

## EUROPEAN DEFENCE AGENCY (EDA)

### Vacancy notice

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<b>Directorate</b>	Corporate Services Directorate
<b>Vacancy title</b>	Trainee HR Operations
<b>Contract type</b>	Trainee
<b>Group</b>	N.A.
<b>Grade</b>	N.A.
<b>Indicative starting date</b>	01/09/2021
<b>Security Clearance</b>	SECRET UE/EU SECRET
<b>Management of staff</b>	N.A.
<b>Location</b>	Brussels
<b>Closing date for applications</b>	12/04/2021

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 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. PURPOSE AND SCOPE OF THE TRAINEESHIP

EDA's traineeship programme is addressed to university graduates, including those who, in the framework of lifelong learning, have recently obtained a university diploma and are at the beginning of a new professional career.

The aim of EDA's traineeship programme is:

- to introduce recent graduates to the professional world and enable them to apply knowledge acquired during their studies, particularly in their specific areas of competence.
- to create a pool of young people with first-hand understanding of EDA's mission and activities.
- to enrich the work of EDA with a fresh point of view and up-to-date academic knowledge.
- to promote European integration and create awareness of European citizenship in a multi-cultural and multilingual environment.

While at EDA, trainees will be working side by side with motivated and highly qualified experts coming from the participating Member States and they will have the opportunity to contribute to specific projects within the Agency.

#### **4. 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.

#### **5. THE UNIT**

The Human Resources Unit is a business partner providing high-quality services, advice and support at strategic and operational levels. It ensures alignment of all HR policies and processes with the mission and objectives of EDA from staff planning and reporting to employer branding, selection, onboarding, recruitment, retention, skills development and performance management.

The HR Unit directly enables the creation of a healthy, diverse and dynamic work environment in which people – EDA's most valuable resource – can contribute and thrive.

#### **6. THE TRAINEESHIP**

The HR Operations Trainee will join a small and dynamic HR team where s/he will get the chance to be exposed to the whole cycle of HR operations and processes in a EU Agency. The trainee will be integrated as a full member of a multicultural team and provide support in the execution of HR programmes, processes, communications, and other strategic initiatives.

The ideal candidate will be curious and eager to contribute to the whole range of HR issues, from strategic to operational, technical and administrative tasks. S/he will have strong analytical skills, a strong sense of initiative and commitment to his/her professional development and will be an excellent team player.

#### **7. TASKS AND DUTIES**

Under the supervision of his/her advisor, the Trainee HR Operations will provide general support to the HR team in the fields of HR reporting and HR administration, as well as in the organisation and coordination of selection procedures and learning and development activities.

It entails in particular the following tasks:

- compiling and consolidating HR data and reporting, inserting data in and maintaining HR databases ensuring data quality, thereby supporting HR planning, decision making and reporting;
- dealing with logistics issues linked to selections of candidates and on-boarding of new hires, thereby supporting the availability of human capital;
- researching and assisting in the drafting of the Agency's Human Resources policies and documents, thereby contributing to good governance and organizational development;
- updating the Agency's intranet and assisting with internal communications related to HR topics, including support of activities related to staff engagement and (social) media management;
- assisting with HR administration (answering staff queries, certificates, etc.);
- assisting the HR team in document and file management and participating in other aspects of the HR activities as required.

We offer the trainee a very diverse and hands on working experience covering the whole range of HR tasks. A typical day involves:

- interacting with colleagues and answering queries from staff members and candidates;
- assisting with the organisation of meeting and events;
- gathering data and statistics, issuing and analysing reports and HR metrics;
- performing research, providing input and drafting documents on topics related to international HR Management.

## 8. LEARNING OUTCOMES

### A. Project outputs & learning outcomes

The traineeship will offer junior HR graduates and/or aspiring professionals hands-on experience and a global view on a wide range of HR issues in an EU environment and an understanding of the role and contribution of an HR unit to core tasks of an organisation.

### B. Technical / Soft skills to be acquired

From this experience, the trainee will gain:

- ability to work effectively in a multinational/multicultural and complex environment;
- ability to work in a small team and independently in his/her area of responsibility;
- accuracy and attention to detail;
- develop client service skills and the ability to communicate with different type of colleagues across the Agency with sensitivity and respect for diversity;
- organisation of meetings and events.
- ability to collect and analyse HR data and metrics;
- experience in supporting the development and updating of EDA's HRM policies, procedures and processes;
- knowledge and understanding of EDA Staff Regulations which are broadly similar to the EU Staff Regulations;
- learn how to use different IT tools and databases;
- gain insight into Defence matters at EU level.

## 9. ELIGIBILITY CRITERIA

Traineeships are open to applicants who have not previously undertaken a paid or unpaid traineeship or any kind of employment in another European institution or a body and which lasted for more than six weeks.

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;
- 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 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, or be in a position to obtain, a valid Personnel Security Clearance Certificate (national or EU PSC at SECRET UE/EU SECRET level);
- have completed at least the first (minimum three-year) cycle of a higher education course (university education) and obtained a full degree or its equivalent by the closing date for applications.

Age limit: No age limit is imposed on the candidates for traineeships; however, traineeships are as a matter of priority offered to recent graduates.

Diploma: 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.

Personnel Security Clearance Certificate (PSCC): It is 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 only be initiated by EDA on behalf of the selected candidate.

## 10. SELECTION CRITERIA

### A. Essential

#### (1) Academic

The candidate will be required to demonstrate that he/she has a University degree (Bachelor or or equivalent academic degree) in one of the following fields: Organisational Psychology, Human Resources Management, Business administration, Public administration, Corporate management, or other relevant Social Sciences degree.

#### (2) Linguistic

Excellent knowledge of written and spoken English (level C1/C2).

#### (3) Technical

Advanced IT literacy particularly in MS Office applications (Word, Excel, PowerPoint, Outlook) and genuine ability and interest in learning to use different IT tools.

### B. Desirable

The following will be considered an advantage:

- professional or volunteering experience in the area of Human Resources Management, Organisational Psychology, Public Administration or similar;

- experience in Microsoft SharePoint;
- strong interest for HR topics;
- knowledge of data visualisation and statistical analysis;
- flexibility and autonomy;
- client service attitude;
- high sense of confidentiality;
- strong sense of initiative;
- exposure to a multicultural environment;
- respect for diversity.

## 11. INDEPENDENCE AND DECLARATION OF INTEREST

Trainees must exercise the greatest discretion regarding facts and information that come to their knowledge during the course of their training. They must not, in any manner whatsoever, disclose to any unauthorised person any document or information not already made public. They 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 their independence. They will continue to be bound by the obligation of confidentiality and professional discretion after the end of their training. EDA reserves its legal right to terminate the traineeship and to pursue any person who does not respect this obligation.

## 12. TRAINEESHIP CONDITIONS

The traineeship is offered for a 1-year period.

Trainees are awarded an allowance of 1.229,32€ per month. Upon presentation of the proper justification, disabled trainees may receive a supplement to their allowance equal to a maximum of 50% of the amount of the allowance. The objective of this extra payment is to help disabled trainees to cover extra expenses (i.e. transport, cost of special accommodation etc.) which may be required due to their disability.

Health and accident insurance is mandatory. Trainees shall be responsible for organising their own insurance against accident along with health cover and any insurance required for family members for the duration of the traineeship. Trainees whose place of origin is more than 50km from the place of employment are entitled to a reimbursement of travel expenses incurred at the beginning and end of the traineeship. Travel allowances are paid at the end of the training period, provided the trainee has completed a minimum of 6 months of the traineeship.

In exceptional cases only, trainees may be sent on a mission provided that the mission is of a technical and not of a representative character. The authorisation shall be granted by the Director of the respective Directorate. For the reimbursement of these mission expenses, the general procedure of reimbursement provided in EDA's Staff Regulations will apply.

For further information on financial matters, read the FAQs (Frequently Asked Questions) on the EDA website:

<https://www.eda.europa.eu/jobs/faqs>

Admission to a traineeship does not confer on trainees the status of temporary agents or other servants of the European Union nor does it entail any right or priority with regard to future engagement in the Agency. Trainees cannot benefit from any privileges and immunities granted by the host country to temporary agents or other servants of the European Defence Agency.

## 13. FUTURE EMPLOYMENT CONDITIONS

Admission to a traineeship does not confer on trainees the status of temporary agents or other servants of the European Union nor does it entail any right or priority with regard to future engagement in the Agency. Trainees cannot benefit from any privileges and immunities granted by the host country to temporary agents or other servants of the European Defence Agency.

A person can only benefit from one traineeship experience at EDA. Traineeships are not renewable and may not, in principle, be extended. However, the Chief Executive may grant an extension at the end of each training period, which may not exceed six months. Requests for extensions will only be accepted if the budgetary appropriations and the capacity of the Directorate/Unit to accommodate trainees allow and if objectively justified in the interest of the service.

Regardless of the traineeship, trainees are entitled to participate as candidates in any selection procedures organised by the Agency, provided that they meet the requirements for doing so. If successful, they shall be entitled to a post accordingly.

#### **14. APPLICATION PROCEDURE**

Candidates shall not apply for more than 2 trainee profiles and are requested to indicate an order of preference in their motivation letter.

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 on the date of the deadline. Candidates are reminded that the on-line application system will not accept applications after midnight (Brussels time, GMT+1).

The Agency defines its requirements for each call and successful candidates are selected on the basis of the educational background, qualifications, competences, and motivation.

EDA's Human Resources Unit assesses compliance of applications with the eligibility criteria. The respective Directorates/Units assess applications against the selection criteria and shortlist a number of candidates that meet the requirements. Shortlisted candidates will be contacted for a telephone interview.

Following the interviews, the Directorate/Unit will select the trainee who most closely meets the requirements of the specific profile.

If offered a traineeship, candidates will be requested to supply documentary evidence in support of the statements made in their application. Candidates are requested not to send any supporting or supplementary information until they 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 inquiry, please refer to the FAQ (Frequently Asked Questions) section, or send an e-mail to [recruitment@eda.europa.eu](mailto:recruitment@eda.europa.eu).

#### **15. 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.

#### **16. 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>