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## Establishment of a reserve list for Project Manager profiles

Please apply by 18/06/2021 at 23:55 hrs CET (Cologne time)

Vacancy notice ref: EASA/IV/2021/001

### The Organisational Context

Aviation is a global industry which is undergoing a profound transformation driven by technological advances, heightened international competition and digitalisation as well as the demands and opportunities of environmental protection needs.

The **European Union Aviation Safety Agency (EASA)** is a dedicated, specialised agency created to deliver the EU's ambition of ensuring that European citizens enjoy the highest common level of aviation 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.

The Agency regularly launches projects on different key areas and is therefore aiming at identifying suitable candidates to be included in a reserve list for short and medium-term needs linked with the project duration.

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 a **Project Manager** you will be responsible for planning, organising, monitoring and managing the resources and to ensure successful completion of the project deliverables.

Your main accountabilities:

- Develop project/programme plans including definition of objectives/goals, risks, dependencies, implementation and communication plans, team/resource management etc.
- Manage the project cycle from commencement to completion, including budgeting and resource management, as well as communication activities and stakeholders' management.
- Lead project teams (of different magnitude or size) towards the successful completion of the project by assigning tasks, monitoring execution, facilitating issue resolution, motivating and following up deliverables.
- Coordinate project work packages and liaise with both internal and external stakeholders, enabling proper understanding and ensuring buy-in on the scope of the project.
- Maintain progress report on the status of the project, manage risks and promptly identify mitigating measures.
- Hand over the project deliverables and propose sustainable follow up.

## Your Skills and Competencies

Are you interested to contribute to our mission? Then make sure you meet the eligibility criteria listed in the [Annex](#) and see below what it takes to accomplish the role.

### Essential criteria:

- Education and/or training in one or more of the following disciplines: Aeronautics, Engineering, Computer Sciences, Physics, Environmental Sciences, International Relations, Business Administration or other relevant subjects giving similar background and/or demonstrating the ability to work in the function.
- At least 1 year of proven experience in one or more of the following areas:
  - ATM/ANS (Air Traffic Management/Air Navigation Services)
  - environmental protection and/or sustainable aviation technologies and/or sustainable fuels
  - international cooperation in the field of civil aviation
  - aviation security and/or cybersecurity
- At least 1 year of professional experience in all aspects of the project management cycle from initiation to closing phase (including financial aspects), substantiated by examples.
- Very good command of both written and spoken English<sup>1</sup>.

### Advantageous criteria:

- Experience in negotiation with external stakeholders, as demonstrated by examples.
- Proven knowledge of EU aviation safety rules and the international framework for civil aviation safety regulation, as shown by training and/or professional experience.

<sup>1</sup> English skills will be assessed during the interview.

- Good understanding of the European Union's financial regulatory framework, more specifically the financial principles applicable to EU-bodies and agencies.
- Knowledge of project management tools like Microsoft Project or other planning tools.

**Behavioural competencies:**

- *Adaptability*: Effectively coping with change. Approaching changing conditions with an open mind. Identifying the need to change personal, interpersonal or managerial behaviour quickly, being able to adapt own working methods and behaviour according to needs. Comfortably handling risk and uncertainty.
- *Learning Agility*: Ability to learn quickly when faced with new challenges or problems, experiments, analysis both - success and failure - to find improvements, benchmarks to identify and implement innovative solutions.
- *Innovative Thinking*: Open to new ideas and working methods, find innovative solutions to problems, think beyond the obvious, and apply agile working and problem-solving techniques. Ability to translate abstract concepts into workable solutions.
- *Planning & Organising*: Able to create structure and set priorities, keep ownership on the deliverables and achieve objectives. Able to coordinate resources (people, funding, material, support, time etc.) to achieve outputs within the given timelines.
- *Collaboration*: Capacity to foster collaboration with colleagues at different levels and departments of Agency in order to achieve goals and complete assignments. Ability to co-create and work alongside the business, keeping the dialogue open with stakeholders, incorporating feedback into the products and adapting working methods.
- *Communication & Influencing*: Ability to convey information effectively by using convincing arguments, listening to others to gain understanding of issues and adapting message, style, and tone to accommodate a variety of audiences. Ability to create win-win situations and respond effectively.
- *Guiding and coordinating teams*: Ability to lead teams by providing direction, steering and co-ordinating their activities while making optimal use of their competencies.

## 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 as a Contract Agent of the European Union (grade FG IV).  
The individual contract duration is limited to the length of the specific project the candidate will undertake. Contract duration will therefore vary according to the project duration, approximately from 3 to 5 years;
- Minimum basic gross salary of 3.555,98 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;
- Flexible work arrangements (such as part-time work, flexible working hours, teleworking);
- Annual and specific leave entitlements;
- EU Joint Sickness and Unemployment Insurance Scheme; 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>2</sup>.

## How to apply

You must apply on-line using the [eRecruitment Tool](#)<sup>3</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.

<sup>2</sup> <http://www.easa.europa.eu/system/files/dfu/Working-for-us.pdf>

<sup>3</sup> <https://erecruitment.easa.europa.eu/default.aspx>

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>4</sup>.

## Selection process

### Screening of applications

If you meet all the [Eligibility Criteria](#), your application will be further assessed by an appointed Selection Board. Please note that if you do not fulfil one or more of the Essential Criteria, your application will be excluded from the selection process. The Selection Board will draw up a list of the most suitable candidates to be invited to further assessment steps.

### Assessment Phase

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

This phase will include:

- Structured interview(s);
- Competency tests (related to the requirements of the post)<sup>5</sup>;

At any time of the selection process, you may be invited to undergo additional computer-based assessments and/or to submit a video application/ interview.

### Closure of the selection

Upon closure of the assessment 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 assessment 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 **31/12/2023** 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> For further details on the Agency's recruitment procedure, please consult [Recruitment Procedure](#) and the [eRecruitment User-Guide](#) on our website.

<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<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>.

### 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

Regulation (EU) 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) No 45/2001 and Decision No 1247/2002/EC.

The purpose of the personal data processing is to evaluate the candidates’ ability to perform the functions of the post for which a selection and recruitment procedure has been organised in order to select the best

<sup>6</sup> Please refer to the [examples of type of qualifications accepted](#).

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

<sup>8</sup> Prior to recruitment, you 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.

candidate for the position, in compliance with the requirements of the CEOS, implementing rules and vacancy notice.

More information on personal data protection in relation to selection and recruitment can be found on the [EASA website](#)<sup>9</sup>.

## Appeal Procedure

Should you consider that your interests have been prejudiced by any decision related to the selection procedure you can lodge an administrative complaint, a judicial appeal or a complaint to the European Ombudsman. You can find more information on the appeal procedure in the [Recruitment Procedure](#)<sup>10</sup> document on our website.

<sup>9</sup> <https://www.easa.europa.eu/data-protection>

<sup>10</sup> [Recruitment Procedure.pdf \(europa.eu\)](#)

