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## Establishment of a reserve list for Junior Professional profiles

Please apply by 05/07/2021 at 23:55 hrs CET (Cologne time)

Vacancy notice ref: EASA/IV/2021/002

### 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.

Our **Junior Qualification Programme (JQP)** is an exciting route into EASA: **It gives high-potential recent graduates and junior professionals an opportunity to check-in for a career in the fascinating world of aviation.** In return EASA will appreciate innovative thinking and benefit from latest academic knowledge to help us overcome today's and tomorrow's challenges in aviation. To address the changing environment anticipated as a result of the COVID-19 crisis we are seeking to attract Junior Professionals from diverse disciplines and academic backgrounds. Learn more about the JQP [here](#).

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 and from talents with diverse academic backgrounds.

For more information about the Agency please consult our [website](#).



## Your accountabilities

**You are applying for the programme and not for a specific profile.** You will be asked to indicate your preferences during the selection process so that we can identify a possible match between our business needs and your profile.

Throughout, and after completion of the JQP you will be engaged in a range of activities that are of operational and / or strategic importance to the Agency, such as:

- Certification & approval of [aviation products](#) and [organisations](#) in current and emerging domains (e.g. support the aviation health safety certification to mitigate health related threats to aviation)
- Oversight and support to Member States in fields where EASA has shared competence or has obtained exclusive competence (e.g. [Air Operations](#), [Air Traffic Management](#))
- Greening of aviation (e.g. implementation of the [EASA Sustainable Aviation Programme](#): sustainable aviation technologies, sustainable fuels, electric-hybrid and hydrogen powered aviation, environmental protection)
- [Innovation & research](#) in the face of current and new challenges
- Physical threats mitigation through aviation security certification and digital threats mitigation through aviation [cybersecurity](#) certification
- Future skies (e.g. [Drones 2.0](#) & Urban Air Mobility, Unmanned Aircraft System Traffic Management, Air Traffic Management Digitalisation, Single European Sky)
- [Rulemaking](#) to set up common standards for aviation in Europe
- Data collection & analysis to support decision-making and to derive strategic action plans
- Operational tasks in our corporate functions e.g. legal, financial or other corporate services

Additionally we are aiming at developing unique talents in emerging business areas, such as:

- Secure aviation, cybersecurity
- Health – Health certification, pandemics
- Future skies – drones, urban mobility, UTM, sustainable products
- Environmental programme, Research & Innovation
- Artificial Intelligence, Automation, Digitalisation
- Modern, agile and efficient resource management and support

## 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:

- University degree in at least one of the following disciplines with diploma awarded in or after 2018 and at the latest by 31 July 2021 (please indicate your expected graduation date in your application form):
  - **Engineering:** Aeronautical, Aerospace, Avionics, Air Traffic, Transport, Electrical, Electronics, Systems, Mechanical, Chemical (or equivalent)
  - **Health:** Biomedical Science, Epidemiology, Public & Global Health, Occupational & Environmental Hygiene
  - **Computer Science / ICT:** Software, Artificial Intelligence, Computer Systems and Networks, Information Security, Human Machine Interaction (or equivalent)
  - **Other Applied Sciences:** Biochemistry, Biomolecular Sciences, Biotechnology, Nanotechnology, Chemistry, Material Science, Cybersecurity, Data Science, Robotics, Environment Science & Sustainability, Mathematics, Statistics, Physics, Biology (or equivalent)
  - **Business, Legal & Finance:** Aviation or Airport Management, Aviation Law, Cybersecurity Law, Financial Management (or equivalent)
- Very good command of both written and spoken English<sup>1</sup>

### Advantageous criteria:

- Exposure to the domains referred to under “Your accountabilities” demonstrated by training and/or work experience
- Very good academic track record and/or proven extra-curricular achievements such as:
  - Grades (indicate your score out of the maximum score)
  - Scholarship
  - Award
  - Relevant publications
  - Engagement in academic projects, clubs or associations
  - International exposure
  - Holding a professional qualification (e.g. aviation professional license)
  - Others (provide justification and evidence)

*Please attach to your application scanned copies evidencing your achievements e.g. Certificates, Diplomas, Diploma supplements etc.*

<sup>1</sup> English skills will be assessed during the interview.

### Behavioural competencies:

As Junior Professional you will ideally share with us our passion for aviation. You will be full of enthusiasm, provide fresh views on established practices and broaden your horizon in this fast-track programme. Your application may be assessed against the following dimensions:

- *Commitment & Motivation:* Energy to deliver high performance combined with a strong ambition to develop a career in aviation and to contribute to the European idea
- *Innovative thinking:* Open to new ideas and working methods, find innovative solutions to problems, think beyond the obvious, and apply agile working and problem-solving techniques. Ability to translate abstract concepts into workable solutions.
- *Problem solving & Learning agility:* Identify and analyse problems and formulate conclusions based on a variety of data. Able to grasp new and complex issues quickly and to transfer knowledge to unfamiliar situations
- *Planning & Organising:* Able to create structures, set priorities and achieve outputs in given timelines using multi-tasking skills
- *Adaptability & Resilience:* Flexible towards new and challenging situations and stress resistant, assertive and efficient under demanding circumstances
- *Collaboration, Communication & Cross-Cultural Sensitivity:* Dedicated to collective outcomes and able to convey information effectively in a multi-cultural working environment

## 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 IV)
- Minimum basic gross salary of 3.555,98 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](#) <sup>2</sup>.

## How to apply

You must apply on-line using the [eRecruitment Tool](#) <sup>3</sup> ensuring that you submit:

- The completed electronic **EASA application form**
- A **motivation letter** of no more than 1 page, explaining why you are interested in the post and what your added value to the Agency would be, if selected
- A **writing sample** of no more than 1 page covering your ideas on one emerging EASA business area of your choice:
  - Secure aviation, cybersecurity
  - Health – Health certification, pandemics
  - Future skies – drones, urban mobility, UTM, sustainable products
  - Environmental programme, Research & Innovation
  - Artificial Intelligence, Automation, Digitalisation
  - Modern, agile and efficient resource management and support

You may be asked to present your writing sample as part of the selection process. For more information about the selection process please see below.

In general we strongly encourage you to provide sufficient information in your application form to enable us to evaluate your eligibility and suitability for the specific position. We recommend that you refer to the “Your Skills and Competencies” part and the “Your accountabilities” 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 assessment phase phase, you will be required to provide all original supporting documentation evidencing the information given in the application form <sup>4</sup>.

## Selection process

### Pre-selection Phase

When we have received your complete application and provided you meet all the [Eligibility Criteria](#), you may be invited to undergo computer-based assessments and to submit a video application.

The Selection Board will draw up a list of the most suitable candidates to be invited to further assessment steps. Please note that if you do not fulfil one or more of the Essential Criteria, your application will not be admitted to the next phase.

### Assessment Phase

<sup>2</sup> <http://www.easa.europa.eu/system/files/dfu/Working-for-us.pdf>

<sup>3</sup> <https://erecruitment.easa.europa.eu/default.aspx>

<sup>4</sup> For further details on the Agency’s recruitment procedure, please consult [Recruitment Procedure](#) and the [eRecruitment User-Guide](#) on our website.

In this phase, you will be assessed against the criteria needed for the successful performance of the role as referred to under “Your Skills and Competencies”.

This phase will include:

- Structured interview(s) with the Selection Board;
- Competency tests (related to the requirements of the post)<sup>5</sup>;

### Closure of the selection

Upon closure of the assessment phase, the Agency will establish a reserve list of approximately 25 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 **31/12/2023** 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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<sup>5</sup> 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

- Completed university studies of at least three years attested by a diploma<sup>6</sup>.
- 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<sup>7</sup>.
- Be physically fit to perform the duties linked to the post<sup>8</sup>.

### 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.”

### 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

<sup>6</sup> Please refer to the [examples of type of qualifications accepted](#).

<sup>7</sup> If successful, you will be asked to provide –prior to recruitment– a police certificate confirming the absence of any criminal record.

<sup>8</sup> Prior to recruitment, you 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.

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](#)<sup>9</sup>.

## Appeal Procedure

Should you consider that your interests have been prejudiced by any decision related to the selection procedure you can lodge an administrative complaint, a judicial appeal or a complaint to the European Ombudsman. You can find more information on the appeal procedure in the [Recruitment Procedure](#)<sup>10</sup> document on our website.

<sup>9</sup> <https://www.easa.europa.eu/data-protection>

<sup>10</sup> [Recruitment Procedure.pdf \(europa.eu\)](#)

