

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

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

Post:	Procurement and Contract Officer
Type of post :	Temporary agent post
Grade :	AD8
Management of staff:	N.A.
Location:	Brussels
Indicative starting date:	1 September 2018
Level of Security Clearance:	SECRET UE/EU SECRET

Closing date for applications	28 February 2018
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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 CORPORATE SERVICES DIRECTORATE

The Corporate Services Directorate manages the human resources, finance, legal, procurement and contract activities, as well as information technology, infrastructure and security, and corporate projects to ensure the smooth and efficient functioning of EDA.

4. DUTIES

Under the supervision of the Head of the Procurement and Contract Unit, the Procurement and Contract Officer will contribute to the following activities:

- Manage, coordinate and supervise the Agency's Ad Hoc activities, which entails, inter alia:
 - Negotiate and draft, in close cooperation with Operational Directorates, legal instruments (Projects or Programme Arrangements) in the context of Ad Hoc activities;
 - Negotiate and draft contracts to be concluded by the Agency to implement Projects and Programmes in the context of Ad Hoc activities;
 - Provide coordination, legal support and advice to the Operational Directorates in charge of such Ad Hoc activities ensuring adequate implementation of the contractual provisions;
 - Follow up of the resources allocated by the participating Member States (pMS) contributing to ad hoc Projects and Programmes;

- Verification of the eligibility of Ad Hoc activities for VAT exemption in compliance with the EDA Council Decision, the Protocol on the Privileges and Immunities of the European Union and the EU Directive on VAT No. 2006/112/EC, including the case law developed by the European Court of Justice;
- Provide contractual guidance to internal and external stakeholders as required to ensure compliance by design with EU and international law in all phases of Ad Hoc activities;
- Participate in the implementation and, when needed, development of the Agency's ad hoc procedures.
- Administer public procurement and grant procedures based on the Agency's Financial & Procurement Rules, which entails, inter alia:
 - Ensure full coordination of procurements under his/her responsibility;
 - Advise project officers on the launch and administration of procurement procedures;
 - Ensure compliance of procurement procedures with EDA Financial and Procurement Rules;
 - Prepare tendering specifications and/or calls for proposals and contractual documentation as required;
 - Provide support to the relevant Units/Directorates on contract management issues;
 - Provide input in view of the Unit's constant improvement process and contribute to the drafting of internal processes & templates.
- 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. QUALIFICATIONS AND EXPERIENCE REQUIRED

a. Conditions for eligibility:

(1) General

- be a national of a Member State participating in the Agency;
- be entitled to his/her full rights as a citizen;
- have completed 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;
- 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 (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:

- at least 10 years of professional experience in the above tasks at equivalent level;
- very good knowledge of the European Public Procurement Directive practices and case law;
- very good knowledge of the financial, procurement and grant rules applicable to the Agency or to the general budget of the Union;
- excellent knowledge of International Public Law and EU public law;
- very good knowledge of the VAT Directive practices and case law;
- good knowledge of EU procurement dedicated IT tools;
- ability to work in an international environment with colleagues not necessarily well-acquainted with Procurement rules;
- experience in drafting of internal policies, processes & associated templates;
- excellent command 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:

- creative and result driven;
- strong analytical and problem-solving skills;
- strong capacity and proven experience in providing advisory services on complex matters;
- strong negotiation, communication, reporting skills;
- reliability and capacity to work under pressure with little supervision;
- strong motivation and motivation to perform general administrative duties;

- ability to work in a team;
- excellent customer service skills;
- genuine commitment to the Agency's objectives.

c. Desirable:

The following will be considered an advantage:

- a certificate or qualification in Public Administration, Business Administration or Law;
- good knowledge of European defence environment (including CSDP missions and operations);
- an understanding of EDA's potential leading role in defence capability with other leading actors.

6. INDEPENDENCE AND DECLARATION OF INTEREST

The Procurement and Contract Officer 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 Procurement and Contract Officer 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 (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 AD8.

The pay for this position consists of a basic salary of 6.818,11 € 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 Procurement and Contract Officer at the EDA. This list is valid until 31/12/2019, 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.

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.

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>