Stakeholder Management Assistant

Please apply by 17/03/2020 at 23:55 hrs CET (Cologne time)

Vacancy notice ref: EASA/III/2020/001

The Organisational Context

Aviation is a global industry which is undergoing a profound transformation driven by technological advances, heightened international competition and digitalisation as well as the demands and opportunities of environmental protection needs.

The European Union Aviation Safety Agency (EASA) is a dedicated, specialised agency created to deliver the EU’s ambition of ensuring that European citizens enjoy the highest common level of aviation safety and environmental protection. EASA has specific regulatory responsibilities and executive tasks in the area of aviation safety and delivers certification services to the aviation industry.

In EASA, the Strategy & Programmes Department is responsible for defining the Agency’s strategy and for establishing the necessary safety and business programming, as well as planning documents, in cooperation with the other Directorates and external parties. This allows the Agency to have a clear, unified and data driven direction, supporting the decision making process and formulation of priorities.

The Business, Strategy and Stakeholder Management Section is responsible for developing the Agency’s strategy. This includes the management of the advisory body and stakeholder activities of the Agency, as well as the organisation of the general planning and monitoring of these activities. The Section is directly responsible for activities of the strategic EASA advisory bodies of Member States and industry representatives (MAB and SAB), and coordinates the activities of all other technical advisory bodies. The Section is also responsible for the coordination and preparation of EU Commission meetings dealing with EASA proposed regulations.

We are an equal opportunities employer, committed to diversity and non-discrimination. To further enhance the diversity of its workforce, the Agency particularly encourages applications from female candidates.

For more information about the Agency please consult our website.
Your accountabilities

As Stakeholder Management Assistant, you will support the coordination of the activities related to the work of the Advisory Bodies (MAB and SAB) and European Commission meetings.

Your main accountabilities will be to:

- Facilitate co-ordination and communication in the preparation of the EASA Advisory Bodies (ABs), including writing meeting reports for senior management;
- Manage the Member States Advisory Body (MAB) and the industry Stakeholder Advisory Body (SAB) memberships, register nominations, draft welcome letters, update contact details and mailing lists;
- Provide assistance in the processes of communication, coordination and networking among different services, internal and external stakeholders;
- Support internal coordination between the more strategic Advisory Bodies of MAB and SAB and the more technical Advisory Bodies’ secretariats;
- Prepare common guidance material and templates;
- Support the use of the electronic document management system across the organisation by ensuring that documents are filed in compliance with EASA procedures and updated in line with the established policies;
- Facilitate the communication with the EU Commission, as well as the coordination and preparation of EU Commission meetings dealing with EASA proposed regulations.
Your Skills and Competencies

Are you interested to contribute to our mission? Then make sure you meet the eligibility criteria listed in the Annex and see below what it takes to accomplish the role.

**Essential criteria:**

- Education and/or training in international administration, communication, law, economics or other relevant subjects giving similar background and demonstrating the ability to work in the function;
- Proven professional experience in process and project management acquired through professional experience, including financial procurement in a public administration;
- Demonstrated track record in proactively liaising with senior management and senior stakeholder representatives, including managing stakeholder groups;
- Strong IT skills (MS Office, in particular Word and Excel);
- Excellent command of both written and spoken English, also demonstrated by proven experience in report writing to senior management substantiated by examples.

**Advantageous criteria:**

- Proven experience in working with document sharing tools, e.g. SharePoint or similar collaborative platforms to liaise with external stakeholders;
- Recent relevant professional experience in a European institution, an EU agency or body of at least six consecutive months;
- Demonstrated knowledge of the role of the Agency and the European Commission in developing European aviation safety regulations;
- Proven professional experience in the field of coordination of transversal activities across an organisation gained at a national or international level.

**Behavioural competencies:**

- **Organising:** Ability to simultaneously work on different projects and execute tasks autonomously in an organised and efficient manner, also in demanding and unexpected situations;
- **Quality Orientation:** Ability to deliver high quality work, meeting needs and requirements of internal and external stakeholders;
- **Communication:** Ability to articulate and express information in English, written and oral, clearly and in a structured manner;
- **Commitment:** Capacity for sustained effort and hard work, demonstrating strong commitment towards goals and objectives;
- **Collaboration:** Ability to work and cooperate well with others to achieve goals and complete assignments.
What we offer

The EASA environment
- Opportunity to contribute to the European Union’s ambitions and the development of European Aviation Safety in particular;
- Dynamic multinational work environment, building on staff diversity and competencies as a core asset;
- Modern Human Resources management environment and access to a variety of multicultural education facilities.

Contract and Benefits
- Contract of 3 years, as a Contract Agent of the European Union with the possibility of extension (grade FG III);
- Minimum basic gross salary of 2,758 EUR;
- Salary exempted from national tax on revenue in the EU, but subject to taxation at source for the benefit of the EU budget;
- Additional specific allowances (e.g. expatriation, household, dependent child, installation) depending on the individual’s family situation and the place of origin;
- Flexible work arrangements (such as part-time work, flexible working hours, teleworking);
- Annual and specific leave entitlements;
- EU Joint Sickness and Unemployment Insurance Scheme; and
- EU Civil Service Pension rights after 10 years of service.

Life in Cologne, Germany
- Life in the vibrant and multicultural city of Cologne, fourth largest city in Germany, with easy access to other European hubs thanks to its excellent transport connections.

For further information, please consult Working for us 1.

How to apply

You must apply on-line using the eRecruitment Tool2 ensuring that you submit:
- The completed electronic EASA application form; and
- A motivation letter of no more than one page, explaining why you are interested in the post and what your added value to the Agency would be, if selected.

We strongly encourage you to provide sufficient information to enable us to evaluate your eligibility and suitability for the specific position. We recommend that you refer to the Skills and Competencies part and the Job Content to demonstrate how you meet the requirements.

Failure to submit a complete set of documents might result in exclusion from the selection process.

If you are invited to the test phase, you will be required to provide all original supporting documentation evidencing the information given in the application form.

Selection process

Screening of applications
If you meet all the Eligibility Criteria, your application will be further assessed by an appointed Selection Board. Please note that if you do not fulfil one or more of the Essential Criteria, your application will be excluded from the selection process. The Selection Board will draw up a list of the most suitable candidates to be invited to further assessment steps.

Assessment Phase
In this phase, you will be assessed against the specific skills and behavioural competencies needed for the successful performance of the role.

This phase will include:
- Structured interview(s);
- Competency tests (related to the requirements of the post).

Closure of the selection
Upon closure of the assessment phase, the Agency will establish a reserve list of suitable candidates. To be included in the reserve list, you will need to have received at least 65% of the maximum points in the assessment phase.

Depending on the needs of the Agency, the established reserve list may be used for recruitment of the same or similar vacant position at the same grade. Please note that inclusion in the reserve list does not guarantee recruitment.

The reserve list for this position is valid until 31/12/2022 and might be extended prior to its expiration. For further details on the status of our published vacancies and open reserve lists, please check the EASA website.

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3 For further details on the Agency’s recruitment procedure, please consult the information on our website: https://www.easa.europa.eu/the-agency/recruitment.

4 This test will be assessed in an anonymous way.
## Annex

### Eligibility Criteria

**According to the grade of this position and the Conditions of Employment of Other Servants**

- 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 three years[^5]

- Thorough knowledge of one of the languages of the European Union and a satisfactory knowledge of another language of the EU to the extent necessary for the performance of the duties.

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

- Be entitled to the full rights as a citizen.

- Have fulfilled any obligations imposed by the applicable laws on military service.

- Meet the character requirements for the duties involved[^6].

- Be physically fit to perform the duties linked to the post[^7].

### Commitment

**Declaration of commitment to serve public interest independently:**

In accordance with Article 11(3) of the Staff Regulations of Officials, and Article 11(1) of the Conditions of Employment of other Servants of the EU (CEOS), before recruiting a staff member “the appointing authority shall examine whether the candidate has any personal interest such as to impair his independence or any other conflict of interest. To that end, the candidate, using a specific form, shall inform the appointing authority of any actual or potential conflict of interest.”

[^5]: Please refer to the examples of type of qualifications accepted.
[^6]: Prior to recruitment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.
[^7]: Prior to recruitment, staff members shall be examined in a medical centre indicated by EASA in order to confirm that the requirements of Article 82 (3)(d) of the Conditions of Employment of Other Servants of the EU are met.
## Data Protection

Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

The purpose of the personal data processing is to evaluate the candidates’ ability to perform the functions of the post for which a selection and recruitment procedure has been organised in order to select the best candidate for the position, in compliance with the requirements of the CEOS, implementing rules and vacancy notice.

More information on personal data protection in relation to selection and recruitment can be found on the [EASA website](https://www.easa.europa.eu/data-protection).