

EUROPEAN DEFENCE AGENCY (EDA)

Vacancy notice

Directorate	Industry, Synergies and Enablers Directorate (ISE)
Vacancy title	Project Officer Circular Economy
Contract type	Contract agent
Group	FGIV
Grade	N.A.
Indicative starting date	01/06/2023
Security Clearance	SECRET UE/EU SECRET
Management of staff	N.A.
Location	Brussels
Closing date for applications	16/02/2023

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 INDUSTRY, SYNERGIES AND ENABLERS DIRECTORATE (ISE)

The Industry Synergies & Enablers (ISE) Directorate supports a range of activities critical to collaborative defence capability development in Europe.

On top of leading the work on identifying together with Member States' Key Strategic Activities (KSA) at EU level, the ISE Directorate is responsible for the effective engagement with industry across the Agency's activities and in support of related priorities set by Member States.

The ISE Directorate facilitates work to address the implications of EU legislation and policies for the defence sector: REACH, procurement, funding instruments and the analysis of developments influencing governmental and industrial stakeholders. The Directorate is responsible for activities on critical enablers to support defence cooperation and enhance interoperability: military airworthiness, standardisation and certification, defence test & evaluation and education and training. The Directorate provides support to CSDP military and civilian operations and missions and EU Battlegroups.

The Directorate facilitates the coordination of military views from and in support of Member States and the relevant international military organisations in the framework of Single European Sky (SES) and acts as the interface with the EU institutions and related bodies. In the wider context of military aviation, the Directorate supports Member States in their efforts to enable RPAS integration in non-segregated airspace and in harmonising military aviation safety issues using the Total System Approach to Military Aviation.

The ISE Directorate comprises four Units:

- The Industry Strategy & EU Policies (ISP) Unit: engagement of industry in the activities of the Agency, determination of Key Strategic Activities at EU level, defence aspects of EU policies varying from legislation (REACH, procurement) to funding instruments
- The Critical Enablers (CRE) Unit: support defence cooperation and enhance interoperability through the identification, development and maintenance of harmonized safety, certification and standardisation requirements, references to the best practice standards and networking of Defence Test & Evaluation capabilities in all military domains
- The Single European Sky (SES) Unit: facilitation and coordination of military views in the framework of SES; interface with the EU institutions and related bodies to ensure that Military Aviation will continue to provide and further improve effective security and defence in Europe in the changing context of the civil aviation sector
- The Operations, Training & Exercises (OTE) Unit: promotion of the use in CSDP operations of all relevant EDA projects & programmes; development and management of contracted solutions to support CSDP operations and Member States; initiation, development and management of training and exercise activities for rotary and fixed-wing aircraft, including RPAS, with a view to transfer these activities to Member States when mature.

4. DUTIES

The Project Officer Circular Economy has an essential role for the implementation of EDA's Steering Board (SB) mandate to the Agency to manage an Incubation Forum for Circular Economy in European Defence (IF CEED). This Forum is co-funded by the EU LIFE Programme, in consultation with EDA's participating Member States (pMSs) to run an effective circular economy community consisting of EU Ministries of Defence, European Commission, EU Agencies and bodies, defence industry, European Research Centres, academia, financial institutions and other relevant stakeholders.

Under the supervision of the Head of Unit Industry Strategy and EU Policies, supporting the IF CEED project manager and project team, the Project Officer Circular Economy will contribute to the effective organisation and implementation of all the activities of the IF CEED and the achievement of its overall mission by:

- acting as a contact point for the Forum and contributing to moderating the IF CEED "Project Circles" (Working Groups) and implementing related tasks;

- identifying and disseminating best practices, facilitating exchange of experiences related to the IF CEED, and stimulating the generation of project ideas and supporting their implementation;
- contributing to the drafting and reviewing of the IF CEED deliverables, papers, presentations, policies and communication materials;
- contributing to defining the needs related to the IF CEED and delivering conceptual reflections, and to identifying related indicators and performing any related data gathering, processing and reporting activity;
- supporting conferences, meetings, information dissemination and communication activities;
- monitoring, assessing and evaluating the developments of Circular Economy policies and regulatory barriers at national and EU levels, as well as wider EU policies and developments, in the field of Circular Economy and the implications for defence, including procurement; presenting their evolving key features to relevant stakeholders;
- building and maintaining relevant knowledge and networks with experts in the Agency, Member States and any other stakeholder of the IF CEED also within the European Defence Technological and Industrial Base (EDTIB) and its related counterparties;
- conducting database content management by integrating and reviewing input from Ministries of Defence (MoDs) and other stakeholders, supporting database users in accessing information (e.g. EDA Collaboration Platform workspaces) and the management of the IF CEED web-pages/platforms to be established;
- contributing to the analyses of technologies, skills and manufacturing capabilities that are important for the IF CEED;
- building and maintaining relevant knowledge and networks with experts in the Agency, Member States and any other stakeholder of the IF CEED within the European Defence Technological and Industrial Base (EDTIB) and its related counterparties;
- contributing to the further development of the EDTIB by developing initiatives within the IF CEED that can benefit from and to the European Green Deal.

Duties may evolve according to development of the EDA's structure and activities, the interest of the service 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 education which corresponds to completed university studies of at least three years attested by a diploma 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. Please note that degrees awarded in the United Kingdom up to 31/12/2020 are considered valid.

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 s/he has:

- minimum two years of previous relevant experience in activities related to the domain of Circular Economy, preferably in:
 - a Governmental Authority or organisation; and/or
 - international or EU Institutions/agencies; and/or
 - (defence-related) industry, including a Research-and-Technology-Organisation (RTO); and/or
 - a university.
- familiarity with the EU Institutions and knowledge of the EU policies and processes in the environmental and climate field;
- strong knowledge of the general ecosystem related to Circular Economy, as well as of its scientific, operational and technical aspects;
- advanced mastery of Microsoft PowerPoint and Word;
- a very good 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:

- ability to work independently and collaboratively in a multicultural environment;
- results-orientation and strong motivation;
- flexibility and innovativeness;
- strong analytical and drafting skills;
- ability to work under pressure and to meet tight deadlines;
- good communication, problem solving and organisational skills;
- genuine commitment to the Agency's objectives.

B. Desirable

The following will be considered an advantage:

- familiarity and/or experience with the (international) Defence environment (especially the Common Security and Defence Policy - CSDP);
- academic/technical background in environmental, aerospace or industrial engineering, chemical, biology;
- familiarity with EU funding programmes, particularly the EU LIFE programme;
- hold a Project Management qualification or experience with project teams;
- experience in organisation of conferences, meetings and workshops;
- understanding of the EDA's main tasks and functions;
- experience in providing support in procurement and contract management;
- solid know-how in critical raw materials, materials for textiles, eco-design and/or green procurement in Circular Economy.

7. INDEPENDENCE AND DECLARATION OF INTEREST

The Project Officer Circular Economy 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 Circular Economy will be appointed by the Chief Executive. Recruitment will be as a member of the contractual staff of the Agency for two (2) years. The successful candidate will be recruited as Contract Agent, Function Group IV.

Please note that the above contract duration, as well as any extension/renewal, is conditional to the funding of the IF CEED and the conclusion of a grant agreement with the European Commission. Extension/Renewal is possible within the limits set out in the EDA Staff Regulations and subject to decision/agreement on a potential second phase of the IF CEED.

The pay for this position consists of a basic salary of 3.877,47€ 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 Circular Economy 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. 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>