

EUROPEAN DEFENCE AGENCY (EDA)

Vacancy notice

Directorate	Industry, Synergies and Enablers Directorate (ISE)
Vacancy title	Trainee Strategic Analysis & Industry Engagement
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 INDUSTRY, SYNERGIES AND ENABLERS DIRECTORATE (ISE)

The Industry Synergies & Enablers (ISE) Directorate supports a range of activities critical to collaborative defence capability development in Europe.

On top of leading the work on identifying together with Member States' Key Strategic Activities (KSA) at EU level, the ISE Directorate is responsible for the effective engagement with industry across the Agency's activities and in support of related priorities set by Member States.

The ISE Directorate facilitates work to address the implications of EU legislation and policies for the defence sector: REACH, procurement, funding instruments and the analysis of developments influencing governmental and industrial stakeholders. The Directorate is responsible for activities on critical enablers to support defence cooperation and enhance interoperability: military airworthiness, standardisation and certification, defence test & evaluation and education and training. The Directorate provides support to CSDP military and civilian operations and missions and EU Battlegroups.

The Directorate facilitates the coordination of military views from and in support of Member States and the relevant international military organisations in the framework of Single European Sky (SES) and acts as the interface with the EU institutions and related bodies. In the wider context of military aviation, the Directorate supports Member States in their efforts to enable RPAS integration in non-segregated airspace and in harmonising military aviation safety issues using the Total System Approach to Military Aviation.

The ISE Directorate comprises four Units:

- The Industry Strategy & EU Policies (ISP) Unit: engagement of industry in the activities of the Agency, determination of Key Strategic Activities at EU level, defence aspects of EU policies varying from legislation (REACH, procurement) to funding instruments
- The Critical Enablers (CRE) Unit: support defence cooperation and enhance interoperability through the identification, development and maintenance of harmonized safety, certification and standardisation requirements, references to the best practice standards and networking of Defence Test & Evaluation capabilities in all military domains
- The Single European Sky (SES) Unit: facilitation and coordination of military views in the framework of SES; interface with the EU institutions and related bodies to ensure that Military Aviation will continue to provide and further improve effective security and defence in Europe in the changing context of the civil aviation sector
- The Operations, Training & Exercises (OTE) Unit: promotion of the use in CSDP operations of all relevant EDA projects & programmes; development and management of contracted solutions to support CSDP operations and Member States; initiation, development and management of training and exercise activities for rotary and fixed-wing

aircraft, including RPAS, with a view to transfer these activities to Member States when mature.

5. THE TRAINEESHIP

The Trainee Industry Engagement and EU Policies will focus, as part of an integrated team, on supporting the related activities developed within the Industry Strategy and EU Policies (ISP) Unit on industry matters and wider EU policies, and their impact on defence.

Industry Engagement: support for the preparation of events with industry participation and for (improving) the content of industry-related online tools (e.g. B2B Platform).

EU Policies: support EDA activities in the area of wider EU Policies such as EU funding, the REACH Regulation and the Circular Economy.

Strategic Analysis: support for the preparation of analysis - mainly Key Strategic Activities (KSA) reports and communication around KSA reports - but also other industry-related research.

6. TASKS AND DUTIES

Under the supervision of his/her advisor, the Trainee Strategic Analysis & Industry Engagement will support ISP colleagues in the area of Industry Engagement, EU Policies and Strategic Analysis. More specifically, s/he will contribute to/be responsible for the following activities:

- support the implementation of various activities related to industry engagement, such as assisting in the planning and organisation of industry events, writing notes and related reference materials;
- support the work of the Unit on wider EU policies and their implications for defence with a view to developing synergies, bringing the specificities of defence to the attention of EU policies stakeholders; in particular by supporting the work on the REACH Regulation in the field of defence;
- collaborate in the preparation of meetings and events under the Incubation Forum for Circular Economy in European Defence (IF CEED);
- map and monitor web sources of calls for proposals under indirect management of EU funding eligible to Defence;
- collect relevant contributions from EDA, open sources, internal and external experts to prepare reports and organise references. The focus is on the Key Strategic Activities reports, but other topics will be added;
- support activities related to understanding and knowledge of the EDTIB within the ISP team, e.g. by facilitating related qualitative and quantitative analysis, data collection, information sharing and stakeholders engagement;
- support the implementation of current information sharing tools towards industry.

A typical day at work involves approaching participants from the respective entities, obtaining feedback on industry and wider EU policies-related activities and meetings, relaying it to EDA's Policy/Project Officers, assessing developments, supporting the preparation of various reports, preparing views on potential synergies and supporting EU defence positions.

More specifically, the trainee may be asked to:

- participate in Unit/EDA or project meetings;
- conduct desktop research on topics the candidate is comfortable with;
- draft minutes/operational conclusions from meetings;
- draft reports and other documents related to the Unit's areas of work;
- be involved in industrial and EU funding landscaping activities and maintenance of online tools;
- keep related databases up to date;
- support the organisation of the Unit's activities.

7. LEARNING OUTCOMES

A. Project outputs & learning outcomes

From this experience, the Trainee will gain:

- knowledge in the field of work of the Agency, including its interfaces with industry and the work to address the implications of EU legislation and policies for the defence sector;
- knowledge of EDA main defence industry stakeholders;
- knowledge of wider EU policies with implications in defence;
- preparation of the EDA participation to defence-related events / exhibitions.

B. Technical / Soft skills to be acquired

- ability to work effectively in a team in a multinational/multicultural and complex environment;
- flexibility and ability to communicate with different counterparts (government and industry);
- research and analytical skills;
- quantitative and qualitative data analysis;
- report preparation and writing skills;
- ability to organise (international) meetings and events;
- organisational and communication skills;
- knowledge in the field of security and defence;
- online tools/database management skills;
- result-orientated planning and implementation;
- time management;
- user access management.

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 Economics, Business and/or Political Science.

(2) Linguistic

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

(3) Technical

Excellent computer skills, in particular in MS Office applications (Word, Excel, PowerPoint, Teams, Outlook).

B. Desirable

The following will be considered an advantage: experience or knowledge of desk research, (defence) industry or other industry-related policies.

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>