hold a (recognised) Project Management qualification;
- experience in defence planning.

6. INDEPENDENCE AND DECLARATION OF INTEREST

The Project Officer Communications and Information Systems 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 Communications and Information Systems 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 AD10.

The pay for this position consists of a basic salary of 8.728,19€ 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 Project Officer Communications and Information Systems 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>