

EUROPEAN DEFENCE AGENCY (EDA)

Vacancy notice

Directorate	Corporate Services Directorate
Vacancy title	Facility Management Assistant
Contract type	Contract agent
Group	FGIII
Grade	N.A.
Indicative starting date	01/01/2024
Security Clearance	SECRET UE/EU SECRET
Management of staff	N.A.
Location	Brussels
Closing date for applications	31/10/2023

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 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. Finally, the Record Manager is responsible for the effective and appropriate management of information produced and/or received by the organisation.

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. DUTIES

We are looking for an enthusiastic and versatile colleague with a keen interest in facility management, strong customer focus and commitment to continuous improvement of staff working conditions.

Under the supervision of the Head of the Security & Infrastructure Unit, the jobholder will contribute to the following activities:

Facility management

- performing front-office tasks including monitoring of the functional mailbox;
- identifying solutions for technical problems that may arise in the building;
- following-up works, interventions and supplies of contractors (technical, cleaning, catering, furnishing, postal services, office supplies, vending machines, water fountains, coffee machines, gardening);
- performing daily operational activities of the unit such as small repairs, removal of office furniture, etc.

Administrative support to budget and contract management

- carrying out of administrative tasks supporting the unit, e.g. preparation of orders and commitments, verification of invoices, monitoring of contract implementation and ceiling consumption of framework contracts;
- managing infrastructure/security-related files and studies, handling of signed purchase orders, filing signed contracts, drafting catalogue, etc.

Supplies management

- coordinating the delivery and supply of services and goods (incl. stock management);
- receiving and distributing supplies.

Miscellaneous tasks

In addition to his main tasks, jobholder will assist the colleagues of the Unit in the following activities:

- supporting the operation of the inventory and assets management system in liaison with the Finance Unit and IT Unit;
- managing activities around incoming/leaving staff (asset handover, name plates, etc.);
- handling mail delivery and distribution;
- monitoring the event management system and booking of meeting rooms;
- coordinating the preparation of meeting rooms;
- updating the infrastructure-related content at the EDA Intranet Portal;
- supporting the management of environmental aspects (energy consumption, waste disposal, environmentally friendly initiatives...);
- participating in the writing of technical specifications for tenders (maintenance technical installations, cleaning, office supplies, facilities and utilities services, ...);

- supporting the implementation of health and safety measures (1st Aid Course, yearly Evacuation Exercise, hygienic controls) in EDA premises;
- supporting space allocation operations;
- supporting all infrastructure-related activities regarding the preparation of EDA moving into a new office building;
- backing-up for the colleagues in the Unit;
- any additional tasks in the Infrastructure and Security Unit as required in the interest of the service.

Duties may evolve according to development of the EDA's structure and activities, and the 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 post-secondary education attested by a diploma; or a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years; or, where justified in the interests of the service, professional training or professional experience 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.

It should be noted that due to the withdrawal of the United Kingdom from the European Union on 31/01/2020, candidates from the United Kingdom who do not hold the nationality of another participating EU Member State, are not eligible.

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 diploma/degree in facility management/building management/construction/engineering and building services/property/administration or other relevant fields;
- at least 2 years of relevant experience;
- a thorough understanding of the challenges related to modern facility management;
- well-developed organisational and administrative skills;
- customer service orientation;
- very good written and spoken English;
- satisfactory knowledge of French (spoken and written);
- very good knowledge of MS Office, including excel.

(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:

- ability to work in a team and independently in his/her area of responsibility;
- pragmatic, hands-on approach;
- ability to work effectively in a multinational environment;
- results-orientation and strong motivation;
- flexibility and innovativeness;
- ability to analyse information;
- strong interpersonal, and communication skills;
- commitment to professional development.

B. Desirable

The following will be considered an advantage:

- more than 5 years of relevant experience;
- knowledge of facility management information systems;
- knowledge of AutoCAD;
- professional experience in an international/EU environment;
- health and safety-related qualification;
- prior experience in providing administrative support to budget/contract management.

7. INDEPENDENCE AND DECLARATION OF INTEREST

The Facility Management Assistant 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 Facility Management Assistant will be appointed by the Chief Executive.

Recruitment will be as a member of the contractual 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 Contract Agent, Function Group III.

The pay for this position consists of a basic salary of 3.080,41€ 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 Facility Management Assistant at EDA. This list will be valid until 31/12/2024, 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>