

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

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

Post:	Procurement and Contract Officer
Type of post :	Temporary agent post
Grade :	AD7
Management of staff:	N.A.
Location:	Brussels
Indicative starting date:	1 December 2018
Level of Security Clearance:	SECRET UE/EU SECRET

Closing date for applications	17 September 2018
--------------------------------------	--------------------------

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:

- 1 Administer public procurement and grant procedures based on the Agency's Financial & Procurement Rules, which entails, inter alia:
 - o Advising project officers on the launch and administration of the procedures;
 - o Ensuring compliance of the procedures with EDA Financial and Procurement Rules as well as with EU public procurement legislation;

- o Preparing tenders/grants and contractual documentation as required;
 - o Providing support to the relevant Units/Directorates on contract management issues.
- 1 Manage ad hoc contracting activities, which entails, inter alia:
 - o Negotiate and draft contracts to be let by the Agency to implement projects and programmes in the context of Ad Hoc activities;
 - o Provide support to the Operational Directorates in charge of such Ad Hoc activities ensuring adequate implementation of the contractual provisions;
 - o Follow-up of the resources allocated by the participating Member States (pMS) contributing to ad hoc projects and programmes;
 - o Provide contractual guidance to internal and external stakeholders as required;
 - o Participate in the implementation and, when needed, development of the Agency's ad hoc procedures.
- 1 Provide guidance on EDA's contracting activities to EDA staff;
- 1 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

- 1 be a national of a Member State participating in the Agency;
- 1 be entitled to his/her full rights as a citizen;
- 1 have fulfilled any obligations imposed on him/her by the laws concerning military service;
- 1 produces the appropriate character references as to his/her suitability for the performance of his/her duties;
- 1 be physically fit to perform his/her duties;
- 1 have a thorough knowledge of one of the languages of the participating Member States and a satisfactory knowledge of another language of the participating Member States to the extent necessary for the performance of his/her duties.
- 1 have no personal interest (financial, family relationship, or other) which could be in conflict with disinterested discharge of his/her duties within the Agency;
- 1 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);
- 1 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:

- 1 a minimum of 6 years of professional experience in a relevant field acquired after the award of the qualification required as a condition of eligibility;
- 1 excellent knowledge of the European public procurement directive;
- 1 excellent knowledge of the financial and procurement rules applicable to the Agency or to the general budget of the Union;
- 1 understanding of the EDA's main tasks and functions;
- 1 a track record of delivering successful business outcomes;
- 1 very good command of written and spoken English.

(2) Personal

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

- 1 ability to work in a team;
- 1 reliability and capacity to work under pressure with little supervision;
- 1 good communication and organisational skills;
- 1 strong analytical and problem-solving skills;
- 1 excellent customer service skills;
- 1 excellent interpersonal and negotiation skills;
- 1 results-orientation and strong motivation;
- 1 flexibility and innovativeness;

- 1 genuine commitment to the Agency's objectives.

c. Desirable:

The following will be considered an advantage:

- 1 professional experience in public procurement in an international organization;
- 1 familiarity with the defence international environment (especially CSDP);
- 1 active service or former experience in national administrations, in particular Ministry of Defence, and/or civil-military operations in the domains of procurement and contract management;
- 1 knowledge of the defence and security procurement directive.

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 AD7.

The pay for this position consists of a basic salary of 5.937,01€ 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 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.

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>