



**EUROPEAN AVIATION SAFETY AGENCY
VACANCY NOTICE REF.: EASA/AD/2009/035**

**Continuing Airworthiness Standardisation Team
Leaders (F/M)**

Temporary Agent AD 8

Applications are invited for the position of **Continuing Airworthiness Standardisation Team Leader** within the **Approvals and Standardisation 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, monitoring 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 Approvals and Standardisation Directorate:

The Approvals and Standardisation Directorate is responsible for ensuring that the standards in aviation safety, as established by the Basic Regulation and its Implementing Rules are properly, uniformly and consistently implemented and maintained by the National Aviation Authorities (NAAs) of the Member States of the EASA system (see articles 24, 54 and 55 of the Basic Regulation). This role involves the performance of standardisation inspections of the NAAs. In addition, the Directorate also focuses on the approval and oversight of organisations for Design, Production, and Continuing Airworthiness/Maintenance, within the scope of Article 20 of the Basic Regulation. The Approvals and Standardisation Directorate also provides technical training, which is essential to achieve overall consistency and high standards, and has furthermore been tasked with the management and coordination of the Community SAFA programme. With the extension of the Basic Regulation, the scope of the standardisation activities has been extended to Operations (OPS), Flight Crew Licensing (FCL) and Flight Simulation Training Devices (FSTD). The Directorate will also be responsible for approving TRTOs, FTOs and AeMCs, as well as issuing authorisations to third country operators.

Job description:

The **Continuing Airworthiness Standardisation Team Leader** reports to the Continuing Airworthiness Coordination Manager. This Section is part of the Standardisation Department within the Approvals and Standardisation Directorate of the Agency.

He/she will in particular be responsible for:

- Ensuring the efficient conduct of standardisation and accreditation inspections of the Member States in the domain of the EC regulation No. 2042/2003;
- Coordinating with the other Directorates of the Agency and relevant organisations when preparing standardisation/accreditation activities;
- Leading the teams established for the investigations of each State under his/her responsibilities, in accordance with the Agency's procedures;
- Conducting briefings/debriefings with Member States and team members in relation to the standardisation/ accreditation visits;

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)

- Analysing inspection findings and maintaining a finding follow-up database highlighting main areas of concern;
- Reviewing and proposing the validation of corrective action plans established by Member States while ensuring the sharing of best practices within the Agency and the Member States;
- Assisting and advising the Section Manager in the definition and issuance of related procedures and work plans;
- Assisting and advising Member States with respect to the implementation of regulations, when needed;
- Supporting the Rulemaking Directorate of the Agency for the tasks established by the Agency procedures.

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 9 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 10 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 | 13 years |
| At least 1 year but less than 2 | 12 years |
| At least 2 years but less than 3 | 11 years |
| At least 3 years but less than 4 | 10 years |
| 4 years or more | 9 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.²

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

- Be a national of a Member State of the European Union, Norway, Iceland, Liechtenstein, 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.

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).

B. SELECTION CRITERIA:

Essential

- Proven experience of working relations with national aviation authorities or of safety oversight within these authorities or international aviation organisations;
- Proven experience in at least one of the following fields: approval and oversight of continuing airworthiness organisations (MTO, AMO, CAMO) and/or Part 66 licensing;
- Proven knowledge of European regulations related to aviation safety in the respective fields;
- Proven knowledge of quality assurance principles, standards and regulations applicable in the aviation industry and of ISO standards;
- Knowledge of the mission and tasks of the Agency;
- Experience as qualified auditor or safety oversight inspector;
- Leadership and organisational skills;
- Willingness to travel extensively;
- Good communication skill and experience in working in international teams;
- Ability to use office automation equipment and contemporary standard computer software;
- Good command of both spoken and written English.

Advantageous

- Proven experience as leader or member of aviation safety oversight teams;
- Proven experience in one of the following fields, namely: certification of aeronautical products, part and appliances; approval and oversight of design, production organisations;
- Proven experience of work in an international environment;
- Good knowledge of Member States obligations in relation to the EU aviation safety regulations;
- Good knowledge of one or more Member States' organisations operating in the domains quoted in this job description;
- Experience of working with the Agency's key external stakeholders;
- Capacity to summarise complex situations and convey key messages to senior management;
- Proven capacity to work under time pressure and independently;
- Ability to write clear and concise reports.

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 8.** The basic monthly salary for the grade AD 8 (step 1) is € 6.069,10. 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

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

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.

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 form⁵;
- 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

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

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/2009/035
Postfach 10 12 53
D-50452 Cologne, Germany

Courier and parcel delivery:

European Aviation Safety Agency
Human Resources - Recruitment Section
Ref.: EASA/AD/2009/035
Ottoplatz 1
D-50679 Cologne, Germany