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Establishment of a reserve list

## Technical Cooperation Operations Manager

Please apply by 14/01/2019 at 23:55 hrs CET (Cologne time)

Vacancy notice ref: EASA/IV/2018/004

### The Organisational Context

The **aviation sector** is a global industry. It is today undergoing a profound transformation driven by technological advances, heightened international competition and global digitalisation.

The European Union (EU) has created a dedicated specialised agency, the **European Union Aviation Safety Agency (EASA)**, to deliver EU's aviation safety ambition of ensuring that European citizens enjoy the highest common level of safety and environmental protection. EASA has specific regulatory responsibilities and executive tasks in the area of aviation safety and delivers certification services to the aviation industry.

In EASA's organisational model, the **International Cooperation Department** focuses on international cooperation. It covers the development of international standards that may become European rules, the conclusion of international agreements or arrangements that become binding on the Community or the Agency, as well as the provision of high quality technical training to all EASA Staff, to NAAs staff and to the Agency's stakeholders as applicable.

The **Technical Cooperation Programmes Section** is responsible for the Agency's technical cooperation activities. Through these activities, the Agency works with its partners worldwide to raise global aviation safety standards. It provides technical assistance to less-developed countries and regions and helps improve the regulatory and oversight capabilities of national and regional aviation authorities.

We are an equal opportunities employer, committed to diversity and non-discrimination. To further enhance the diversity of its workforce, the Agency particularly encourages applications from female candidates.

For more information about the Agency please consult our [website](#).

## Your accountabilities

As Technical Cooperation Operations Manager, you will part of a project team and will, in close cooperation with the assigned Project Managers and supported by the Project Assistant, lead the operational management and implementation of technical assistance and cooperation activities.

Your main accountabilities will be to:

- Support the Project Managers in the definition of the technical activities of the assigned projects and ensure their implementation;
- Execute part of the technical activities as technical expert (training sessions, workshops etc.);
- Support the Project Manager in all contractual and financial aspects of the project;
- Maintain continuous liaison with the appropriate civil aviation administrations and bodies involved in the technical assistance activities of the assigned projects;
- Propose amendments and modifications to the Project Managers for the project or tasks definition, formulation, Terms of Reference, budget and financial controlling, as necessary;
- Deliver presentations on the European Aviation Safety System, the EU regulations, as well as technical assistance / support programmes and projects;
- Establish appropriate communication with the beneficiaries of the Technical Cooperation programmes as per the project's needs;
- Establish and maintain good working relations with the external partners of the Agency;
- Provide advice regarding the definition and implementation of EU Civil Aviation Cooperation programmes or activities; and
- Provide support to other EASA activities, as necessary.

Job holders may work in the area of environmental protection and climate change action with the below specific accountabilities:

- Support the Project Manager in the specific environmental domain, when it comes to overall project coordination;
- Provide input to the strategic orientation of project activities related to the mitigation of aviation's contribution to climate change and environmental impact (e.g. CORSIA and State Action Plans);
- Act as a knowledge hub for and giving advice to European and international project partners to ensure that cooperation initiatives are tailored to and address current and future cooperation needs in the field of environment, specifically CORSIA (e.g. MRV requirements) and State Action Plans in line with the project objectives; and
- Support the Project Manager in the definition of annual and overall work plans in the environmental domain.

The position requires the jobholder to travel in order to carry out the above mentioned tasks.

## Your Skills and Competencies

Once it has been confirmed that your application complies with the eligibility criteria listed in the [Annex](#), you will be assessed against the essential criteria and advantageous criteria listed below:

### Essential criteria:

- Education and/or training in engineering, air law or other relevant subjects giving similar background and/or demonstrating the ability to work in the function;
- Proven knowledge of the international framework for civil aviation safety regulation and aviation safety rules substantiated by examples;
- Technical expert in one or several of EASA's domains such as airworthiness and/or flight standards and/or ATM and/or Aerodromes and/or Environment, as shown by education and/or professional experience/expertise;
- Proven experience in all aspects of project management from initiation to closing phase acquired through training and/or professional experience; and
- Excellent command of both written and spoken English.

### Advantageous criteria:

- Previous experience in technical co-operation projects such as conducting technical assistance missions, defining Corrective Action Plans to address the deficiencies of civil aviation, managing Technical Cooperation Programmes;
- Good understanding of the European Union's financial regulatory framework, more specifically the financial principles applicable to EU-bodies and agencies;
- Proven working experience with the supranational and international air safety oversight programmes (ICAO-USOAP, SAFA etc.);
- Expert knowledge of EU, ICAO, IATA and other actors' initiatives on environmental protection and climate change, including CORSIA (e.g. MRV requirements) and State Action Plans; and
- Good command of French and/or Spanish and/or Chinese.

Candidates invited to the interview and test phase will be assessed against the following **behavioural competencies**:

- *Planning & Organising*: Ability to structure tasks and projects, work simultaneously on parallel ones, monitor them and evaluate the final result in an organised and efficient manner.
- *Quality Orientation & Resilience*: Ability to deliver high quality work, meeting needs and requirements of internal and external stakeholders, effectively handling demanding and unexpected situations although working within tight deadlines while requiring little supervision.
- *Communication*: Ability to articulate and express information in English, written and oral, clearly and in a structured manner.
- *Commitment*: Capacity for sustained effort and hard work, demonstrating strong commitment towards goals and objectives.
- *Collaboration*: Ability to work and cooperate well with others to achieve goals and to complete assignments.

## What we offer

### The EASA environment

- Opportunity to contribute to the European Union's ambitions and the development of European Aviation Safety in particular;
- Dynamic multinational work environment, building on staff diversity and competencies as a core asset; and
- Modern Human Resources management environment and access to a variety of multicultural education facilities.

### Contract and Benefits

- Contract of 3 years, as a Contract Agent of the European Union with the possibility of extension (grade FG IV);
- Minimum basic gross salary of 3.404,15 EUR;
- Salary exempted from national tax on revenue in the EU, but subject to taxation at source for the benefit of the EU budget;
- Additional specific allowances (e.g. expatriation, household, dependent child, installation) depending on the individual's family situation and the place of origin;
- Annual leave entitlement of at least 28 days;
- Broad specific Sickness and Unemployment Insurance Scheme enabling access to care worldwide; and
- EU Civil Service Pension rights after 10 years of service.

### Life in Cologne, Germany

- Life in the vibrant and multicultural city of Cologne, fourth largest city in Germany, with easy access to other European hubs thanks to its excellent transport connections.

For further information, please consult [Working for us](#)<sup>1</sup>.

## How to apply

You must apply on-line using the [eRecruitment Tool](#)<sup>2</sup> ensuring that you submit:

- The completed electronic EASA application form; and
- A motivation letter of no more than one page, explaining why you are interested in the post and what your added value to the Agency would be, if selected.

We strongly encourage you to provide sufficient information to enable us to evaluate your eligibility and suitability for the specific position. We recommend that you refer to the Skills and Competencies part and the Job Content to demonstrate how you meet the requirements.

Failure to submit a complete set of documents might result in exclusion from the selection process.

If you are invited to the test phase, you will be required to provide all original supporting documentation evidencing the information given in the application form<sup>3</sup>.

<sup>1</sup> <http://www.easa.europa.eu/system/files/dfu/Working-for-us.pdf>

<sup>2</sup> <https://erecruitment.easa.europa.eu/default.aspx>

<sup>3</sup> For further details on the Agency's recruitment procedure, please consult [Recruitment Procedure](#)<sup>3</sup> and the [eRecruitment User-Guide](#)<sup>3</sup> on our website.

## Selection process

### Screening of applications

An appointed Selection Board will review all applications.

If your application satisfies the Eligibility Criteria, it will be further assessed and scored against the Essential and Advantageous Criteria. If you fail to demonstrate compliance with at least one of the Eligibility or Essential Criteria your application will be excluded from the selection process. Advantageous criteria constitute additional assets and failure to fulfil these additional criteria will not result in exclusion.

To pass the screening phase and be invited to the test phase, you need to receive at least 50% of the highest possible score during the evaluation of the applications.

Only candidates with most potential for the job will be invited to further assessment steps.

### Test Phase

In this phase, you will be assessed against the specific and behavioural competencies and skills needed for the successful performance of the role.

The test phase will include:

- Structured interview(s)<sup>4</sup>;
- Competency test (related to the requirements of the post)<sup>5</sup>; and
- An EU knowledge test.

### Closure of the selection

Upon closure of the test phase, the Agency will establish a reserve list of suitable candidates. To be included in the reserve list, you will need to have received at least 65% of the maximum points in the test phase.

Depending on the needs of the Agency, the established reserve list may be used for recruitment of the same or similar vacant position at the same grade. Please note that inclusion in the reserve list does not guarantee recruitment.

The reserve list for this position is valid until **31/12/2020** and might be extended prior to its expiration.

For further details on the status of our published vacancies and open reserve lists, please check the [EASA website](#).

<sup>4</sup> If invited, you will be requested to complete a work related personality questionnaire.

<sup>5</sup> This test will be assessed in an anonymous way.

## Annex

### Eligibility Criteria

According to the grade of this position and the Conditions of Employment of Other Servants

- Completed university studies of at least three years attested by a diploma and appropriate professional experience of at least one year<sup>6</sup>.
- Thorough knowledge of one of the languages of the European Union and a satisfactory knowledge of another language of the EU to the extent necessary for the performance of the duties.
- Be a national of a Member State of the European Union, Iceland, Liechtenstein, Norway or Switzerland;
- Be entitled to the full rights as a citizen.
- Have fulfilled any obligations imposed by the applicable laws on military service.
- Meet the character requirements for the duties involved<sup>7</sup>.
- Be physically fit to perform the duties linked to the post<sup>8</sup>.

<sup>6</sup> Please refer to the [examples of type of qualifications accepted](#). Professional experience will be counted from the date on which the diploma was awarded.

<sup>7</sup> Prior to recruitment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.

<sup>8</sup> Prior to recruitment, staff members shall be examined in a medical centre indicated by EASA in order to confirm that the requirements of Article 82 (3) (d) of the Conditions of Employment of Other Servants of the EU are met.



## Commitment

### **Declaration of commitment to serve public interest independently:**

In accordance with Article 11(3) of the Staff Regulations of Officials, and Article 11(1) of the Conditions of Employment of other Servants of the EU (CEOS), before recruiting a staff member “the appointing authority shall examine whether the candidate has any personal interest such as to impair his independence or any other conflict of interest. To that end, the candidate, using a specific form, shall inform the appointing authority of any actual or potential conflict of interest.”

## Data Protection

Personal data will be processed in accordance with Regulation (EC) n° 45/2001 of the European Parliament and of the Council 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 and in accordance with the recast of the aforementioned Regulation in the light of the General Data Protection Regulation (EU) 2016/679 (GDPR).

The purpose of processing personal data which candidates submit is to manage applications in view of possible pre-selection and recruitment at EASA. More information on personal data protection in relation to selection and recruitment can be found on the [EASA website](http://www.easa.europa.eu/the-agency/careers-working-for-us/data-protection-information-notice)<sup>9</sup>.

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