

EUROPEAN DEFENCE AGENCY (EDA)

Vacancy notice

Directorate	Capability, Armament and Planning Directorate (CAP)
Vacancy title	Trainee Land and Logistics
Contract type	Trainee
Group	N.A.
Grade	N.A.
Indicative starting date	01/09/2021
Security Clearance	SECRET UE/EU SECRET
Management of staff	N.A.
Location	Brussels
Closing date for applications	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 CAPABILITY, ARMAMENT AND PLANNING DIRECTORATE (CAP)

The Capability, Armament & Planning Directorate (CAP) proposes collaborative opportunities in support of EU capability development priorities. The Directorate is responsible for capability development planning, based on analysis of military requirements conducted together with Member States within the Capability Development Plan (CDP).

The Directorate coordinates in-house the implementation of the Coordinated Annual Review on Defence (CARD), for which the Agency provides the secretariat, establishing a regularly updated overview of the European defence capability landscape.

The CAP Directorate implements EDA's secretariat functions to the Permanent Structured Cooperation (PESCO), together with the European External Action Service, including the EU Military Staff. Within the PESCO secretariat, the Directorate coordinates EDA's assessment of PESCO project proposals from the capability perspective, as well as the National Implementation Plans of PESCO participating Member States, and supports PESCO project implementation.

Based on coordinating the results of CDP, CARD and PESCO, the Directorate plans and prepares activities tailored to Member States' needs. These activities span from advice and roadmaps to collaborative capability development projects, including the support to Member States in upstream EDIDP/EDF.

The CAP Directorate comprises six Units with the following key areas of activity:

- Air Domain Unit: Remotely Piloted Aircraft Systems, Air-to-Air Refueling, Airlift
- Cooperation Planning Unit: CDP, CARD, Defence Data
- Land and Logistics Unit: Land platforms, Counter-IED, Personnel Recovery, Military Mobility, Logistics, Medical Support
- Information Superiority Unit: Communication & Information Systems, Surveillance & Reconnaissance, Space, Cyber Defence
- Maritime Unit: Maritime Surveillance, Mine Counter Measures, naval training, harbor protection
- PESCO Unit: PESCO secretariat and support to project development

5. THE TRAINEESHIP

Military Mobility

This is a flagship project within the European Union. Two programmes are running under this flagship within EDA:

- The Cross Border Movement Permission programme aims to harmonise and simplify procedures and reduce the administrative burden of the movement permission process. As a next phase it is anticipated to digitalise the

harmonised processes.

- The Customs programme has delivered a customs declarations form to be used within the EU. As a next step digitalisation of this form is foreseen.

Both programmes will focus on the digitalisation of activities. The activities of both programmes show coherence and are, in some cases, overlapping. Digitalisation of these programmes will be challenging and requires to monitor progress made in parallel for both programmes. Merging activities could prove to be a smart way forward. Coherence with the civilian domain for movement requires a solution compatible to the civilian world.

Logistic

In the Logistic domain there are two main subjects currently addressed, also with possible links to an European Commission initiative called Incubation Forum Circular Economy in European Defence (IF CEED):

- The Logistic IT Systems (LogITSys) project is following a holistic approach considering Military Mobility aspects as well as overarching Logistic aspects. LogITSys is focusing on the establishment of a network of logistic systems and the implementation of appropriated standards. The objective is to connect all used national and civil logistic IT applications to one common logistic IT network and to ensure all kind of logistic operations among participants such as movement and transport, warehouse management and asset tracking.
- Additive Manufacturing (AM) is considered as a technology which has the potential to be a game changer in terms of reducing the military logistic footprint. This project aims to introduce AM as technology usable for military purpose to support (CSDP) missions. Therefore common standards and procedures need to be elaborated and implemented.

CBRN Surveillance as a Service (SaaS)

In the framework of chemical, biological, radiological and nuclear (CBRN)-related projects, the CBRN SaaS project straddles over two different frameworks (PESCO, EDA Cat. B) and could have some links also with the European defence industrial development programme (EDIDP) framework of the European Commission. The Cat. B project has already started and will require extensive steering and coordination by EDA in 2021/2022.

CBRN SaaS is focusing on the establishment of a service to provide an operational, visualized recognised picture on the spread of chemical, biological, radiological, nuclear substances in real time by using different sensors mounted on unmanned ground and aerial vehicles as sensor bundles, which detect and identify this CBRN threats.

6. TASKS AND DUTIES

Under the supervision of his/her advisor, the Trainee Land and Logistics will contribute to/be responsible for the following activities:

- general support in all the areas Military Mobility, logistics domain and CBRN SaaS;
- drafting internal and external communications;
- developing lists and overviews;
- organisation of meetings and appropriated communication with contributing Member States;
- participation at meetings and workshop and provision of minutes and requested documentations;
- drafting presentations;
- data management on ECP and Share Point;
- support the Project Officers in conducting meetings on EDA's premises;
- support the Head of Unit in gathering the conclusions of these meetings;
- support the knowledge and document management of the Unit via different IT tools;
- taking minutes and retrieving requested documentation.

A typical day at work includes: After the weekly consultation meeting with the Head of Unit, the trainee will assess the tasks received. S/he will then consult the concerned Project Officer. This will be either the Military Mobility, Logistics or CBRN area. It is expected that the trainee fulfills his/her tasks mainly autonomously, under the guidance of the Project Officers. A close working relation is necessary to provide the best possible output within a challenging timeline. At the end of the work day a short meeting / consultation between trainee and Project Officer will then take place to review the day and work done and to have a look at the upcoming days and tasks.

At the end of the week the trainee will inform the Head of Unit about the week. This forms the basis for the next week.

7. LEARNING OUTCOMES

A. Project outputs & learning outcomes

- Experience in Data and Information management;
- Knowledge of the land and logistics domain, understanding of PESCO, EDIDP, EDF and IF CEED;
- Better understanding of the European Defence Landscape;
- Understanding of European collaborative opportunities in the military domain;
- Experience in data analysis.

B. Technical / Soft skills to be acquired

- 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;
- User access management;
- Organisational and communication skills;
- Affinity with security and defence;
- Research and analytical skills;
- Quantitative and qualitative data analysis;
- Web-tool/database management skills;
- Understanding of project management principles;
- Result-orientated planning and execution;
- Multi-stakeholder relations/management;
- Drafting policy papers;
- Organisation of (international) meetings and events;
- Ability to work effectively in an EU environment;
- Organisation of defence research.

8. 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.

9. SELECTION CRITERIA

A. Essential

(1) Academic

The candidate will be required to demonstrate that he/she has a Bachelor degree (or equivalent academic degree) in Political Science (with a focus on security and defence), Engineering or Management.

(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, SharePoint).

B. Desirable

The following will be considered an advantage:

- exposure to an international environment;
- any previous experience as a project assistant and working in a team;
- previous experience in defence and/or EU matters.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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>