



**EUROPEAN AVIATION SAFETY AGENCY
VACANCY NOTICE REF.: EASA/AST/2009/028**

**Administrative Assistant / Administrative
Secretary (F/M)
Temporary Agent (AST 1)**

Applications are invited for the establishment of a reserve list for **Administrative Assistant/Administrative Secretary** within 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 Executive Directorate:

A dedicated team assists the Executive Director in general management and functioning of the Agency, in external relations, communications and liaisons notably with the European Union institutions and the Member States, in aviation safety analysis, in risks assessment, in internal audit and quality management, and in Human Resources.

The Finance and Business Services Directorate:

The Finance & Business Services Directorate delivers the following services: Finance, IT/IS, Customer Service, Outsourcing to National Aviation Authorities and other accredited bodies, Procurement and Facility Management.

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), e.g. Type Certification and continued airworthiness of products, parts and appliances, environmental approval of products etc.

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.

The Rulemaking Directorate:

The Rulemaking Directorate concentrates all rulemaking activities of the Agency. The rulemaking activities cover all domains: initial and continuing airworthiness of aeronautical products, civil aviation and environmental protection, air operations and flight crew licensing. They may be extended later to the safety regulation of airport and air navigation services. The Agency will assist the Commission in the field covered by EU OPS, and take over the tasks of the Central JAA in the field of flight crew licensing and air operations with helicopters.

Job description:

Based on the competences of the candidate as assessed during the selection process, the successful candidate will be appointed to a specific vacancy in one of the EASA Directorates.

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)

He/she will provide comprehensive secretarial services and/or administrative support including:

- Assigning incoming correspondence and preparation of routine correspondence for signature to the applicable addressee;
- Registering, dispatching and archiving correspondence;
- Maintaining the filing system and managing the archive;
- Keep databases up-to-date;
- Establishing and maintaining files and records relating to the work of the department;
- Acting as a first point of contact for internal and external enquiries;
- Maintaining a schedule of appointments;
- Organising meetings and conferences;
- Coordinating on-site visits and assist in welcoming visitors;
- Facilitating internal communication within the Agency as well as outside the service;
- Keeping track of work in progress and ensuring the follow-up of assigned tasks until completion;
- Making travel arrangements and hotel reservations, where necessary with the assistance of the agency's travel agent, and processing reimbursement claims in accordance with applicable rules;
- Managing the Section's/Department's missions, holidays, leave and absence records;
- Ordering office supplies;
- Gathering and/or preparing material for publication on the Agency's internet and/or intranet;
- Performing various other secretarial and administrative tasks as deemed necessary.

Qualifications and experience required:

A. ELIGIBILITY CRITERIA:

A1 A level of post-secondary education attested by a diploma,

OR

A level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least 3 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, 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

- A proven capacity to provide administrators/experts/managers with the necessary logistical support in an international environment;
- Proven good knowledge of current IT office tools as shown by training and/or professional experience;
- Knowledge or professional experience in managing, manipulating and analysing large amounts of data;

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 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).

- Good drafting skills and capability to gather and organise information to produce presentations, arrange and collate information for meetings and preparation of reports;
- Ability to take responsibility for areas of work and see them through to conclusion, ensuring deadlines are met;
- Ability to deliver accurate work under pressure and tight deadlines;
- Demonstrated customer-focused approach to work, showing responsiveness and flexibility;
- A proven capacity to communicate and liaise with internal and external parties;
- Good organisational skills;
- Good command of both written and spoken English.

Advantageous

- Professional experience in a similar function to the one described in the vacancy notice;
- Knowledge of an ERP tool as shown by training and/or professional experience;
- Professional experience in multicultural environments;
- Good understanding of administrative procedures within the European Union Institutions and/or Agencies;
- Practical experience in managing travel related issues preferably in the context of the EU Institutions or one of the decentralised bodies;
- A personal inclination for working in a structured environment with strict deadlines and systematic advance planning;
- Knowledge of French and/or German.

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 AST 1.** The basic monthly salary for grade AST1 (step 1) is € 2.556,91. 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.

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

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

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/AST/2009/028
Postfach 10 12 53
D-50452 Cologne, Germany

Courier and parcel delivery:

European Aviation Safety Agency
Human Resources - Recruitment Section
Ref.: EASA/AST/2009/028
Ottoplatz 1
D-50679 Cologne, Germany

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