



EUROPEAN AVIATION SAFETY AGENCY
VACANCY NOTICE REF.: EASA/AD/2009/080

Head of Cabinet of the Executive Director (F/M)
Temporary Agent AD 10

Applications are invited for the post of **Head of Cabinet of the Executive Director** within the **Executive Directorate** of the European Aviation Safety Agency¹. The Agency is located in Cologne, Germany.

The Agency:

The European Aviation Safety Agency (EASA) is an agency of the European Union which has been given specific regulatory and executive tasks in the field of aviation safety. The European Aviation Safety Agency is the centrepiece of the European Union's strategy to establish and maintain a high uniform level of civil aviation safety in Europe.

For further information, please refer to our website: <http://www.easa.europa.eu>

The Executive Directorate:

A team assists the Executive Director in the general management and functioning of the Agency, external relations, communications and liaison with the European Union institutions and Member States (Policy and Communications Departments). The Executive Directorate has also an operational Safety Analysis and Research Department that conducts studies and provides reports concerning the safety of European and world-wide aviation. The Directorate comprises the Agency Internal Audit and Quality Department and the Human Resources Department.

Job description:

The Head of Cabinet reports to the Executive Director. He/she is the Head of the Policy Office. He/she is responsible for assisting the Executive Director in the management of the Agency. He/she has to provide clear leadership to the Policy Office, with an emphasis on compliance with policies, customer service, cost effectiveness, efficiency and sound management.

In particular, the jobholder will be responsible for:

- Advising the Executive Director;
- Assisting the Executive Director in the general running of the Agency;
- Assisting the Executive Director in elaborating the Agency's strategy;
- Co-ordinating the Directorate's activities;
- Monitoring the timely provision of requested files;
- Reviewing of Directorate's files compliance with agreed Agency policies and positions;
- Following-up the Agency action plan;
- Producing ad hoc reports for the Executive Director using the managerial and technical expertise from across the Agency;
- Managing the activity related to the Management Board;
- Representing the Executive Director in meetings or working groups;
- Establishing, enhancing and maintaining good working relationships with the European Institutions, other Agencies and stakeholders in general;
- Managing and developing the staff of the Policy and Mail Department, which encompasses tasks such as coordinating the work of the Department, establishing individual objectives, performance appraisals, identifying training needs etc.;
- Other management tasks requested by the Executive Director.

¹ Established by European Parliament and Council Regulation (EC) No 216/2008 of 20 February 2008 (OJ L 79/1, 19.03.2008) repealing European Parliament and Council Regulation (EC) No 1592/2002 of 15 July 2002 (OJ L 240, 7.9.2002)

Qualifications and experience required:

A. ELIGIBILITY CRITERIA:

A1 At least a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more and, after having obtained the university degree, at least 12 years of professional experience;

OR

At least a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is three years and, after having obtained the university degree, at least 13 years of professional experience;

OR

Where justified in the interests of the service, professional training in a relevant technical domain and, after having completed the professional training, at least the professional experience indicated in the table below:

Duration of the professional training in years	Professional experience in years
Less than 1 year	16 years
At least 1 year but less than 2	15 years
At least 2 years but less than 3	14 years
At least 3 years but less than 4	13 years
4 years or more	12 years

A2 Thorough knowledge of one of the languages of the Communities and a satisfactory knowledge of another language of the Communities to the extent necessary for the performance of his/her duties²

In addition, in order to be eligible the candidate must:

- Be a national of a Member State of the European Union, Norway, Iceland, Liechtenstein, or Switzerland;
- Be entitled to his or her full rights as a citizen³;
- Have fulfilled any obligations imposed by the applicable laws on military service;
- Meet the character requirements for the duties involved and
- Be physically fit to perform the duties linked to the post⁴.

B. SELECTION CRITERIA:

Essential

- Proven management experience at senior level of at least 5 years;
- Proven work experience in the field of civil aviation;
- Proven technical knowledge in aviation (design and/or maintenance and/or airlines and/or airports);
- Good knowledge of Community Policies and Regulations on aviation safety;
- Proven experience in budget and/or financial management and/or procurement;
- Proven experience in multicultural environment;
- Proven capacity to lead a divisional organisation, at both strategic and internal management levels with developed leadership, management and social skills;
- Capacity to build and maintain effective working relationships with internal and external partners at different levels;

² In addition, in order to be eligible to their first promotion staff members have to have a working knowledge of a third EU language, as described in the applicable Staff Regulations and Implementing Rules.

³ Prior to the appointment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.

⁴ Before being engaged, a member of the temporary staff shall be medically examined by one of the institution's medical officers in order that the institution may be satisfied that he fulfils the requirements of Article 12 (2)(d).

- Capacity to work under pressure and meet deadlines under demanding conditions;
- Advanced business communication skills with capacity to clearly summarize and present complex issues both in writing and verbally;
- Good command of both written and spoken English.

Advantageous

- Good understanding of the Community institutions;
- Good understanding of the Agency's stakeholders;
- Experience in developing a managerial function;
- Good command of both written and spoken French.

Engagement and the conditions of employment:

A contract offer will be made as a member of the temporary staff pursuant to Article 2(a) of the Conditions of Employment of Other Servants of the European Communities⁵ for a five-year period, which may be renewed. **The successful candidate will be recruited in the grade AD 10.** The basic monthly salary for the grade AD 10 (step 1) is € 7.769,34. In addition to the basic salary, staff members may be entitled to various allowances, in particular a household allowance, expatriation allowance (16% of basic salary + household allowance), dependent child allowance and education allowance. The salary is subject to a Community tax deducted at source and staff members are exempt of national taxation.

Also the EASA offers a comprehensive welfare package including pension scheme, medical, accident and occupational disease insurance coverage, unemployment and invalidity allowance and travel insurance.

Annual leave is calculated on the basis of two days per calendar month plus additional days for age, grade and distance from the place of origin. In addition, the Agency offers an average of 16 bank holidays per year. Adequate sick leave is available.

The jobholder will be engaged by the Executive Director on the basis of a list of suitable candidates proposed by the Selection Committee. Candidates should note that the proposal may be made public and that an inclusion on the list does not guarantee recruitment. The established list may be used for the recruitment of a similar post depending on the needs of the Agency and will be valid until 31/12/2011 (the validity of the list could be extended).

For reasons related to the Agency's operational requirements, the candidate will be required to be available at short notice.

Declaration of commitment to serve public interest independently:

The jobholder will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to the interests that might be considered prejudicial to his/her independence.

Commitment to promote equal opportunities:

The Agency is an equal opportunities employer and strongly encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction whatsoever on grounds of nationality, age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or other family situation.

In addition, the Agency welcomes all candidates meeting the eligibility and selection criteria without distinction on grounds of their former employer: industry, National Aviation Authorities, public or private sectors, self-employment, etc.

Selection Procedure:

Eligibility of candidates will be assessed according to compliance with all formal requirements by the closing date for the submission of applications. Eligible candidates who meet all essential selection criteria may be invited for an interview, which will be held for the most

⁵ For further information refer to: http://europa.eu/epso/discover/careers/staff_regulations/index_en.htm

part in English. During the selection process candidates may be required to undergo a competency assessment exercise and complete part of the process in their second EU language. The interview session will be held in Cologne, Germany.

Please note that the Selection Committee's work and deliberations are strictly confidential and that any contact with its members is strictly forbidden.

Due to the large volume of applications, only candidates selected for the interviews will be contacted. Applicants are invited to follow the recruitment process on the EASA website.

Please note that applications will not be returned to candidates but will be kept on file by the agency. The information provided in your application is subject to EU legislation on protection of personal data and confidentiality of information.

Submission of application:

For applications to be valid, the candidates must submit in a single A4-sized envelope **one (1) original and four (4) copies of all** the following documents:

- a completed EASA application form⁶;
- a motivation letter of no more than one page, preferably typed, explaining why the candidate is interested in the post and what her/his added value would be to the Agency if selected.

Candidates are kindly asked to send their applications as separate sheets without stapling or binding them together. In order to ensure the reception of your application, we strongly recommend sending your application by **registered mail**.

Applications delivered **via email** will **not be accepted**.

Do not send supporting documents with your application (i.e.: copies of your ID-card, educational certificates, evidence of previous professional experience etc.). Candidates invited for an interview will be requested to present for verification all original documents supporting every educational achievement and work experience they have referred to in the application.

Closing date:

Applications must be sent no later than **11/12/2009**.

Please note that in order to be considered, the applications received are required to be dispatched within the deadline; the postmark date will serve as a proof.

Please send your application to:

Mail and registered mail:

European Aviation Safety Agency
Human Resources - Recruitment Section
Ref.: EASA/AD/2009/080
Postfach 10 12 53
D-50452 Cologne, Germany

Courier and parcel delivery:

European Aviation Safety Agency
Human Resources - Recruitment Section
Ref.: EASA/AD/2009/080
Ottoplatz 1
D-50679 Cologne, Germany

⁵ This document is available on the following website:
http://www.easa.europa.eu/ws_prod/g/g_recruitment_main.php