European Union Aviation Safety Agency

Recruitment

General EASA

How many people work at the Agency?

Answer

The Agency currently deploys around 800 professionals from across Europe in different types of contractual relationships.

Last updated:
20/02/2020

Link:
https://www.easa.europa.eu/en/faq/19240

What is the working language of EASA?

Answer

The working language in EASA is English. Candidates applying to posts at EASA should have a very good command of the English language (at least level C1), as well as a satisfactory knowledge of another official language of the EU to the extent necessary for the performance of the duties (at least level B2).

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/110282

Where is EASA located?

Answer

EASA's headquarters is in Cologne, Germany. The Agency also has Representation Offices in Brussels, Washington, Montreal, Beijing and Singapore.

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/19241

Employment opportunities offered at EASA

What is a Temporary Agent?

Answer

Temporary Agent posts are classified, according to the nature and importance of the duties into two function groups: an administrators' function group (hereinafter 'AD') and an assistants' function group (hereinafter 'AST').

- The Administrators' function group (AD) comprises twelve grades from AD 5 to AD 16, corresponding to administrative, technical, advisory, linguistic and scientific duties;
- Assistants' function group (AST) comprises eleven grades from AST 1 to AST 11, corresponding to executive, technical and clerical duties.

The initial duration of a Temporary Agent contract is usually 5 years with the possibility of renewal for an indefinite period.

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14/03/2023

Link:
https://www.easa.europa.eu/en/faq/19260

What is a Contract Agent?

Answer

Contract Agent posts are classified, according to the nature and importance of the duties, into four function groups:

- Function group I (grades 1 to 3) corresponds to administrative support service tasks;
- Function group II (grades 4 to 7) corresponds to secretarial and office management tasks;
- Function group III (grades 8 to 12) corresponds to executive, drafting and accountancy tasks;

- Function group IV (grades 13 to 18) corresponds to administrative, scientific, advisory, and linguistic tasks.

The initial duration of a Contract Agent contract is usually 3 years with the possibility of renewal for a definite period. It may be renewed not more than once for a fixed period of not more than five years. Any further renewal shall be for an indefinite period. In specific cases the individual contract duration may be limited to the length of the specific project the candidate will undertake.

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/19261

Is there a probationary period at EASA?

Answer

The probationary period for both Temporary Agents and Contract Agents is 9 months.

Last updated:
20/02/2020

Link:
https://www.easa.europa.eu/en/faq/110283

What is a Seconded National Expert (SNE)?

Answer

Seconded National Experts (SNEs) are national or international civil servants from national authorities, who may work temporarily for EASA in a twofold role:

- To bring to EASA their experience from their national authorities in their field of expertise;
- To bring to their home administration the knowledge acquired during their secondment at EASA.

Last updated:
20/02/2020

Link:
https://www.easa.europa.eu/en/faq/110284

How does the recruitment procedure look like for SNEs?

Answer

- If a person has already been identified to be seconded at EASA as a SNE, the Agency will directly liaise with the seconding organisation .
- Alternatively, if there is a general need for SNEs, the Agency may publish an opening on its career portal. Visit our Careers portal and create a profile to be notified about upcoming opportunities

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/110285

Does EASA engage with temporary employment agencies?

Answer

From time to time, EASA is assisted by external providers (i.e. interim providers).

In particular, for secretarial/administrative tasks, the Agency may use interim staff for short periods of time to cover for short- or long-term absences of staff or to implement projects of a limited duration.

Interim assignments may have a duration of up to 9 months and may be extended for a maximum period of another 9 months in exceptional cases.

If you want to know more about the interim opportunities at EASA, please send us an email at recruit [at] easa.europa.eu (recruit[at]easa[dot]europa[dot]eu).

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/110286

Overview of the Recruitment process

May I submit an unsolicited/spontaneous application?

Answer

EASA does not accept unsolicited/spontaneous applications. Only applications submitted through our Careers portal for specific published vacancies will be taken into consideration.

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/19256

How long are the vacancies open for applications?

Answer

Generally, vacancies are open for application for a period of 4 weeks. Exceptionally, this period may be shorter or longer. The exact deadline to apply is always indicated in each vacancy.

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/110287

Nationals of which countries are eligible to apply for a vacancy advertised by the Agency?

Answer

To apply for a position at EASA, you must be a national of a Member State of the European Union or of an EASA Member State (Iceland, Liechtenstein, Switzerland or Norway). Applicants of any other nationality will not be considered eligible, unless otherwise specified in the vacancy notice.

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/110288

Are all applications received by EASA treated in the same way?

Answer

EASA is an equal opportunities employer, committed to diversity and non-discrimination. It accepts and evaluates applications without bias on the grounds of gender, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

Last updated:
20/02/2020

Link:
https://www.easa.europa.eu/en/faq/19245

I have a degree from a country that is not a Member State of the European Union nor an EASA Member State. Am I eligible for a vacancy advertised by the Agency?

Answer

If your application is found eligible on the basis of diploma(s) obtained outside these countries, we might ask you to provide proof of accreditation by one of the European Union Member States. This applies also to diplomas obtained in the UK after 31 December 2020. Failure to provide such accreditation will result in your application being disqualified from the selection procedure. For further information on diploma accreditation, please visit ENIC-NARIC - gateway to recognition of qualifications.

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/19246

My degree/diploma will not be awarded until after the closing date for applications. May I apply?

Answer

You must fulfill all eligibility requirements of the vacancy notice by the closing date for your application to be assessed. Therefore, if a specific degree is required (e.g. secondary or post-secondary education), this must have been awarded by the closing date. Qualifications gained after that date cannot be taken into consideration.

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/110289

What language should I use in my application for a post at the Agency?

Answer

We can only accept applications that are submitted in English through ourCareers portal.

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/19248

Do I need to send certified translations of my supporting documents?

Answer

No, this is not necessary. Diplomas (and other supporting documents) in an official language of the EU do not need to be translated. Certified translations are required only in the case of non-EU languages.

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/19276

Can I edit the information I inserted in my application after I submitted it?

Answer

You can update your CV data at any time: log in to your candidate profile on theCareers portal. However, data demonstrating compliance with the eligibility and selection criteria may be updated or corrected only until the closing date for the respective selection procedure.

You can follow the status of you application in your candidate profile (login >Jobs Applied). For

future correspondence it is important that you keep your contact details up to date

Last updated:
28/02/2024

Link:
https://www.easa.europa.eu/en/faq/110290

What should I do if I encounter technical problems while submitting my application via the e-recruitment tool?

Answer

Should you encounter technical issues please notify EASA as soon as possible and within the application period, by sending an e-mail to recruit [at] easa.europa.eu (recruit[at]easa[dot]europa[dot]eu) :

1. With a description of the problem
2. Attach a screenshot of the error message/ of the page where the issue occurs.

Any such communication after the closing date cannot be considered and your application will be excluded from the selection process.

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/19251

Will I receive an acknowledgement that my application for a post at the Agency has been received?

Answer

After submission of your application, you will receive by email an automatic acknowledgement of receipt confirming that your application has been successfully submitted and a unique application ID is automatically generated. Please note that if you do not meet all eligibility criteria by the closing date, your application will be automatically rejected for that position.

Last updated:

14/03/2023

Link:
https://www.easa.europa.eu/en/faq/19250

How can I check the status of my application?

Answer

Candidates that applied before 9 March 2023 may check the status of the selection procedures at Updates on previous vacancies.

Candidates applying after that date can follow the status of their application in the candidate profile (login > Jobs Applied).

In both cases it is important that you keep your contact details up to date for future correspondence.

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/110291

Will I be notified if my application is unsuccessful?

Answer

If your application has been rejected for not meeting all the eligibility requirements you will be notified immediately via Email and in your candidate profile.

All candidates will be informed about the outcome of the selection procedure, once it is completed.

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/110292

How does the assessment of applications look like?

Answer

Get prepared for your assessments and read the detailed information about our Selection process (europa.eu).

- At EASA the selection procedures for Temporary Agents and Contract Agents are carried out in line with the respective implementing rules on the engagement and use of Temporary and Contract Agents.
- On the basis of your responses to the pre-screening questions we will first check whether you are an eligible candidate.
- A nominated Selection Board will then go through the eligible applications and decide which candidates to shortlist for the next stage(s) of the selection process. The Selection Board assesses applications against the selection criteria of the vacancy, using solely the information provided in the application form. The competences and skills defined in the vacancy are critical to perform the job, but candidates who do not meet all of them will not automatically be excluded. The Selection Board may therefore accept candidates that do not fulfil all the criteria listed. Based on a pre-defined methodology, the Selection Board shortlists the most suitable candidates for the next stage.
- To better identify the most suitable candidates to be invited to the last step of the process, the Selection Board may invite you to complete one or more pre-selection exercises.
- At the last step of the process you will be interviewed by the Selection Board, and you may be invited to sit computer-based test(s) related to the skills listed in the vacancy notice. Note that if your mother tongue is English, you will be required to evidence satisfactory knowledge of a second EU language (at least level B2) before you are invited to the final step.

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/110293

I am invited for an interview at EASA. How can I prepare myself?

Answer

It is advisable to use the vacancy notice of the respective position as a basis of your preparation. The interview questions and the written tests aim at assessing the main competencies needed to successfully perform the duties of the position you have applied for. In addition, get prepared for your assessments and read the detailed information about our Selection process (europa.eu).

Last updated:

14/03/2023

Link:
https://www.easa.europa.eu/en/faq/110295

Can I apply for two vacancies at the same time?

Answer

Vacancies advertised by EASA are treated as separate selection procedures and therefore, candidates are welcome to submit their application to any vacancy of their interest for which they satisfy the eligibility criteria.

Last updated:
20/02/2020

Link:
https://www.easa.europa.eu/en/faq/110296

When may I expect an invitation for a pre-selection assessment or interview?

Answer

The time taken to invite shortlisted applicants for the next step depends on the number of applications received for a particular vacancy notice. Please also bear in mind that we often publish a considerable number of vacancies simultaneously and that each application undergoes a detailed evaluation. Therefore, it may take up to 8 weeks from the closing date of the vacancy notice until invitations are sent out.

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/19252

When and where do the interviews and written tests take place?

Answer

The invitations to the shortlisted candidates are sent once the evaluation of applications is

completed (this may take up to two months after closure of the vacancy notice). Pre-selection exercises, online tests and interviews with the Selection Board usually take place remotely.

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/19253

Will my travel expenses be reimbursed if I am invited for an interview?

Answer

If you are travelling for an interview, Assessment Centre or pre-employment medical check, we will reimburse your expenses in line with our provisions.

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/19255

I am on an EASA valid reserve list. When can I expect an offer of employment?

Answer

Being part of a reserve list does not guarantee recruitment and the receipt of an offer of employment. Should there be a vacant post, the hiring Department consults the available reserve list(s) and checks, which is the best fit at the time of recruitment.

Last updated:
20/02/2020

Link:
https://www.easa.europa.eu/en/faq/110297

I have successfully passed the European Personnel Selection Office (EPSO) Contract Agent Selection (CAST) exams and I am on an EPSO reserve list. Can I apply for a vacancy at EASA?

Answer

At EASA, we use the EPSO database very rarely to recruit candidates since EASA runs its own selection procedures. Therefore, you may still apply for a job opening at EASA by applying through our Careers portal.

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/110298

How does EASA protect my personal data during the selection procedures?

Answer

When creating an account in our Careers portal and accepting the data privacy statement you will give your consent to process your personal data as described in the EASA Privacy notice 033 V1 eRecruitment.

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/110299

Does EASA have any age limit for people to apply?

Answer

According to the 2014 Reform of the Staff Regulations the normal pensionable age within the EU-pension system is set at 66 years. Candidates who have not reached this pensionable age are eligible to apply to any published job of their interest.

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/19247

How can I be notified when new vacancy notices are published?

Answer

Sign up to show your interest and receive notifications when the next exciting opportunity opens at EASA.

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/19263

Where can I find more information related to grades and salary, working at EASA and living in Cologne?

Answer

Check out our comprehensive information on benefits, get to know our people and find out how life in Cologne is like.

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/19258

Opportunities for graduates

How can I participate to one of your graduate programmes?

Answer

If you have just finished university or are soon to graduate our Junior Qualification or Traineeship programme might be of interest to you.

Sign up to show your interest and receive notifications when the next exciting opportunity for graduates opens at EASA.

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/19259

Will I be informed about the outcome of my application in any case?

Answer

You can follow the status of your application in your candidate profile (login > Jobs Applied). All candidates will be informed about the outcome of the selection procedure, once it is completed.

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/19281

I have been offered to take part in the Junior Qualification or Traineeship programme. Can I postpone the starting date to a later period?

Answer

To ensure a smooth management of the programme, all participants are requested to start at the date indicated in the offer letter. Only in exceptional cases it may be possible to postpone the starting date.

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/19282

Can the Junior Qualification or traineeship contract be extended?

Answer

Junior Qualification Programme: As a Junior Professional you will usually be hired on a 3 year Contract Agent contract with the possibility of renewal for a definite period. It may be renewed not more than once for a fixed period of not more than five years. Any further renewal shall be for an indefinite period.

Graduate Traineeship Programme: The traineeship period cannot be extended beyond the maximum period, which is 12 months.

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/19283

Can I work part-time during the Junior Qualification or Traineeship programme?

Answer

Junior Qualification Programme: Yes. You are entitled to benefit from part-time work under certain conditions (e.g. after completion of the probation period). Check out our benefits for more details.

Graduate Traineeship Programme: No. All candidates who are accepted for a traineeship must work full time, which at EASA means 40 h/week and 8h/day.

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/19284

Does EASA provide any kind of accommodation?

Answer

No. However, if you are offered to take part in the Junior Qualification or Traineeship programme, we will provide you with a Welcome Pack including useful information on finding accommodation in Cologne.

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/19285

What is the salary/ traineeship grant paid by EASA?

Answer

Junior Qualification Programme: Junior staff are usually hired on a Contract Agent FG IV contract. You can find examples of monthly salaries and further details about pay, taxation, insurance etc. under benefits.

Graduate Traineeship Programme: The amount of the traineeship grant paid by EASA is specified in the job opening. As described in the applicable traineeship rules, trainees who benefit from any grant from another source or another subsistence allowance shall only be admitted to a financial contribution from EASA, if the sum received is less than the amount of the traineeship grant. In that case, they shall receive the difference.

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/19286

Is the traineeship grant paid by EASA subject to national or EU tax?

Answer

Traineeship grants are not subject to the tax regulations applicable for EASA staff members. Trainees have the sole responsibility for complying with the tax regulation applicable in their home state. To this purpose, the HR department issues a certificate at the end of the traineeship period, stating the amount of grants received and confirming that tax and social security payments have not been made.

Last updated:
20/02/2020

Link:
https://www.easa.europa.eu/en/faq/19287

Does EASA cover the insurance of trainees?

Answer

EASA does not provide health insurance for trainees. Prior to the start date, trainees must provide proof that they are covered by a sickness insurance scheme for the entire duration of their stay at the Agency (e.g., through the European Health Insurance Card or through private insurance). If a trainee fails to provide proof of the insurance, the traineeship shall be

terminated. During the traineeship, trainees shall be covered by EASA against the risk of accident according to the relevant EASA insurance contract.

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/19289

I have applied before for the Junior Qualification or Graduate Traineeship Programme and was rejected. Can I try again?

Answer

Yes, you can apply again to a future opening. However, you must meet the eligibility criteria as stated in the job posting and if you find an opportunity matching your interests and competencies, you must submit a new application. Your personal data and your CV (i.e. candidate profile) is saved from your previous application thus your second application attempt will be faster.

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/19267

Is there an age limitation for applying for a EASA Graduate opportunities?

Answer

There is no age limit for applying for our graduate programmes. The schemes are aimed at recent graduates and junior professionals and present an opportunity to gain initial work experience and to start an exciting career in aviation.

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/19269

Nationals of which countries are eligible to apply for EASA Graduate Programmes?

Answer

To apply for the Junior Qualification or Graduate Traineeship Programme, you must be a national of a Member State of the European Union or of an EASA Member State (Iceland, Liechtenstein, Switzerland or Norway). Applicants of any other nationality will not be considered eligible, unless otherwise specified in the vacancy notice.

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/110300

I have successfully completed the first three years of a University degree lasting more than three years but will not obtain my diploma by the start of the Junior Qualification or Traineeship programme. Can I still apply?

Answer

Junior Qualification Programme: No. To be eligible you must have obtained your final diploma by the date mentioned in the job posting. ECTS points are not accepted as equivalent to a degree. You will also be asked to provide proof of completion of the full university degree.

Graduate Traineeship Programme: No. To be eligible you must have obtained your final diploma by the start of the programme. ECTS points are not accepted as equivalent to a degree. You will also be asked to provide proof of completion of the full university degree by the start date of the Traineeship Programme.

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/19272

Which type of University diploma is taken into account for the Graduate Programmes?

Answer

In order to be eligible for the programmes, you must have obtained a University degree which corresponds to at least 3 years of University education (e.g. Bachelor).

The University degree to be obtained in the specific period indicated in the job posting shall be relevant to the profile and it can be any academic degree (e.g. Bachelor, Master, and PhD).

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/21879

I'm moving to Cologne to take part in the Junior Qualification or Traineeship programme. Does EASA cover the cost of travel from my place of residence to Cologne?

Answer

Junior Qualification Programme: Yes, as a new staff who have to change place of residence you are entitled to a daily subsistence allowance, travel expense reimbursement and after the probationary period to an installation allowance and reimbursement of removal expenses. Further details under benefits.

Graduate Traineeship Programme: Trainees are entitled to a contribution towards the cost of travel between their place of residence and their place of traineeship (Cologne) at the beginning and end of their traineeship if they have completed at least a 3 months traineeship. Travel allowances are paid at the end of the traineeship.

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/19288

What are my prospects of securing employment at EASA after the Graduate Traineeship Placement?

Answer

The Traineeship does not entail any right or priority with regard to future engagement with the Agency. However, we encourage you to watch out for permanent positions and to regularly

check out the Careers portal.

Last updated:

14/03/2023

Link:

https://www.easa.europa.eu/en/faq/19290