

EUROPEAN DEFENCE AGENCY (EDA)

Vacancy notice Agency's Contractual Staff

Post	Policy Officer Defence Industry Engagement
Type of post	Contractual Agent
Function group :	IV
Management of staff	N.A.
Location	Brussels
Indicative starting date	01/02/2019
Level of Security Clearance	SECRET UE/EU SECRET

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 EUROPEAN SYNERGIES AND INNOVATION DIRECTORATE

The European Synergies & Innovation Directorate promotes and supports Member States in innovative research and the development of key technologies, coordinates and promotes EDA actions in the area of dual-use research, and implements the Preparatory Action for CSDP-related research. The Directorate is also responsible for coordinating the Agency's overall engagement with industry as well as strategic foresight and assessment. It also supports Member States in interfacing with wider EU policies that have implications for defence, such as energy, environment, and space.

4. DUTIES

The Policy Officer Defence Industry Engagement under the supervision of the Head of Unit Industry Strategy and wider EU Policies, contributes to the activities regarding the development of the European Defence Technological and Industrial Base (EDTIB) to support the defence capability priorities. Within this framework, he/she will mainly:

- contribute to the analyses of technologies, skills and manufacturing capabilities (Key Strategic Activities/KSAs) that are important for the European strategic autonomy in the military capability and technology areas that Member States have indicated as priorities;
- contribute to build effective relations and exchanges of information between the agency and relevant industries (industry engagement) in the framework of the agency's main processes developing capabilities and technologies (Capability Development Priorities, R&T prioritisation and KSAs);
- build and maintain relevant knowledge and networks with experts in the agency, Member States and industry of a subsector of the EDTIB in order to effectively fulfil the tasks above and contribute to the agency's role in Permanent Structured Cooperation (PESCO) and European Defence Fund (EDF) including European Defence Industrial Development Programme (EDIDP);
- contribute to further development of the industrial and technological base of the defence sector by developing initiatives, in coordination with Member States, European Commission and Industry, to enhance the participation of innovative SMEs and non-traditional suppliers in the defence market and supply chains;
- maintain and further develop dedicated tools (e.g. web-based platforms, databases) to support the access of industry to the defence market;
- 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

(1) 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 language of the participating Member States to the extent necessary for the performance of his/her duties;

- 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.
- 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.)

b. Essential selection criteria

(1) Professional

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

- very good knowledge of the European Defence Technological and Industrial Base (EDTIB) and the European Defence Equipment Market (EDEM) matters;
- relevant experience with leading projects and/or developing policies in the area of defence capabilities or technologies either on government or industry's side;
- experience in and/or knowledge of a subsector of the EDTIB, for instance Naval Systems or C4I STAR could be an advantage;
- knowledge of or affinity with industrial processes leading to products and systems;
- experience with the defence international environment and the EU defence market & industry community;
- knowledge of the latest developments and initiatives (in preparation) at a European level to strengthen the European defence capabilities and industrial base;
- knowledge of the Common Security and Defence Policy (CSDP);
- a track record of delivering successful business outcomes;
- experience in organisation and chairing of meetings and workshops;
- understanding of the EDA's main tasks and functions;
- 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;
- good interpersonal, communication and influencing skills;
- strong sense of duty and responsibility;
- results-orientation and strong motivation;

- accuracy and dependability;
- flexibility and innovativeness;
- ability to adapt to a quickly changing working environment;
- genuine commitment to the Agency's objectives.

6. INDEPENDENCE AND DECLARATION OF INTEREST

The Policy Officer Defence Industry Engagement 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 Policy Officer Defence Industry Engagement 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 group IV .

The pay for this position consists of a basic salary of xxx € 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://www.eda.europa.eu/jobs/WorkingatEDA>

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 Policy Officer Defence Industry Engagement at the EDA. This list is valid until 31/12/2018, 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>