

EUROPEAN DEFENCE AGENCY (EDA)

Vacancy notice

Directorate	Research, Technology and Innovation Directorate (RTI)
Vacancy title	Project Manager - Consultation Forum for Sustainable Energy in the Defence and Security Sector (CF SEDSS)
Contract type	Temporary agent
Group	N.A.
Grade	AD8
Indicative starting date	01/06/2024
Security Clearance	SECRET UE/EU SECRET
Management of staff	N.A.
Location	Brussels
Closing date for applications	29/02/2024

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

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 RESEARCH, TECHNOLOGY AND INNOVATION DIRECTORATE (RTI)

The Research, Technology & Innovation Directorate (RTI) promotes and supports defence research at EU level. Based on the Overarching Strategic Research Agenda (OSRA), developed together with the Member States, the Directorate coordinates and plans joint research activities and the study of technical solutions to meet future operational needs. The RTI Directorate provides support to Member States and to the European Commission for the Preparatory Action for defence research, including its implementation, and the research dimension of the European Defence Fund. The RTI directorate also ensures the promotion of innovation in defence and the exploitation of synergies at EU level with civil research in dual-use technology fields.

The RTI Directorate comprises two Units and an RTI Coordination Team, with the following key tasks:

- The EU-funded Defence Research Unit: upstream, implementing and downstream support linked to defence research activities funded by the EU budget under delegation by the European Commission
- The Technology & Innovation Unit: facilitating the work of the Capability Technology Groups (CapTechs), the Energy & Environment Working Group; development and management of ad hoc research activities based on sectoral Strategic Research Agendas
- The RTI Coordination Team: coordination of the RTI Directorate's contributions to EDA's transversal activities (such as CDP, CARD, PESCO, and KSA); overview of the Agency's research portfolio; provision of outlook for research activities and technology watch.

4. DUTIES

Under the supervision of the Director Research, Technology & Innovation (RTI) and the Head of Unit Technology and Innovation, the jobholder will:

- oversee, as the project manager, the Consultation Forum for Sustainable Energy in the Defence and Security Sector (CF SEDSS) – a European Commission-funded initiative run and managed by EDA;
- provide input to CF SEDSS to EDA's Project and Portfolio Management platform and support database users in accessing information as needed;
- assess and evaluate wider EU policies and developments in the field of sustainable energy and climate change and their implications on the defence and security sectors, including contributing to strategic technology foresight on energy;
- actively collaborate and liaise with EDA's Energy and Environment capability and technology group (EnE CapTech) Activities Search (<https://eda.europa.eu/what-we-do/all-activities/activities-search/energy-and-environment-programme>) and EDA's Symbiosis (offshore renewable energy for defence) project Symbiosis (<https://eda.europa.eu/what-we-do/eu-policies/symbiosis>);
- actively collaborate and liaise with representatives and experts from Member States, industry, research institutes, academia and relevant EU and other institutions, proposing and developing initiatives for catalysing new projects including those related to research and technology;
- support other EDA work strands, projects/programmes and teams with energy expertise, including support to CapTechs, project teams or working groups (logistics, education & training) and activities with other external agencies;
- act as a specialist advisor towards EDA Senior Management and contribute to the production of papers, studies, presentations, policies and web content in the field of energy and climate change;
- take on additional tasks as required in the interest of the service.

Duties may evolve depending on the development of the EDA's structure and activities and decisions of EDA management.

5. ELIGIBILITY CRITERIA

To be considered eligible to take part in this selection procedure, on the closing date for the submission of applications candidates must satisfy all the eligibility criteria as specified below:

- 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 (extract from the “judicial record” or certificate of good conduct will be requested prior to recruitment);
- be physically fit to perform his/her duties;
- have a thorough knowledge (minimum level C1 oral and written) of one of the languages of the participating Member States and a satisfactory knowledge (minimum level B2 oral and written) of another of these languages to the extent necessary to discharge his/her duties;
- 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 (SECRET UE/EU SECRET), 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; or where justified in the interests of the service, professional training of an equivalent level.

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.

For diplomas awarded in non-EU countries, a NARIC recognition is required: <https://www.enic-naric.net/>

Qualifications/diplomas awarded until 31/12/2020 in the United Kingdom are accepted without further recognition. For diplomas awarded after this date (from 01/01/2021), a NARIC recognition is required.

For native English speakers, your ability to communicate in another EU language will be tested during the selection process.

To assess your foreign language levels, see: <https://europa.eu/europass/en/common-european-framework-reference-language-skills>

6. SELECTION CRITERIA

A. Essential

Only applications meeting all essential selection criteria will be assessed.

(1) Professional

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

- at least six (6) years of relevant professional experience;
- professional background in the defence energy-related sector and a track record of managing EU's funding programmes dealing with energy in defence;
- familiarity with the EU institutions/bodies and knowledge of the EU policies (i.e. European Green Deal, energy-related directives, etc.) and processes in the fields of defence, sustainable energy and climate change, as well as familiarity with European organisations and communities relating to energy and climate change;
- advanced knowledge of and experience in database and software management (e.g. SharePoint), as well as in the use of graphics, charts and other statistics presentational aspects (knowledge of MS PowerPoint and Excel being minimum requirements);
- excellent organisational skills (organising conferences, workshops and meetings, etc.) and drafting skills (speeches, press releases, briefings, reports, etc.);
- people management skills, proven by successful management of various and numerous project stakeholders (e.g. national administrations, EU bodies, industry, academia, etc.);
- track record of delivering successful business outcomes (i.e. deliverables of projects) both individually and as part of a team;
- excellent 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:

- strong sense of duty and responsibility;
- ability to work in a multicultural team;
- results-orientation and strong motivation;
- flexibility and innovativeness;
- good interpersonal, communication and influencing skills;
- ability to adapt to a quickly changing working environment;
- genuine commitment to the Agency's objectives.

B. Desirable

The following will be considered an advantage:

- familiarity with the defence environment (especially, the European Defence Agency's work, Common Security and Defence Policy - CSDP) and the EU defence community, including government, industry (European Defence and Technological Base), institutes and academia;
- knowledge of energy aspects and challenges in the defence sector;
- familiarity with the functioning of the EU programmes, such as Horizon Europe, LIFE, etc;
- familiarity with the operational and technical aspects of energy, including research, innovation and technology;
- familiarity with circular economy-related technologies and policies;
- hold a (recognised) project management qualification.

7. INDEPENDENCE AND DECLARATION OF INTEREST

The Project Manager CF SEDSS 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.

8. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The Project Manager - Consultation Forum for Sustainable Energy in the Defence and Security Sector (CF SEDSS) 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. Renewal is possible within the limits set out in the EDA Staff Regulations. The successful candidate will be recruited as Temporary Agent, grade AD8.

The pay for this position consists of a basic salary of 7.977,14€ 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 establish a reserve list for the post of Project Manager CF SEDSS at EDA. This list will be valid until 31/12/2025, 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 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.

9. EQUAL OPPORTUNITIES

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.

10. 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. Candidates may also be requested to take part in an assessment centre, participating in a number of individual and group activities related to the competences required for the post.

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.

11. 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>