

EUROPEAN DEFENCE AGENCY (EDA)

Vacancy notice

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| Directorate | Corporate Services Directorate |
| Vacancy title | Building and Project Manager |
| 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 | 16/11/2023 |

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. DUTIES

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

Facility Management

- organise the preventive and corrective maintenance of the local infrastructure and technical installations and related services;
- plan & schedule annual maintenance works to allow proper execution with minimum impact on EDA operations;
- identify solutions for technical problems that may arise in the building;
- monitor and supervise works and maintenance executed by external contractors in EDA's premises and exercise quality control;
- follow up on interventions of contractors (technical, cleaning, catering) and perform quality control over their work;
- manage the environmental aspects (energy consumption, waste disposal, environmentally friendly initiatives, etc.);
- ensure the efficient allocation of the available space for offices and meeting rooms;
- implement building-related Health & Safety measures;
- manage daily operational activities of the Unit such as small repairs, removal of office furniture, etc;
- ensuring facilities are in compliance with applicable policies, regulations, and building codes;
- perform front office tasks; including monitoring of the functional mailbox.

Budget and Contract Support

- prepare orders and commitments, verify invoices as well as manage infrastructure/security-related files and studies;
- handle signed purchase orders, file signed contracts, draft catalogue, etc.;
- coordinate budget planning and track budget execution;
- manage the building lease contract and operate as Point of Contact for the owner of the building.

Drafting and Administrative Tasks

- write technical specifications for tenders (maintenance technical installations, cleaning, office supplies, utilities services, etc.);
- manage the Unit's internal documentation and infrastructure-related content at the EDA Intranet Portal;
- support the preparation and drafting of infrastructure-related contracts.

Supplies Management

- coordinate the delivery and supply of goods and services.

Miscellaneous Tasks

Furthermore, the jobholder will cooperate with the colleagues of the Unit and assist in the following activities when needed:

- managing the project for a move to new premises in the short to mid-term (refurbishment);
- inventory and asset management;
- improving working conditions in the building and the general wellbeing of staff (in cooperation with HR).

The jobholder will back up colleagues in the Unit as needed and may be asked to take on any additional tasks in the Security and Infrastructure Unit as required in the interest of the service.

Duties may evolve according to the 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 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>

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 level of university education in engineering or architecture attested by a diploma;
- at least 5 years of experience in the relevant field and tasks, gained after obtaining the minimum qualification required as a condition of eligibility;
- a thorough understanding of and a successful track record in modern building management;
- experience in facility management including good knowledge of facility management information systems;
- good knowledge and experience in facility management-related financial operations;
- very good knowledge of AutoCAD or similar systems;
- at least 3 years of experience with office building projects, new and/or renovation;
- good knowledge, understanding and experience of building safety;
- experience in preparing and managing the removal of an organisation to new premises;
- well-developed organisational and administrative skills;
- very good knowledge of written and spoken English;
- good knowledge of written and spoken French;
- very good knowledge of MS Office.

(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;
- strong customer service orientation;
- problem-solving skills, results-orientation and strong intrinsic motivation;
- flexibility and innovativeness;
- strong analytical, interpersonal, and communication skills;
- ability to adapt to a quickly changing working environment;
- genuine commitment to the Agency's objectives.

B. Desirable

The following will be considered an advantage:

- a diploma/degree/certification in facility management, building management, real estate management, administration;
- a certification in (building) project management;
- certification(s) in health & safety management or willingness to obtain certifications in the field of health & safety.

7. INDEPENDENCE AND DECLARATION OF INTEREST

The Building and Project Manager 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 Building and Project Manager 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 Building and Project Manager 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>