

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

**Vacancy notice
(Agency's Temporary Staff)**

Post:	Head of Finance Unit
Type of post :	Temporary agent post
Grade :	AD10
Management of staff:	YES
Location:	Brussels
Indicative starting date:	1 March 2015
Level of Security Clearance:	Secret

Closing date for applications	15 October 2014
--------------------------------------	------------------------

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 has 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 has been 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 CORPORATE SERVICES DIRECTORATE

The Directorate provides all the Agency's needs in the areas of budget management, personnel management, contractual affairs, information & technology, infrastructure, security.

4. DUTIES

Under the supervision of the Director Corporate Services, the Head of the Finance Unit is accountable for financial operations of the Agency and for the proper control and efficient functioning of his/her Unit

He/she is in particular responsible for:

- providing advice on financial matters;
- verifying and, where appropriate authorising within the limits of his/her delegation, the commitments and payments;
- producing the Agency's annual and quarterly financial reports;
- coordinating and managing the Agency's budgets (functioning, operational, adhoc, earmarked etc.);
- managing the related 'call for contribution' processes for the general budget and various investment programmes managed by the Agency;
- conception and further development of the Agency's financial information system (currently Microsoft Dynamics AX);
- supporting the Director in the internal and external audit processes;
- supporting in the meetings of the EDA Finance Expert Group;
- formulating and implementing the financial rules and accounting policies, including internal procedures and regulations;
- providing financial administration of the Agency's property and fixed assets;
- managing the tasks and resources allocated to the unit;
- developing the competences and the skills of the unit personnel and the evaluation of their performances;
- ensuring that the Agency' financial circuits provide the necessary level of assurance in terms of compliance and sound financial management.

Duties may evolve according to development of the EDA's structure and activities, and the decisions of EDA management.

5. QUALIFICATIONS AND EXPERIENCE REQUIRED

(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;
- 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.

b. Essential selection criteria

(1) General

The candidate will:

- 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 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;

(2) Professional

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

- at the closing date for applications a total professional experience of at least twelve (12) years acquired after achieving the minimum requirements stated out in point 5.b.1 of which at least 5 years is in a managerial role (Head of Unit, Head of Sector Programme Leader or equivalent);
- proven experience in the identified duties;
- ability to motivate a team in a European, multicultural and multilingual environment;
- very sound knowledge of financial rules and regulations of the European Union;
- proven capacity to work in an international environment;
- a university degree in Finance, Public Administration, Economics or any other related field;
- an excellent knowledge of written and spoken English.

(3) 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 multicultural team;
- very good leadership and management skills;
- strong analytic and problem solving skills;
- well-organised, thorough and accurate;
- excellent customer service skills;
- integrity and ability to deal with confidential matters professionally;
- genuine commitment to the Agency's objectives.

6. INDEPENDENCE AND DECLARATION OF INTEREST

The Head of Finance Unit 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 Finance Unit 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 AD10.

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 Head of Finance Unit at the EDA. 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.

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/data-protection>