

**EUROPEAN DEFENCE AGENCY
(E D A)**

**Vacancy notice EDA/2013/018b
(Agency's Temporary Staff)**

Post:	018b - Head of Unit Operations Support
Type of post :	Temporary agent post
Grade :	AD12
Management of staff:	Yes
Location:	Brussels
Indicative starting date:	1 April 2014
Level of Security Clearance:	Secret

Closing date for applications	9 January 2014
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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 under a Joint Action of the Council of Ministers on 12 July, 2004. On 12 July 2011, the Council adopted a Decision defining the statute, seat and operational rules of the European Defence Agency. This Council Decision replaced the Council Joint Action.

The Agency has its headquarters in Brussels.

The main task of the EDA is to support the Member States and the Council in their effort to improve the EU's defence capabilities in the field of crisis management and to sustain the Common Security and Defence Policy (CSDP) as it stands now and develops in the future.

The Agency will have a new structure from 1 January 2014. In order to be better equipped to anticipate and react to developments in the rapidly evolving defence and security environment, EDA will be restructured into three operational directorates: Cooperation Planning & Support; Capability, Armaments & Technology; and European Synergies & Innovation. This will improve its operational output; facilitate the prioritisation of tasks; and serve the needs, expectations and interests of Member States more effectively and efficiently.

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 including its annual Work Programme and its rolling three-year Work Plan. Its business processes are flexible and oriented towards achieving results. Staff at all levels need to demonstrate the corresponding qualities of 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 directorate will focus on the early identification of requirements at European level and the through-life aspect of capabilities. It will be responsible for capability planning through the Capability Development Plan and the Cooperative Programme Database; and Pooling & Sharing including the Code of Conduct. It will deal with Defence & Industry analysis to complement the identification and development of capability demands. The directorate will also be responsible for key enablers to support defence cooperation and enhance interoperability: military airworthiness, standardisation and certification, and education and training. In addition, it will support CSDP operations and EU Battlegroups at the request of Member States.

4. DUTIES

Heads of Unit are directly accountable to the Director for the functioning of this unit.

The Head of Unit Operations Support will be responsible for:

- liaising closely with relevant CSDP structures in order to provide support to CSDP operations and missions;
- interacting with the relevant Council bodies, within the area of competencies;
- supervising and coordinating the main work strands of the unit;
- interacting with the EDA's participating Member States in order to identify and generate new collaborative opportunities;
- chairing respective meetings with Member States and other stakeholders, like the European Commission, the EASS (European External Action Service), etc;
- managing concrete collaborative projects within the remit of the unit;
- managing a team of up to five persons;
- supervising the contract management related to all contracts deriving from the work of the unit.

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 rights as a citizen;
- have fulfilled any obligations imposed on him/her by the laws concerning military service;
- produces 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 official languages of the EU, and an satisfactory knowledge of another of these languages to the extent necessary to discharge his/her duties;
- 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 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.

b. Essential selection criteria

(1) Professional

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

- experience of military and civil operations;
- experience of CSDP and respective European operations and missions;
- understanding of the EDA's main tasks and functions;
- a good understanding of public procurement contracts and logistics activities;
- strong record with team management;
- good understanding of the Agency's missions;
- a very good knowledge of English and understanding of French.

(2) Personal

All staff must be able to fit into the Agency way of working (see par.2). Other attributes important for this post include:

- ability to work in a team;
- good leadership and management skills;
- flexibility and innovativeness;
- genuine commitment to the Agency's missions and objectives;
- strong conceptual, compositional, interpersonal and analytical skills;
- good communication skills.

6. INDEPENDENCE AND DECLARATION OF INTEREST

The Head of Unit Operations 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 Head of Unit Operations Support will be appointed by the Chief Executive, upon recommendation of the Chairman of the Selection Committee.

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 AD12.

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.

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.

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>