



**EUROPEAN AVIATION SAFETY AGENCY
VACANCY NOTICE REF.: EASA/AST/2009/029**

Processing and Proofreading Assistant (F/M)

Temporary Agent (AST 2)

Applications are invited for the post of **Processing and Proofreading Assistant** within the **Process Support Department** of the **Rulemaking 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 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 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:

The job holder will be working in the Process Support Department of the Rulemaking Directorate and will report to the Head of Process Support Department.

He/She will be in particular responsible for:

- Ensuring the workflow for the production of rulemaking documents, in particular Terms of Reference (ToR), Notice of Proposed Amendments (NPA), Comment Response Document (CRD) and Opinions/decisions, in cooperation with the responsible operational department and in conformity with the applicable procedures:
 - Proofreading documents for consistency of format and content;
 - Overseeing the internal and public consultation process;
 - Coordinating the publication of documents on the website in cooperation with the webmaster;
 - Updating databases and acting as administrator of the Comment Response Tool (CRT);

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)

- Archiving and filing documents;
- Replying to queries from internal and external parties;
- Keeping track of the timely delivery of assigned tasks.
- In the area of responsibility:
 - Contribution in maintaining current the procedures, policies and databases;
 - Contribution to the development of IT tools and systems;
 - Assisting in the design of training courses and related learning materials;
 - Performing other tasks such as preparing ad hoc reports, trouble-shooting day-to-day issues and developing solutions;
 - Assisting in the production of consolidated versions of Agency's rules
- Other related activities as deemed necessary.

Qualifications and experience required:

A. ELIGIBILITY CRITERIA:

A1 A level of post-secondary education attested by a diploma, and after having obtained the diploma, 3 years of relevant professional experience

OR

A level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least 6 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

- Post-secondary education in publishing/proofreading or equivalent professional training;
- Minimum of 3 years professional experience in the production or proofreading of English language documents. The professional experience shall be gained in positions related to the activities similar to those contained in the job description;
- Strong computer skills with basic office automation tools (word, excel, etc.);
- Proficiency in drafting clear and concise notes;
- Excellent command of English, oral and written, as your mother tongue or at an equivalent level, preferably attested by a diploma.

Advantageous

- Professional experience in a Civil Aviation Authority and/or organisation operating within the current and future scope of the Agency's activities;
- Proven practical experience in a "process oriented" environment;
- Experience with plain language principles;

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).

- Proven capacity to develop effective relationships with colleagues at different working levels across the Agency;
- Proven capacity to work with minimum supervision;
- Proven experience in developing and/or implementing policies and procedures;
- Reliable and rigorous person, with a strong sense of initiative and organisation, motivated to find and implement practical solutions;
- Team player who has experience in working in a multinational and/or multicultural environment.

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 AST 2.** The basic monthly salary for the grade AST 2 (step 1) is € 2.892,98. 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 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

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

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 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 **26/06/2009**.

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/2009/029
Postfach 10 12 53
D-50452 Cologne, Germany

Courier and parcel delivery:

European Aviation Safety Agency
Human Resources - Recruitment Section
Ref.: EASA/AST/2009/029
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