

**EUROPEAN DEFENCE AGENCY  
( E D A )**

**Vacancy notice  
(Agency's Temporary Staff)**

|                              |   |
|------------------------------|---|
| Post:                        | Cooperation Planning & Support Director |
| Type of post :               | Temporary agent post                    |
| Grade :                      | AD14                                    |
| Management of staff:         | Yes                                     |
| Location:                    | Brussels                                |
| Indicative starting date:    | 1 January 2019                          |
| Level of Security Clearance: | SECRET UE/EU SECRET                     |

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| <b>Closing date for applications</b> | <b>20 December 2017</b> |
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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 the 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. Three operational directorates: Cooperation Planning & Support; Capability, Armaments & Technology; and European Synergies & Innovation and the Corporate Services Directorate.

## 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 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 DIRECTORATE COOPERATION PLANNING AND SUPPORT

The Cooperation Planning & Support (CPS) Directorate focuses on the early identification of requirements at European level and the through-life aspect of capabilities. The directorate is responsible for capability planning through the Capability Development Plan (CDP), the Cooperative Programme Database (CODABA) and the Coordinated Annual Review on Defence (CARD), and Pooling & Sharing including the Code of Conduct. It is also responsible for critical enablers to support defence cooperation and enhance interoperability: military airworthiness, standardisation and certification, test and evaluation and education and training. In addition, the directorate provides support to CSDP military and civilian operations and missions and EU Battlegroups, at the request of their Member States.

The CPS Directorate also supports the Member States in identifying operational and financial consequences, as well as opportunities, that SESAR (Single European Sky ATM Research programme) may bring to European air forces and facilitates the coordination of military views in this context. In this context, the directorate acts as the military interface for the EU institutions (e.g. European Commission/DG MOVE, EASA), as well as other SESAR related bodies (e.g. SESAR Deployment Manager, SESAR Joint Undertaking), on SES (Single European Sky) related issues.

In the wider context of military aviation, the CPS Directorate supports the Member States in their efforts to enable RPAS integration in non-segregated airspace and in harmonizing military aviation safety issues.

## 4. DUTIES



The Director of Cooperation Planning and Support focuses on the early identification of requirements at European level as well as the through-life aspect of capabilities including harmonisation of standards and certification, joint procurement, support to operations and training. He/she also deals with the military dimension of the Single European Sky. More specifically, he/she is responsible for:

- leading and managing the Cooperation Planning and Support Directorate;
- managing, with the support of the Heads of Unit, CPS Directorate's contribution to the Agency's work with regard to the outcomes of the Steering Board, Foreign Affairs Council and European Council and ensuring coherence with the work strands and programmes assigned to the Directorate; these include:
  - cooperation planning through the CDP, CODABA and CARD, as well as Pooling & Sharing including the Code of Conduct;
  - developing key enablers to support defence cooperation and enhance interoperability, through an integrated approach including military airworthiness, standardisation and certification, as well as defence test and evaluation activities;
  - acting as the military interface for SESAR, facilitating the coordination of military views from and in support of Member States and relevant military organisations and informing military planning mechanisms of the requirements stemming from SESAR deployment, as well as evaluating the operational risks and financial implications of the Single European Sky for military aviation;
  - identifying and developing opportunities in the field of education, training and exercises, responding to Member States' needs in the broader context of CSDP, involving partners willing and able to take on the responsibility for their implementation and continued development;
  - identifying, developing, promoting and managing tools and procedures, and promoting framework contracts and pooled procurement, in support of CSDP operations, EUBGs, civil missions and Member States;
- managing integrated teamwork in cooperation with the other Agency Directorates and in relation with external partners, allocating appropriate resources transversally in the most efficient way possible;
- developing and sustaining appropriate links with Member States and the relevant Council, Commission, EEAS, EUMC, EUMS, EASA and other external bodies including NATO;
- planning and organising the work and the financial and human resources of the Directorate;
- developing the competences and skills of Directorate personnel and evaluating their performance.

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

## 5. QUALIFICATIONS AND EXPERIENCE REQUIRED

### a. Conditions for eligibility:

- be a national of a Member State participating in the Agency;
- be entitled to his/her 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;
- 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;
- hold 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 (CONFIDENTIEL UE/EU CONFIDENTIAL or above), 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.

### b. Essential selection criteria:

#### (1) Professional

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

- knowledge of and experience in defence and its international environment;
- knowledge of and experience in capability development;
- knowledge of and experience with the European institutional framework, EU programmes and policies;
- knowledge of armaments cooperation in a European context;
- knowledge of the European Defence Technological and Industrial Base;
- a proven track record in management and administration at senior level;
- very good knowledge of written and spoken English.

#### (2) Personal



All staff must be able to fit into the Agency way of working (see par.2). Other attributes important for this post include:

- genuine commitment to the Agency's objectives and the ability to communicate these;
- excellent interpersonal, influencing and networking skills;
- excellent negotiation and chairing skills;
- excellent public speaking and presentation skills;
- strong analytical skills;
- ability to adapt to changing circumstances;
- ability to prioritise and organise tasks and resources.

### **c. Desirable**

- experience in the management of multi-national teams;
- a minimum of 15 years of professional experience acquired after the award of the qualification required as a condition of eligibility.

## **6. INDEPENDENCE AND DECLARATION OF INTEREST**

The Cooperation Planning & Support Director 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.

## **7. APPOINTMENT AND CONDITIONS OF EMPLOYMENT**

The Cooperation Planning & Support Director will be appointed by the Chief Executive.

Recruitment will be as a member of the temporary staff of the Agency for a three-year period (unless a shorter period is mutually agreed between the parties). Renewal is possible within the limits set out in the EDA Staff Regulations. The successful candidate will be recruited as AD14.

The pay for this position consists of a basic salary of 14092,13 € 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://www.eda.europa.eu/jobs/WorkingatEDA>

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 an Agency's Medical Adviser.

Applications are invited with a view to establishing a reserve list for the post of Cooperation Planning & Support Director at the EDA. This list is valid until 31/12/2018, 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.

## **8. 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.

## **9. 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 committee will be appointed. Please note that the selection committee's internal proceedings are strictly confidential and that any contact with its members is forbidden.

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.

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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).

## **10. 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 (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. 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>