

## EUROPEAN DEFENCE AGENCY (EDA)

### Vacancy notice

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<b>Directorate</b>	Capability, Armament and Planning Directorate (CAP)
<b>Vacancy title</b>	Project Officer Maritime Programmes
<b>Contract type</b>	Seconded National Expert
<b>Group</b>	N.A.
<b>Grade</b>	AD10/AD11
<b>Indicative starting date</b>	01/06/2023
<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>	25/04/2023

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 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 Maritime Domain, the jobholder will be responsible for/contribute to the following activities:

- contribute to capability development to support Member States in improving their capabilities. This work entails conceptual work, doctrinal as well as training and exercise aspects, technical and technological developments and operational activities;
- manage the Project Team Underwater Control, and related Ad-Hoc Working Groups, organise meetings, workshops and symposiums to implement the EU Capability Development Priorities:
  - contribute to the development and implementation of the EU Capability Development Priorities;
  - develop and/or update the related Strategic Context Case (SCC), notably Underwater Control (UWC);
  - coordinate and organize EDA participation in exercises and experimentation (e.g. REPMUS, Harbour Protection, Critical Seabed Infrastructure Protection) in the maritime domain.
- contribute to the preparation of projects/programme management activities, including the definition of requirements, market surveys, acquisition strategies, preparation/negotiation of projects/programmes' arrangements and associated contracts;
- contribute to capability acquisition on behalf of Member States;
- contribute to the conduct, enhancement, and implementation of all initiatives related to Capability Development and

Defence acquisition in which the Unit and the Directorate are engaged:

- contribution to the preparation of CARD dialogues, the analysis of CARD findings, and the elaboration of concrete recommendations;
- contribution to the assessment of PESCO Project proposals and to the support of these projects when requested by Member States.
- contribute to all activities contributing to the elaboration and implementation of high-level documents (Strategic Compass, Gaps Analysis, Action Plans etc.);
- represent the Agency during conferences and seminars;
- take on additional tasks as required in the interest of the Agency.

In doing so, the jobholder will have a primary responsibility in all activities related to project management, including procurement, which includes:

- manage projects/programmes in the maritime domain, which are in the Member States' interest, within the EDA framework (Cat. A/B, Operational Budget, notably in the Underwater Domain, Mine Warfare and Maritime Underwater Vehicles);
- contribute to Agency's and Directorate's lines of effort to reinforce/develop project management/procurement approaches, processes and competencies.

Duties may evolve according to development of the EDA's structure and activities, and the decisions of EDA management.

## 5. CONDITIONS FOR SECONDMENT

In accordance with the Rules applicable to national experts and military staff on secondment to the European Defence Agency (Council Decision (EU) 2016/1352), Seconded National Experts are seconded to the Agency while remaining in the service of their national employer and continue being paid their national salary by that employer.

Therefore, to be considered in the selection process, candidates for SNE posts must be sponsored by their national authorities. Confirmation is required in the form of a letter of sponsorship addressed to the Agency as far as possible by the closing date for the receipt of applications and in any case before a decision is taken by EDA on the candidate to be selected for a secondment.

The Rules are available on the EDA website <http://www.eda.europa.eu> - vacancies.

To qualify for secondment to the Agency, experts shall:

- have worked for their employer on a permanent or contract basis for at least 12 months before their secondment;
- remain in the service of their employer throughout the period of secondment and continue to be paid by that employer;
- have at least three years' full-time experience in defence, administrative, scientific, technical, operational, advisory or supervisory functions relevant to the performance of the duties assigned to them. Before the secondment, the employer shall supply the Agency with a statement of the expert's employment covering the previous 12 months;
- be nationals of a participating Member State or falling within the provisions of the second paragraph of Article 1 of Council Decision (EU) 2016/1352 of 4 August 2016;
- have a thorough knowledge (minimum level C1 oral and written) of one official language of one of the participating Member States and a satisfactory knowledge (minimum level B2 oral and written) of another of these languages for the performance of their duties.

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:

- sound knowledge/experience of capability development and preparation and conduct of projects/programmes/studies;
- knowledge in maritime capabilities (inter alia: war ship design, maritime manned and unmanned systems and subsystems, notably underwater);
- experience as an active-duty naval military officer;
- experience in working at higher Military Staff / HQs or Ministry of Defence level;
- the necessary competence to propose and champion effective short-, medium- and long-term capability solutions;
- at least three (3) years of concrete experience in project/programme management in an international, government or public sector organisation;
- knowledge of/experience in defence planning, capability development, preparation and running of projects/programmes;
- strong analytical skills and the ability to find solutions in complex and evolving environments;
- experience in drafting procedural and procurement-related documents, notes and briefs;
- familiarity with the international defence environment in general and especially with CSDP;
- a good understanding of the EDA's main tasks and functions;
- 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;
- ability to work effectively in a multinational environment;
- flexibility and innovativeness;
- results-orientation and strong motivation;
- communication and interpersonal skills;
- genuine commitment to the Agency's objectives;
- strong conceptual, compositional, interpersonal, and analytical skills.

### B. Desirable

The following will be considered an advantage:

- university degree in engineering with a specialisation on naval platform, naval combat systems, maritime communication or underwater warfare;
- hold a (recognised) Project Management qualification;
- experience in testing and experimentation with respect to concept development, and the development and integration of new naval technologies (TRL 6+).

## 7. INDEPENDENCE AND DECLARATION OF INTEREST

The Project Officer Maritime Programmes 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 Maritime Programmes will be appointed by the Chief Executive.

Secondment will be as a member of the Seconded National Expert staff of the Agency for a three-year period. Renewal is possible within the limits set out in the EDA SNE Rules. The successful candidates will be seconded as AD10/AD11 equivalent.

Applications are invited with a view to establish a reserve list for the post of Project Officer Maritime Programmes 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 secondment 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 secondment to 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.

In order to be considered in the selection process, candidates for SNE posts must be sponsored by their national authorities. Confirmation is required in the form of a letter of sponsorship addressed to the Agency as far as possible by the closing date for the receipt of applications and in any case before a decision is taken by EDA on the candidate to be selected for a secondment.

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>