

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

**Vacancy notice EDA/A/2004/053
(Agency's Temporary Staff)**

Post:	A053 – Principal Officer for Defence Industry
Directorate/Unit:	Industry and Market Directorate
Grade :	AD 12
Management of staff:	N.A.
Location:	Brussels
Starting date:	15 March 2005
Level of Security Clearance:	SECRET

Closing date for applications	28 January 2005
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The selection of candidates will follow the provisional EDA Staff Recruitment Procedure. Candidates must use the EDA Application Form attached to this Vacancy Notice or procure one through their national authorities (or get one from web site <http://ue.eu.int> - contacts/job offers).

1. BACKGROUND

The European Defence Agency has been established by Council Joint Action 2004/551/CFSP of 12 July 2004 (OJ L 245/17 of 17/07/2004).

The Agency has its headquarters in Brussels.

The main task of EDA is to support the Member States and the Council in their effort to improve the EU's defence capabilities in the field of crisis management and to sustain the ESDP as it stands now and develops in the future.

To this end, the Agency will work for the development of defence capabilities in the field of crisis management, the promotion and enhancement of European armaments co-operation, the strengthening of the European Defence Technological and Industrial Base (DTIB), the creation of an internationally competitive European Defence Equipment Market (EDEM) and the enhancement of Research and Technology (R&T).

2. THE AGENCY'S WAY OF WORKING

The Agency will be an "outward-facing" organisation, constantly inter-acting with a wide range of stakeholders, in particular the participating Member States. Internally, it will work on a "matrix" principle, with multi-disciplinary teams forming and re-forming to pursue different elements of its work programme. Its business processes will be flexible, oriented

towards achieving results rather than following rigid procedures. Staff at all levels will need to demonstrate the corresponding qualities of flexibility, innovation, and team-working; to work effectively with stakeholder groups, formal and informal; and to operate without the need of detailed direction.

3. THE INDUSTRY AND MARKET DIRECTORATE

The Directorate will work to strengthen the DTIB and for the creation of an internationally competitive European Defence Equipment Market, in particular by:

- developing relevant policies and strategies, in consultation with the Commission and industry as appropriate;
- pursuing EU-wide development and harmonisation of relevant rules and regulations (particularly by an EU-wide application of relevant rules of the LoI Framework Agreement).

4. DUTIES

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

But it is currently envisaged that the Principal Officer for Defence Industry contributes to ensuring the necessary coordination of the Industry and Market Directorate in order to guarantee the overall coherence of its work. He/She co-operates with the management in:

- leading and managing the integrated teamwork in the area of responsibility assigned to the Directorate in cooperation with the other Agency Directors and external bodies;
- assessing and analyzing the European Defence Technological and Industrial Base;
- harmonizing rules and procedures, with the LoI acquis as a basis, at European level;
- preparing strategies and policies regarding DTIB;
- establishing best practices to maximize the involvement of SMEs
- ensuring close relations with the Commission, industry and others regarding industrial issues and contribute to the elaboration of new instruments.

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;
- be over 21 and normally under 60 years of age at the time of taking up his/her appointment;
- have completed any initial term of compulsory national service required of him/her under the provisions of his/her national legislation;
- have no personal interest (financial, family relationship, or other) which could be in conflict with disinterested discharge of him/her duties within the Agency;
- be in receipt of, or be in the position to obtain, a valid security clearance certificate (minimum SECRET) from his/her national security authority;
- be a graduate of a national or international Defence College or have a University degree;

- have a thorough knowledge of one of the official languages of the EU, and an adequate knowledge of another of these languages to the extent necessary to discharge his/her duties;
- for reasons related to the Agency's operational requirements, be available at short notice for the job.

b. Essential selection criteria

(1) Professional

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

- knowledge/experience of the European Defence Industry and the Community rules affecting it;
- familiarity with the defence international environment (especially ESDP);
- a track record of delivering successful business outcomes;
- experience of leading organisational and process change.

(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:

- team-working;
- an effective management.
- flexibility, tact and pleasing disposition, with a strong sense of duty and responsibility;
- results-orientation and strong motivation;
- accuracy and dependability;
- flexibility and innovativeness;
- strong sense of duty and responsibility;
- commitment to the Agency's vision, values and objectives;

6. INDEPENDENCE AND DECLARATION OF INTEREST

The Principal Officer for Defence Industry 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. Candidates will therefore be required to include confirmation of their willingness to make such declarations with their applications.

7. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The Principal Officer for Defence Industry will be appointed by the Chief Executive upon a recommendation from the Chairman of the Selection Committee.

Recruitment will be as a member of the temporary staff of the Agency for a three years period (unless a shorter period is mutually agreed between the parties), with possible extension of up to a further two years. Failure to obtain the requisite security clearance certificate before the expiration of the probationary period will be cause of termination of the contract.

The successful candidate will be recruited as **AD12**.

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Details on salaries, allowances and conditions of employment will be in accordance with Staff Regulations of the European Defence Agency (2004/676/EC).

Candidates are advised that part of the recruitment process includes medical analyses and physical check-up with an Agency's Medical Adviser.

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

The candidates must submit their applications in **1 original and 3 copies** using the Agency application form and **posting** them in a simple A4 format envelope, to:

Ref.: EDA/A/2005/053

Philippe ZINOPOULOS
Head of Human Resources of
European Defence Agency
Office 00.50.MN.55
Rue de la Loi, 175
B-1048 Brussels

You will be requested to supply documentary evidence in support of the statements that you make for this application. Do not, however, send any supporting or supplementary documentation with your application form until you have been asked to do so by the Agency. Additionally do not submit the original texts of references or testimonials unless they have been requested for the sole use of the Agency.

Applications cannot be returned to candidates; the files of unsuccessful candidates will be destroyed after two years.

Please do not spend money on expensive bindings for your papers as they are usually separated and the bindings thrown away.

For any enquiry please send a fax or e-mail to:

Fax: 0032 2 285 5378

e-mail: secretariat.aet@consilium.eu.int