EUROPEAN DEFENCE AGENCY
(EDA)

Vacancy notice
Agency's Contractual Staff

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Post	Project Officer Defence Database Support
Type of post	Contractual Agent
Function group :	III
Management of staff	N.A.
Location	Brussels
Level of Security Clearance	SECRET UE/EU SECRET
Closing date for applications	07/01/2019

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 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

Under the supervision of the Head of Unit Cooperation Planning, the PO Defence Data support will:

- support the work on the Collaborative Database (CODABA) and associated databases on defence and security related plans, projects, programmes and in-service capabilities of participating Member States (pMS) by:
  - gathering, reviewing, integrating and revising information derived from publicly available sources complementary to pMS' inputs;
  - conducting database content management by integrating and reviewing inputs from Defence governmental authorities, EU Institutions and eligible Third States and Organisations;
  - providing analysis, feedback and proposed amendments of recorded information and supporting the drafting of regular reports on collaborative opportunities or the defence landscape;
  - supporting improvement of data quality through tagging with relevant taxonomies and contributing to the definition of software development;
  - managing user accounts and access rights;
  - supporting database users in accessing information, managing their data and in handling the user interfaces.
- assist with data and user management of other IT tools in the realm of the Cooperation Planning Unit;
- 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 education which corresponds to completed university studies of at least three years attested by a diploma 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:

- relevant professional experience in operating databases and software management, including in a SharePoint environment;
- knowledge in European defence cooperation;
- proficiency in operating statistical software (thorough knowledge of MS Excel being a minimum requirement);
- proficiency in the use of graphics, charts and other statistics presentational aspects (knowledge of MS PowerPoint being a minimum requirement);
- excellent organisational skills;
- excellent knowledge of written and spoken English.

For reasons related to the Agency's operational requirements, the candidate will be required to be available at short notice for the job.

(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, in an international environment;
- strong conceptual, analytical and drafting skills;
- flexibility, tact, and a strong sense of duty and responsibility;
- results-orientation and strong motivation;
- accuracy and dependability;

- communication skills;
- genuine commitment to the Agency's objectives.

c. Desirable

The following would constitute additional assets:
- familiarity with Capability Development;
- familiarity with the Capability Development Plan (CDP) and the Collaborative Database (CODABA);
- a track record of delivering successful business outcomes in data management.

6. INDEPENDENCE AND DECLARATION OF INTEREST

The Project Officer Defence Database Support 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 Defence Database Support 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 FGIII.

The pay for this position consists of a basic salary of 2.659,17€ 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 Defence Database Support 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