



## **EUROPEAN AVIATION SAFETY AGENCY VACANCY NOTICE REF.: EASA/AD/2007/072**

### **Certification Policy Officer (F/M) Temporary Agent (AD 7)**

Applications are invited for the post of **Certification Policy Officer** within the **Certification Directorate** of the European Aviation Safety Agency established by the European Parliament and Council Regulation (EC) No 1592/2002 of 15 July 2002 (*OJ L 240, 7.9.2002*) on common rules in the field of civil aviation and establishing a European Aviation Safety Agency. 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 a key part of the European Union's strategy to establish and maintain a high uniform level of civil aviation safety in Europe.

The Agency assists the European Commission in preparing EU legislation on civil aviation safety and environmental compatibility. It also develops its own standards (certification specifications and guidance material) to facilitate the implementation of its objectives.

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

#### **The Certification Directorate:**

The Certification Directorate is responsible for product certification and related tasks (application of Article 15 of the EASA Regulation), in particular:

- Type certification of products, parts and appliances;
- Supplemental type certification, approval of design changes and repairs;
- Continuing Airworthiness and other activities related to continued operational safety of products manufactured in accordance with approved designs;
- Environmental certification of products;
- Co-ordination and support of maintenance and operation related airworthiness approvals (flight standards activities).

The Certification Management Team assists the Certification Director in the general management and functioning of the Directorate, internal and external co-ordination and general certification policy.

#### **Job description:**

The Certification Policy Officer reports to the Manager of Certification Policy and Strategic Planning. He/she will, in particular:

- Assist in building up the Directorate's organisation, certification procedures and work instructions;
- Assist in drafting the Certification Directorate's work programme and budget;
- Assist in monitoring the progress of the directorate against the work programme and the directorate's consumption of the budget;
- Assist in drafting the Certification Directorate's annual activity report;
- Ensure the implementation of quality standards within the Certification Directorate and to make sure that standards are properly, uniformly and consistently maintained;
- Produce statistics, analyses and general presentations on the overall activities of the Certification Directorate and produce ad hoc reports for the Certification Director;

- Participate in the development and evolution of the Certification Management Tool (database);
- Enhance relations with other Agencies, National Aviation Authorities, European Institutions, FAA, ICAO and other organisations working within the scope of the Agency's certification activities, as well as industry stakeholders;
- Represent the Directorate in permanent and/or ad hoc internal working groups;
- Fulfil specific tasks as requested by the Certification Director and/or Certification Manager;
- Strategic Planning and Policy.

**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 6 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 7 years of professional experience.

OR

Where justified in the interests of the service, professional training of an equivalent level, 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	10 years
At least 1 year but less than 2	9 years
At least 2 years but less than 3	8 years
At least 3 years but less than 4	7 years
4 years or more	6 years

To be acceptable, the professional experience must have been in the field of operations, in positions related to the activities contained in the job description.

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 duties.<sup>1</sup>

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 citizen<sup>2</sup>;
- 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 post<sup>3</sup>.

<sup>1</sup> In addition, in order to be eligible to their first promotion exercise, staff members have to have a working knowledge of a third EU language, as described in the applicable Staff Regulations and Implementing Rules.

<sup>2</sup> Prior to the appointment, the successful candidate will be asked to provide a Police certificate confirming the absence of any criminal record.

<sup>3</sup> 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).

## B. SELECTION CRITERIA:

### **Essential**

- The professional experience required under section A1, must have been acquired in positions related to the activities contained in the job description;
- Knowledge of safety management systems, preferably related to aviation;
- Work experience in project management and/or policy assessment;
- Proven experience in business and/or activity planning;
- Experience in setting up and motivating teams comprising a range of technical expertise;
- Working experience in carrying out studies, summarising complex technical issues and conveying key messages to the senior management;
- Excellent communication skills, including the ability to write clear, coherent technical documents and presentations for a variety of audiences;
- Adaptability to new functions in a newly created and evolving structure;
- Ability to cope with a large number of tasks and delivering accurate work under time pressure, both independently and in a multicultural team;
- Good computer skills with full demand of Word, Excel, PowerPoint, including experience in using Outlook, Internet, etc.;
- Good command of both written and spoken English.

### **Advantageous**

- Knowledge of the missions and tasks of the Agency;
- Understanding of the respective roles of partners and interlocutors of the Agency;
- Knowledge of structure, functions, modus operandi and the policy making process of the European Commission, including EU administrative, budget and/or financial procedures;
- Motivated, dynamic personality with a strong aptitude for team work;
- Experience in a professional multicultural working environment;
- Knowledge of the "Basic Regulation" 1592/2002, as last amended and of the "Fees and Charges Regulation" 488/2005, as last amended. Also knowledge of the associated Implementing Rules (Regulations 1702/2003 and 2042/2003);
- Experience in developing and editing publications, both in paper and online (such as web content, presentations, Management Board papers and other support materials);
- Proven experience in the handling of databases, either as an administrator or advanced user;
- Proven experience in writing clear, coherent and concise requirements and specifications.

### **Appointment and the conditions of employment:**

A contract offer will be made as a member of the temporary staff pursuant the Article 2(a) of the Conditions of Employment of Other Servants of the European Communities<sup>4</sup> for a five-year period, which may be renewed. The probationary period is 6 months. **The successful candidate will be recruited in grade AD7.** The basic monthly salary for grade AD7 (step 1) is 5.135,94 €. 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 and household allowance), dependent child allowance and education allowance. The salary is subject to a Community tax deducted at source and staff members are exempt from national taxation.

Also, 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.

---

<sup>4</sup> For further information refer to: [http://ec.europa.eu/dgs/personnel\\_administration/publications\\_en.htm](http://ec.europa.eu/dgs/personnel_administration/publications_en.htm)

The jobholder will be appointed 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 31/12/2008 (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 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 form<sup>5</sup>;
- a motivation letter of not 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**.

---

<sup>5</sup> This document is available on the following website: [http://www.easa.europa.eu/home/g\\_recruitment\\_main.html](http://www.easa.europa.eu/home/g_recruitment_main.html)

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 ~~29/10/2007~~ **30/11/2007 extended**.

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 Sector  
**Ref.: EASA/AD/2007/072**  
Postfach 10 12 53  
D-50452 Cologne, Germany

**Courier and parcel delivery:**

European Aviation Safety Agency  
Human Resources - Recruitment Sector  
**Ref.: EASA/AD/2007/072**  
Ottoplatz 1  
D-50679 Cologne, Germany