

EUROPEAN DEFENCE AGENCY (EDA)

Vacancy notice

Directorate	Corporate Services Directorate
Vacancy title	SharePoint Expert
Contract type	Contract agent
Group	FGIV
Grade	N.A.
Indicative starting date	16/01/2024
Security Clearance	SECRET UE/EU SECRET
Management of staff	N.A.
Location	Brussels
Closing date for applications	21/11/2023

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. THE UNIT

The IT unit provides extensive support to the development and continuous maintenance of business applications used by a large number of users in the EU Member States. Application development is largely outsourced. EDA has its own Identity and Access Management system managed by the IT unit. EDA systems working with EU unclassified information are built around Microsoft Azure, SharePoint and Office 365, and several modern cloud-based cyber defence, security and device management solutions (FireEye, Cisco). Additionally, EDA uses cloud-based services from Amazon Web Services.

EDA is establishing communication and information systems processing EU classified information (EUCI) up to EU Secret. These systems will use on-premises server infrastructure, EU-approved cryptographic technology, PKI, strong authentication and other advanced security technology. They will have several interconnections with systems of other EU institutions, governmental organisations in the EU Member States and selected industry key players.

5. DUTIES

Under the supervision of the Head of IT Unit, the jobholder will be responsible for/contribute to the following activities:

- configure, implement, and maintain SharePoint Online and the M365 environment; this includes helping to migrate content from network drives, OneDrive, and other systems to SharePoint Online;
- improve the information security and governance of SharePoint Online and the M365 environment, for example by introducing information security and records management policies and labels;
- enhance SharePoint functionality by creating and maintaining PowerShell scripts, SharePoint Term Store metadata, Power Automate workflows, SharePoint libraries and lists, and other SharePoint-based data sources and applications;
- configure and maintain SharePoint Online (Comms sites and Teams sites) and other Microsoft 365 environments;
- identify, research, and implement SharePoint Online and other M365 solutions to meet business objectives;
- help write information governance material for the M365 environment, and help maintain the IT and information asset registers;
- contribute to the documentation of the organisation's business processes;
- promote user adoption through application support and end-user training; prepare self-help materials, and provide technical demonstration, consultation, and support for existing O365 applications;
- maintain technical support relationships with suppliers to ensure services are provided effectively;
- provide general application support to all functional areas and business units;
- keep up to date with changing technologies and the benefits and advantages they may offer;
- take on additional tasks 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.

6. 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.

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>

7. 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:

- completed university studies attested by a diploma in Computer Science, Information Technology, and/or Engineering;
- at least three years of proven full-time professional experience in a role supporting large-scale production systems,

counted after the award of the minimum qualification certifying the completion of the level of studies required above;

- working experience of the following:
 - SharePoint Online Modern Sites and Document Libraries;
 - Microsoft Teams;
 - Office 365 Groups;
 - M365 roles and permissions model;
 - PowerShell scripting to configure Azure and M365;
 - Power Automate scripting/workflow.
- ability to prioritise and self-manage varied workloads against agreed deadlines;
- ability to investigate and resolve problems creatively;
- good written and verbal communication skills;
- ability to learn to new skills and technologies quickly and apply them methodically;
- good knowledge of current trends and practice in the use of digital and information technology;
- customer orientation and ability to translate business requirements into workable solutions.

(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;
- excellent customer service orientation;
- ability to communicate clearly and effectively with non-IT internal stakeholders;
- time management, organisation and coordination skills;
- having the capacity to work autonomously, with a high level of initiative and responsibility;
- open-mindedness and ability to learn quickly;
- results orientation and strong motivation;
- flexibility and innovativeness;
- genuine commitment to the Agency's objectives;
- strong problem-solving skills;
- the ability to perform in a multicultural environment.

B. Desirable

The following will be considered an advantage:

- experience in data visualization (Power BI);
- experience in document and record management;
- knowledge of web standards and protocols such as HTML5, CSS and JavaScript;
- knowledge of Azure DevOps, Build and Deploy Pipelines;
- knowledge of Jira ticketing system;
- knowledge of Confluence collaboration platform.

8. INDEPENDENCE AND DECLARATION OF INTEREST

The SharePoint Expert 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.

9. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The SharePoint Expert 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 IV. The pay for this position consists of a basic salary of 3.943,39€ 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 SharePoint Expert 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.

10. 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.

11. 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.

12. 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>