

EUROPEAN DEFENCE AGENCY (EDA)

Vacancy notice

Directorate	Capability, Armament and Planning Directorate (CAP)
Vacancy title	Project Officer Coordinated Annual Review on Defence (CARD) and EU Collaboration in Defence (EUCLID)
Contract type	Temporary agent
Group	N.A.
Grade	AD10
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 CAPABILITY, ARMAMENT AND PLANNING DIRECTORATE (CAP)

The Capability, Armament & Planning Directorate (CAP) identifies and proposes collaborative opportunities in support of EU capability development priorities.

The Directorate is responsible for planning and conducting capability development 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), establishing a regularly updated overview of the European defence capability landscape, in coordination with the European External Action Service (EEAS), including the EU Military Staff (EUMS).

The CAP Directorate implements EDA's secretariat functions to the Permanent Structured Cooperation (PESCO), together with the EEAS, 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 capability development activities and projects tailored to Member States' needs. These activities span from advice and roadmaps to collaborative capability development projects, including the support to Member States upstream of the European Defence Fund.

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

- Air Domain Unit: Air Combat, Air ISR Platforms, Anti-Access/Area-Denial, Air-to-Air Refuelling, Strategic and Tactical Air Mobility
- 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, harbour protection
- PESCO Unit: PESCO secretariat, assessment and support to project development

4. DUTIES

Under the supervision of the Head of Unit Cooperation Planning, and in close coordination with the Capability Development Plan (CDP), CARD and data analysis sections, the Project Officer for Coordinated Annual Review on Defence (CARD) and EU Collaboration in Defence (EUCLID) will be responsible for/contribute to the following activities:

- coordinate activities including strategic planning and analysis which will contribute to the overall coherence of an integrated approach to EU military capability development;
- coordinate and contribute to the development of the EUCLID platform as the main tool for CARD supporting consistency of both the CARD and the defence data analysis work strands;
- analyse and interpret EUCLID data to support transversal coordination within the Cooperation and Planning Unit ensuring coherence within CARD & CDP initiatives;
- coordinate and support continuous dialogue with Member States on their defence plans, programmes and in-service capabilities in coordination and full consistency with the CDP and the CARD;
- lead the further development and maintenance of the EUCLID software;
- manage EUCLID-related EDA internal planning, budgetary and contractual activities;

- contribute to and support the CARD Aggregated Analysis and CARD report;
- identify and promote collaborative opportunities stemming from the EUCLID in the CDP and CARD frameworks, and support participating Member States (pMS) in delivering cooperative solutions to satisfy capability requirements;
- take on additional tasks as required in the interest of the service.

Duties may evolve according to the development of EDA's structure and activities, and the decisions of EDA management. The Project Officer CARD-EUCLID will be flexible in the duties he/she is charged with and show personal initiative in the development of the above responsibilities.

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:

- a minimum of ten (10) years of professional experience acquired after the award of the qualification required as a condition of eligibility;
- at least five (5) years of experience in a coordination role in program/project management;
- a good understanding of EDA's main tasks and functions;
- a sound knowledge of and professional experience in defence planning and capability development in a European context;
- a good knowledge of the European defence and security environment at large, and CSDP in particular;
- familiarity with the international defence environment in general (CSDP or NATO);
- strong IT literacy and ability to contribute to the development of IT platforms (e.g. EUCLID);
- a track record of delivering successful business outcomes;
- an 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:

- the ability to understand complex organizational and procedural processes and to identify and propose relevant changes;
- result-orientation and strong intrinsic motivation, proactivity and a "can-do" attitude;
- ability to build productive and cooperative working relationships as well as the ability to motivate a technical team;
- flexibility and tact, combined with a strong sense of duty and responsibility;
- integrity, accuracy and dependability;
- strong organisational skills, receptiveness and resilience in a rapidly evolving work environment;
- ability to work in a team, and independently in his/her area of responsibility;
- ability to work effectively in a multinational environment;
- being innovative and the ability to think out of the box in finding new solutions for capability development challenges;
- strong negotiation, communication and presentation skills;
- genuine commitment to the Agency's objectives.

B. Desirable

The following will be considered an advantage:

- a master's degree (MA or equivalent academic degree) in business administration, systems engineering, or strategic and defence studies;
- be a graduate of a Joint Staff College;
- experience in military planning and operations primarily at operational and joint level;
- experience at higher Military Staff/HQs or Ministry of Defence level;
- hold a recognised project management qualification.

7. INDEPENDENCE AND DECLARATION OF INTEREST

The Project Officer for Coordinated Annual Review of Defence (CARD) and EU Collaboration in Defence (EUCLID) 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 Officer for Coordinated Annual Review of Defence (CARD) and EU Collaboration in Defence (EUCLID) 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 AD10.

The pay for this position consists of a basic salary of 10.211,93€ 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 Officer for Coordinated Annual Review of Defence (CARD) and EU Collaboration in Defence (EUCLID) 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>