

EUROPEAN DEFENCE AGENCY (EDA)

Vacancy notice

Directorate	Capability, Armament and Planning Directorate (CAP)
Vacancy title	Project Officer GOVSATCOM
Contract type	Seconded National Expert
Group	N.A.
Grade	AD11
Indicative starting date	01/09/2020
Security Clearance	SECRET UE/EU SECRET
Management of staff	N.A.
Closing date for applications	20/01/2020

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 CAPABILITY, ARMAMENT AND PLANNING DIRECTORATE (CAP)

The Capability, Armament & Planning Directorate (CAP) proposes collaborative opportunities in support of EU capability development priorities. The Directorate is responsible for capability development planning, based on analysis of military requirements conducted together with Member States within the Capability Development Plan (CDP).

The Directorate coordinates in-house the implementation of the Coordinated Annual Review on Defence (CARD), for which the Agency provides the secretariat, establishing a regularly updated overview of the European defence capability landscape.

The CAP Directorate implements EDA's secretariat functions to the Permanent Structured Cooperation (PESCO), together with the European External Action Service, including the EU Military Staff. Within the PESCO secretariat, the Directorate coordinates EDA's assessment of PESCO project proposals from the capability perspective, as well as the National Implementation Plans of PESCO participating Member States, and supports PESCO project implementation.

Based on coordinating the results of CDP, CARD and PESCO, the Directorate plans and prepares activities tailored to Member States' needs. These activities span from advice and roadmaps to collaborative capability development projects, including the support to Member States in upstream EDIDP/EDF.

The CAP Directorate comprises six Units with the following key areas of activity:

- Air Domain Unit: Remotely Piloted Aircraft Systems, Air-to-Air Refueling, Airlift
- Cooperation Planning Unit: CDP, CARD, Defence Data
- Land and Logistics Unit: Land platforms, Counter-IED, Personnel Recovery, Military Mobility, Logistics, Medical Support
- Information Superiority Unit: Communication & Information Systems, Surveillance & Reconnaissance, Space, Cyber Defence
- Maritime Unit: Maritime Surveillance, Mine Counter Measures, naval training, harbor protection
- PESCO Unit: PESCO secretariat and support to project development

4. DUTY

Under the supervision of the Head of Unit Information Superiority, the Project Officer GOVSATCOM is responsible for the following activities:

- manage the relationships between all stakeholders in EDA GOVSATCOM to enable the operational management of the EDA GOVSATCOM Service Delivery;
- manage the EDA GOVSATCOM Service Catalogue and the SatCom Service Management Tool;
- manage the GOVSATCOM user requests from order to fulfilment including order handling, order development and delivery and post-order management;
- maintain the GOVSATCOM customer contact center including user helpdesk;
- prepare the periodic capability reviews of the EDA GOVSATCOM and report to the governance organisation on the status of EDA GOVSATCOM;
- act as technical point of contact for contributing Member States;
- analyse and manage outputs for the EDA GOVSATCOM and provide input to the EU GOVSATCOM project as prepared by the EU Commission under MFF 2021-28;
- liaise with the SatCom Market project and analyse potential for synergies between the SatCom Market project and the EDA GOVSATCOM project;
- general support to the GOVSATCOM Programme;
- contribute to the implementation of the Space Based Information and Communication Services Strategic Context Case

(SBICS SCC) through the management of the existing and identification of new cooperative projects related to Satellite Communications, specifically GOVSATCOM;

- contribute to maintaining the SBICS SCC up to date;
- take on additional tasks as required in the interest of the service.

Duties may evolve according to the development of the GOVSATCOM Pooling and Sharing demonstration phase structure and activities, and the decisions of EDA management.

5. QUALIFICATIONS AND EXPERIENCE REQUIRED

In accordance with the Rules applicable to national experts and military staff on secondment to the European Defence Agency (2004/677/EC), Seconded National Experts are seconded to the Agency while remaining in the service of their national employer and continuing to be paid their national salary by that employer. Therefore, in order to be considered in the selection process, candidates for an SNE post must be sponsored by their national authorities. Confirmation is required in the form of a letter of sponsorship addressed to the Agency as far as possible by the closing date for the receipt of applications, and in any case not later than the recruitment date. The Rules are available on the EDA website <http://www.eda.europa.eu - vacancies>.

a. Conditions for secondment

To qualify for secondment to the Agency, experts shall:

- have worked for their employer on a permanent or contract basis for at least 12 months before their secondment;
- remain in the service of their employer throughout the period of secondment and continue to be paid by that employer;
- have at least three years' full-time experience in defence, administrative, scientific, technical, operational, advisory or supervisory functions relevant to the performance of the duties assigned to them. Before the secondment, the employer shall supply the Agency with a statement of the expert's employment covering the previous 12 months;
- be nationals of a participating Member State or falling within the provisions of the second paragraph of Article 1 of Council Decision (EU) 2016/1352 of 4 August 2016;
- have a thorough knowledge of one official language of one of the participating Member States and a satisfactory knowledge of another of these languages for the performance of their duties.

b. Essential selection criteria

(1) Professional

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

- competence in the technical aspects of satellite communication;
- experience in international space programmes management;
- experience in the management of small to medium size projects;
- familiarity with European armaments cooperation structures;
- familiarity with the international defence environment (especially CSDP) and with the European institutions;
- a track record of delivering successful business outcomes;
- a very good knowledge of English.

(2) Personal

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

- ability to work in a team;
- good leadership and organisational skills;
- flexibility, tact and pleasing disposition, with a strong sense of duty and responsibility;

- results-orientation and strong motivation;
- accuracy and dependability;
- flexibility and innovativeness;
- commitment to the Agency's objectives;
- good communication skills.

c. Desirable

The following would be considered an advantage:

- university degree or other post-graduate qualifications in communications/information systems/space related matters;
- hold a (recognised) Project Management qualification.

6. INDEPENDENCE AND DECLARATION OF INTEREST

The Project Officer GOVSATCOM 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 GOVSATCOM will be appointed by the Chief Executive.

Secondment will be as a member of the Seconded National Expert staff of the Agency for a three-year period (unless a shorter period is mutually agreed between the parties). Renewal is possible within the limits set out in the EDA SNE Rules.

The successful candidates will be seconded as AD11 equivalent.

Applications are invited with a view to establishing a reserve list for the post of Project Officer GOVSATCOM 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 secondment 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 secondment to 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 (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>