

## EUROPEAN DEFENCE AGENCY (EDA)

### Vacancy notice

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<b>Directorate</b>	Corporate Services Directorate
<b>Vacancy title</b>	Head of IT Unit
<b>Contract type</b>	Temporary agent
<b>Group</b>	N.A.
<b>Grade</b>	AD11
<b>Indicative starting date</b>	01/01/2020
<b>Security Clearance</b>	SECRET UE/EU SECRET
<b>Management of staff</b>	Yes
<b>Closing date for applications</b>	28/10/2019

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 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: Industry, Synergies and Enablers (ISE); Capability, Armament & Planning (CAP); Research, Technology and Innovation (RTI) and the Corporate Services Directorate (CSD).

#### 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 of 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 CORPORATE SERVICES DIRECTORATE

The Corporate Services Directorate (CSD) provides critical business support to EDA operations by delivering high-quality

corporate services under 5 dedicated units, namely: Human Resources; Procurement and Contract Management; Finance; IT and Information Management together with Security and Infrastructure Management. Additionally, the EDA Legal Team provides legal, data protection and institutional advice and checks to its management relating to the fulfilment of Agency objectives. The EDA Programme Manager and Corporate Projects Officer provides a leadership role in, and a focal point for, good practice in Project, Programme and Risk Management.

CSD processes are geared towards efficient and optimal use of resources, leveraging good practice and technological solutions while ensuring sound financial management, transparency and accountability; outward focus and commitment to continuous improvement are the hallmarks of CSD.

#### **4. DUTY**

EDA systems working with EU unclassified information are built around Microsoft Office 365 (M365E5 package) together with a number of modern cloud-based cyber defence, security and device management solutions (FireEye, Cisco). This is complemented by cloud-based environments in Microsoft Azure and Amazon Web Services. There are no servers or data on premises. Business applications are built on SharePoint Online or in .NET. The IT unit provides extensive support to the development and continuous maintenance of business applications used by 4000+ users in the EU Member States. The development itself is largely outsourced. EDA has its own Identity and Access Management system which is managed by the IT unit.

EDA is about to start the implementation and accreditation of communication and information systems processing EU classified information (EU CI) up to EU Secret. These systems will use server infrastructure located on-premises, EU-approved cryptographic technology, PKI, strong authentication and other advanced security technology and will have a number of interconnections with systems of other EU institutions in Brussels, government organisations in the EU Member States and selected industry players.

The Head of the IT Unit reports to the Director Corporate Services. He/she will have the following key tasks and areas of responsibility:

- Support the Agency's mission by providing leadership and direction to the ICT team, and develop a strategy and focus on the creation of value added business outputs while ensuring compliance with the regulatory framework;
- Develop and implement, in close cooperation with relevant stakeholders, ICT strategies, policies and procedures, including those for architecture, security, disaster recovery, exchange of classified information, standards, purchasing and service provisions;
- Manage the Agency's ICT operations, including the portfolio of EDA bespoke applications and platforms – review performance of ICT processes/systems to determine operating costs, productivity levels and upgrade requirements, benchmark, analyse, report on, and make recommendations for the improvement of the ICT infrastructure and ICT processes/systems;
- Manage ICT budgets and work programs, including ICT governance and staff performance;
- Ensure information assurance and resilience, including the ICT management of the Agency's Classified Networks.

#### **5. QUALIFICATIONS AND EXPERIENCE REQUIRED**

a. Conditions for eligibility:

- 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;
- 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;
- 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:

- at least 12 years of ICT experience in positions relevant to the job description in progressively senior levels;
- a Master's degree in ICT or related engineering field;
- proven track record in successfully leading complex ICT organisations, preferably in the public sector, including:
  - ICT project management including in cloud-based environments and SharePoint deployment and the delivery of complex web applications involving multiple stakeholders;
  - ICT Infrastructure management including responsibility for the whole life cycle of in-house infrastructure (as opposed to outsourcing), including networks for the exchange of classified information;
  - setting up and managing disaster recovery policies and deployments;
- the ability to develop strategic relations with internal and external stakeholders, to explain complex technical issues to senior management and other stakeholders and to translate business needs into tangible, efficient ICT solutions;
- excellent understanding of ICT compliance requirements such as auditing, accreditation, personal data protection and related regulations and control frameworks;
- experience with management of cloud-based environments and deployment of Office 365;
- experience in IT security and cyber defence concepts and solutions;
- experience with implementation and accreditation of CIS processing EUCI;
- Infosec concepts and rules, as well as demonstrated experience in IT Security and Risk Management, ideally coupled with related recognised certifications;
- experience with design and deployment of Business Intelligence solutions;
- sound track record of delivering effective internal and external end-user support mechanisms to diverse stakeholders;
- ability to manage contractors in systems deployment, coupled with prerequisite project management skills;
- strong customer orientation;
- excellent English (both written and oral).

## (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:

- flexibility and tact, combined with a strong sense of duty and responsibility;
- integrity, accuracy and dependability;
- results-orientation and strong motivation, proactivity and a 'can-do' attitude;
- team-working skills;
- excellent interpersonal and presentation skills at all levels;
- sharp analytical and critical thinking skills combined with sound judgement;
- strong organisation skills, receptiveness and resilience in a rapidly evolving work environment as well as the ability to motivate a technical team;
- an ability to operate in an innovative manner within an environment with limited resources.

## c. Desirable criteria

The candidate will preferably also have:

- a recognised project management qualification;
- recognised ICT certifications;
- familiarity with Agile and traditional ICT development concepts;
- information management hands-on experience in collaboration with business owners;
- proven experience in Incident Response Concepts;
- statistical and business analysis skills and the ability to conduct a business case independently.

## 6. INDEPENDENCE AND DECLARATION OF INTEREST

The Head of IT 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 IT Unit 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 Temporary Agent, grade AD11.

The pay for this position consists of a basic salary of 10.043,25€ 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 the Agency's Medical Adviser.

Applications are invited with a view to establishing a reserve list for the post of Head of IT Unit at the EDA. This list is valid until 31/12/2020, 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](mailto: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 (EU) N° 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) 45/2001 and Decision No. 1247/2002/EC.

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>