



## **EUROPEAN AVIATION SAFETY AGENCY VACANCY NOTICE REF.: EASA/AD/2007/073**

### **Head of Flight Standards (F/M) Temporary Agent (AD 12)**

Applications are invited for the post of **Head of the Flight Standards Department** within the **Rulemaking 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 Rulemaking Directorate:**

The Rulemaking Directorate concentrates all rulemaking activities of the Agency:

- Issuing opinions to the Commission for changes and extension to the EASA Regulation;
- Issuing opinions to the Commission for adoption of, or changes to implementing rules of the EASA Regulation;
- Developing and adopting certification specifications (including airworthiness codes and acceptable means of compliance) and guidance material.

The flight safety department is more specifically in charge of the development and maintenance of the essential requirements for, and implementing rules on air operations and pilot licensing, as well as their related acceptable means of compliance and interpretative material. It provides interpretation and assistance to Agency, national and industry experts in charge with their implementation. Until all aspects of air operation and pilot licensing are regulated under EASA's system, it also assists the Joint Aviation Authorities (JAA) in maintaining the Joint Aviation Regulations (JARs),

#### **Job description:**

The Head of flight safety reports to the Rulemaking Director. He/she is responsible for the development and timely execution of the Agency's and JAA rulemaking programmes in its field of responsibility. He/she shall also undertake all preparatory actions to support rulemaking activities in that field. He/she shall ensure good contacts with external partners of the Agency and the JAA, in particular with the National Aviation Authorities and the regulated Industry.

#### **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 4 years or more and, after having obtained the university degree, at least 15 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 3 years and, after having obtained the university degree, at least 16 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	19 years
At least 1 year but less than 2	18 years
At least 2 years but less than 3	17 years
At least 3 years but less than 4	16 years
4 years or more	15 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 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>.

#### B. SELECTION CRITERIA:

##### ***Essential***

- The professional experience required under section A1, must have been acquired in a similar technical environment to that of the activities outlined in the job description with a minimum of 5 years acquired at management level;
- A proven expertise in managing groups of aviation experts in a multicultural environment;
- A proven expertise in the field of aviation safety rulemaking;
- An extensive knowledge of current European rules in the field of air operations and crew licensing gained through experience or training;
- An extensive knowledge of the international framework for civil aviation safety regulation gained through experience or training;
- A good understanding of the Community's institutions and the Community's policies in the field of aviation safety gained through experience or training;
- A proven capacity to lead a divisional organisation, at both strategic and internal management level in a multicultural environment demonstrated by proven experience;
- A proven natural ability and preference to work in a structured and planned environment;
- Good communication skills, including the ability to produce high quality written material and presentations for a variety of audiences. Examples should be highlighted in the application.

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<sup>1</sup> 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.

<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).

### **Advantageous**

- Postgraduate degree(s) in the field related to the duties;
- Professional experience in EU Institutions or International Governmental Organisations;
- Familiarity with the JAA system and its working processes;
- Familiarity with the respective roles of the Agency's partners and interlocutors;
- Good command of both written and spoken English.

### **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 successful candidate will be recruited in grade AD 12.** The basic monthly salary for grade AD 12 (step 1) is € 9.522,89. 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 it is 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 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.

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<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)

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 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 **29/11/2007**.

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/2007/073**  
Postfach 10 12 53  
D-50452 Cologne, Germany

**Courier and parcel delivery:**

European Aviation Safety Agency  
Human Resources - Recruitment Section  
**Ref.: EASA/AD/2007/073**  
Ottoplatz 1  
D-50679 Cologne, Germany

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<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)