



EUROPEAN AVIATION SAFETY AGENCY
VACANCY NOTICE REF.: EASA/AD/2009/024

Large Aeroplane Project Certification Manager
(F/M)
Temporary Agent AD 7

Applications are invited for the posts of **Large Aeroplane Project Certification Manager** within the **Products Department** of the **Certification 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 a key part 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 Certification Directorate:

The Certification Directorate is responsible for all certification tasks (application of Articles 5, 20 and 21 of the EASA Regulation No 216/2008):

- Type certification and continued airworthiness of products, parts and appliances;
- Environmental approval of products;
- Minimum syllabus of maintenance certifying staff type rating training,
- Minimum syllabus of pilot type rating,
- Qualification of foreign synthetic training device (flight simulator training devices FSTD), or EU based FSTD when required by the member State,
- Master minimum equipment list and additional airworthiness specifications for a given type of operations.

Job description:

The job holder will report directly to the Large Aeroplane Section Manager of the Products Department within the Certification Directorate of the Agency and assist in overseeing, leading and co-ordinating teams dealing with the day-to-day regulatory activities being conducted by the Agency or on behalf of the Agency.

The jobholder will be in particular responsible for:

- Performing certification and continued airworthiness activities on corresponding products;
- Administering the approval of repairs, modifications and STC's on corresponding products;
- Managing of a certification team comprising experts of all disciplines;
- Ensuring proper execution and timely completion of certification processes in accordance with agreed requirements;
- Coordinating administrative management of all the certification tasks under his responsibility (project sizing, hours, project accounting);
- Managing outsourced resources (national aviation Authorities, qualified entities);
- Ensuring that required safety standards are maintained post type certification by assessing relevant information, including service experience and taking appropriate follow up action where necessary;
- Contributing to maintaining and updating of certification specifications;

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)

- Providing input and support to Design, Production and Maintenance Organisation approval activities;
- Providing input and support for EASA accreditation activities of NAAs and Qualified Entities and
- Providing support to the activities of the other EASA Directorates as necessary.

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, this professional experience must have been in a similar technical environment to that of 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.²

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

- Be a national of a Member State of the European Union, Norway, Iceland, Switzerland or Liechtenstein;
- 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

- The professional experience 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 3 years acquired in the field of large aeroplane certification or in positions related to the activities contained in the job description;

² In addition, in order to be eligible to a promotion through an annual promotion exercise the 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 certificate from the police file to the effect of non-existing 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).

- Extensive knowledge of technical and safety requirements relevant to large aeroplane certification;
- Extensive knowledge of large aeroplane design and in particular the related safety regulatory requirements;
- Proven experience of approval processes gained while working in industry or with a national aviation Authority;
- Specialist knowledge of administrative and technical procedures in the area of the job description;
- Ability to investigate and reach justified conclusions to an accomplished level;
- Ability to cope concurrently with a large number of tasks and to work under time pressure;
- Ability to write clear and concise reports;
- Good communication skills and ability to manage an international team.
- Good command of both written and spoken English.

Advantageous

- Proven experience in project certification management acquired from either a certification agency or industry, experience of both would be preferable for this PCM position;
- Good knowledge of organisations operating within the scope of this job description in the different Member States;
- Experience of project validation of e.g. US, Canadian Large Aeroplanes.

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 probationary period is 6 months. **The successful candidate will be recruited in grade AD 7.** The basic monthly salary for grade AD 7 (step 1) is € 5.364,07. 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, 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 31/12/2010 (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.

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

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.

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 whose application shows evidence of 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 form⁶;
- a motivation letter of no more than one page, preferably typed, explaining why the candidate is interested in the post and what would be her/his added value 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 **25/06/2009**.

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/2009/024
Postfach 10 12 53
D-50452 Cologne, Germany

Courier and parcel delivery:

European Aviation Safety Agency
Human Resources - Recruitment Section
Ref.: EASA/AD/2009/024
Ottoplatz 1
D-50679 Cologne, Germany

⁶ This document is available on the following website:
http://www.easa.europa.eu/ws_prod/q/q_recruitment_main.php