

## EUROPEAN DEFENCE AGENCY (EDA)

### Vacancy notice

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<b>Directorate</b>	Research, Technology and Innovation Directorate (RTI)
<b>Vacancy title</b>	Project Officer Ammunition Technology
<b>Contract type</b>	Temporary agent
<b>Group</b>	N.A.
<b>Grade</b>	AD10
<b>Indicative starting date</b>	01/11/2022
<b>Security Clearance</b>	SECRET UE/EU SECRET
<b>Management of staff</b>	N.A.
<b>Location</b>	Brussels
<b>Closing date for applications</b>	31/12/2021

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 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 Head of Unit Technology and Innovation, the jobholder will contribute to the following activities:

- leading, coordinating and contributing to the Agency's work on Ammunition Technologies in a transversal way (Capabilities, Armaments, Research and Technology) including aspects such as capability development, technology watch, identification-preparation and management of cooperative projects;
- moderating the Agency's Capability Technologies group and managing activities held at experts level within EDA Project Teams or Ad Hoc working groups in the field of or related to Ammunition;
- planning and managing activities funded by the Agency's Operational Budget and contributing to the related contracting processes;
- facilitating the establishment of Ad Hoc projects aimed at enhancing participating Member States' capability development;
- coordinating and maintaining appropriate links with Member States' representatives as well as with any relevant EU Institution and civil or military stakeholder;
- support the Head of Unit Technology and Innovation as deputy Head of Unit, for operational and unit management tasks;
- 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.

### 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 of one of the languages of the participating Member States and a satisfactory knowledge 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.

## 6. SELECTION CRITERIA

### A. Essential

#### (1) Professional

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

- familiarity with the defence international environment (especially with CSDP);
- extensive experience in R&T project management, covering all phases: promotion, definition, competition and evaluation of proposals, running, assessment of the results, fostering of follow-up activities;
- specific and strong technical background knowledge in the area of missiles and munitions;
- a track record of working on R&T activities in government, academia or private companies;
- a track record of delivering successful business outcomes;
- experience in group management (organisation of meetings, workshops, conferences) and in leading organisational and process change;
- 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 in a team and independently in his/her area of responsibility;
- results-orientation and strong motivation;
- flexibility and innovativeness;
- good communication skills;

- a strong sense of duty and responsibility;
- commitment to the Agency's objectives.

#### B. Desirable

The following will be considered an advantage:

- experience in project management methodologies and in the whole lifecycle of a project (from inception to results delivery);
- knowledge of innovation management methodologies/frameworks;
- knowledge and understanding of Military Capability Development and Defence Research Prioritisation processes.

## 7. INDEPENDENCE AND DECLARATION OF INTEREST

The Project Officer Ammunition Technology 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 Ammunition Technology 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 9.117,48€ 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 establishing a reserve list for the post of Project Officer Ammunition Technology at the EDA. This list will be valid until 31/12/2023, 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 the 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

The 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](mailto: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>