

GUIDE TO EDA ONLINE APPLICATION SYSTEM

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Introduction

The European Defence Agency's staff consists of temporary agents, contract staff and seconded national experts. All posts can be held for a limited period of time only (there are no permanent staff members in EDA)¹.

Irrespective of their status, all vacant posts are published on our internet site. The recruitment procedure can be consulted on our internet site, on the "vacancies" page.

In order to apply for any of our advertised positions, you need to create online your profile for each of the selected positions.

The aim of this guide is to give you a detailed description of the online procedure. It helps you step by step, showing you the different screens which will appear as you go through the creation of your EDA profile and submission of your application. Using this guide will help you familiarise yourself with our online application system. You will be better prepared, and no surprises or questions should arise when you effectively proceed with your application.

Thank you for your interest in the European Defence Agency and good luck with your application!

¹ See on EDA internet site the EDA Staff Regulations and Rules Applicable to national experts and military staff seconded to the EDA.

1. The EDA vacancies portal

All our vacancies are found on the « vacancies page ». The button is under the heading “Dealing with EDA” on the lower left-hand side of the EDA home page as shown below:



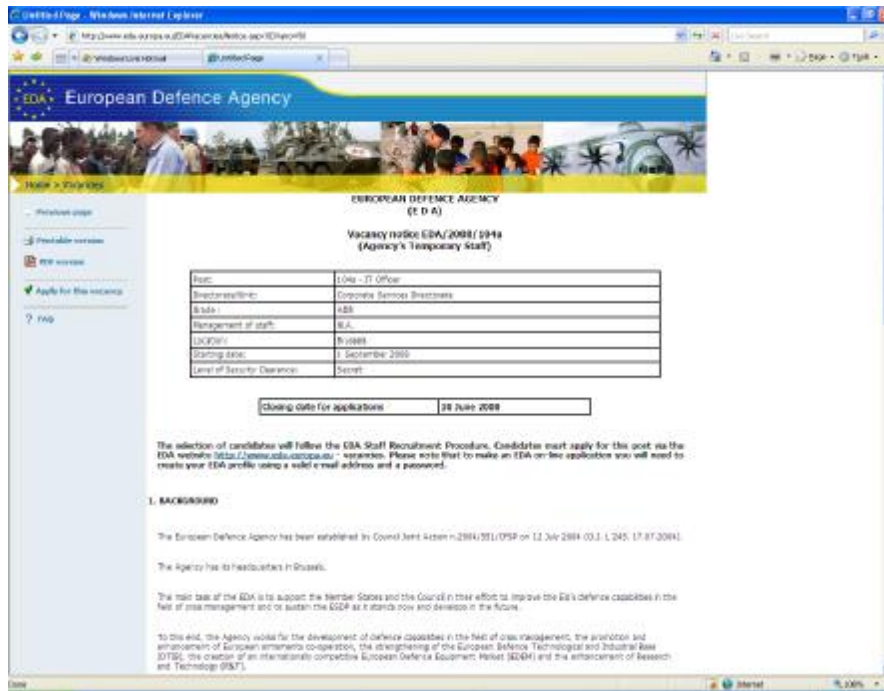
Here you can view the list of the vacancies, with the deadline for submission of applications for each. By clicking on each link, you can consult all the current published vacancies, as well as the listed documentation relating to EDA personnel and recruitment matters. Below you can see the page at the time of publication of the User Guide.



2. The vacancy notice

Here is an example; you will be able to scroll down to read the vacancy notice in its entirety online:

(i) upper part:



The screenshot shows a web browser window displaying the European Defence Agency (EDA) website. The page title is "European Defence Agency" and the URL is "http://www.eda.europa.eu/Default.aspx?Page=01". The main content area displays the following information:

EUROPEAN DEFENCE AGENCY (E D A)
Vacancy notice EDA/2008/1874 (Agency's Temporary Staff)

Post:	1.014 - IT Officer
Directorate/line:	Corporate Services Directorate
Grade:	ADB
Management of staff:	E/A
LOCATION:	Brussels
Starting date:	1 September 2008
Level of Security Clearance:	Secret

Closing date for applications: 28 June 2008

The selection of candidates will follow the EDA Staff Recruitment Procedure. Candidates must apply for the post via the EDA website <http://www.eda.europa.eu> - register. Please note that to make an EDA on-line application you will need to create your EDA profile using a valid e-mail address and a password.

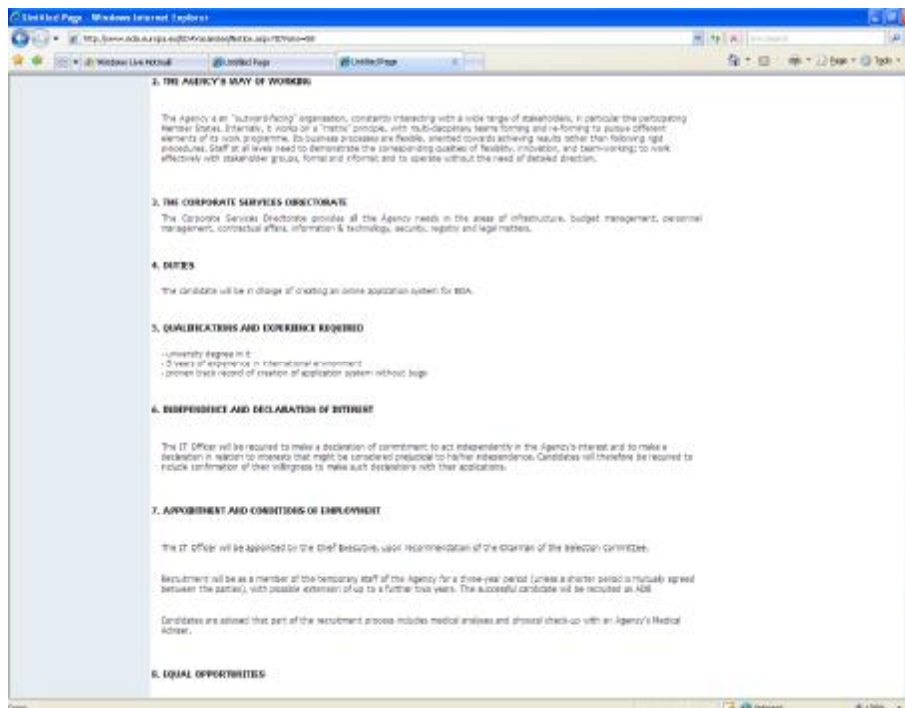
1. BACKGROUND

The European Defence Agency has been established by Council Joint Action n.2004/381/CFSP on 12 July 2004 (O.J. L245, 17.07.2004). The Agency has its headquarters in Brussels.

The main task of the EDA is to support the Member States and the Council in their effort to improve the EU's defence capabilities in the field of arms management and to sustain the EDA as it stands now and develop in the future.

To this end, the Agency works for the development of defence capabilities in the field of arms management, the protection and enhancement of European armaments complex, the strengthening of the European Defence Technological and Industrial Base (EDTIB), the creation of an international competitive European Defence Equipment Market (EDEM) and the enhancement of Research and Technology (R&T).

(ii) middle part:



The screenshot shows the middle part of the vacancy notice on the EDA website. The content includes the following sections:

2. THE AGENCY IS MADE UP OF WORKERS

The Agency is an "autonomous" organization, constantly interacting with a wide range of stakeholders, in particular the participating Member States. Internally, it works on a "matrix" principle, with multi-disciplinary teams forming and re-forming to pursue different elements of its work programme. Its business processes are flexible, oriented towards achieving results other than following rigid procedures. Staff at all levels need to demonstrate the following qualities: flexibility, innovation, and team-working; to work effectively with stakeholder groups, formal and informal and to operate without the need of detailed direction.

3. THE CORPORATE SERVICES DEPARTMENT

The Corporate Services Directorate provides all the Agency needs in the areas of infrastructure, budget management, personnel management, contractual affairs, information & technology, security, registry and legal matters.

4. DUTIES

The candidate will be in charge of creating an online application system for EDA.

5. QUALIFICATIONS AND EXPERIENCE REQUIRED

- University degree in IT
- 5 years of experience in international environment
- proven track record of creation of application system without bugs

6. INDEPENDENCE AND DECLARATION OF INTEREST

The IT Officer will be required to make a declaration of commitment to act independently in the Agency's interest and to make a declaration in relation to interests that might be considered prejudicial to his/her independence. Candidates will therefore be required to include confirmation of their willingness to make such declarations with their applications.

7. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

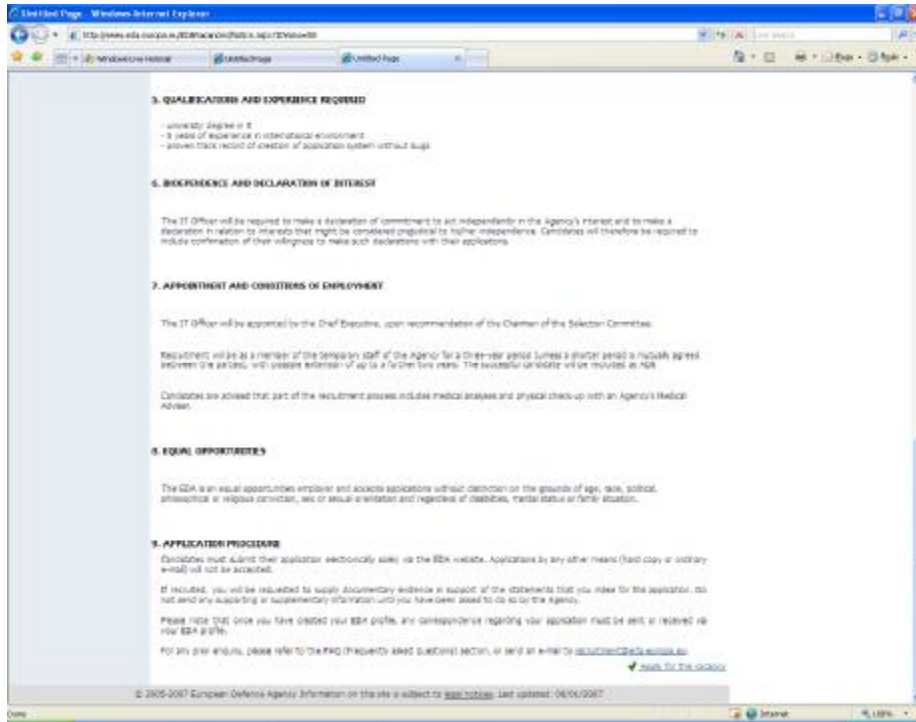
The IT Officer will be appointed by the Chief Executive, upon recommendation of the members of the Selection Committee.

Recruitment will be as a member of the temporary staff of the Agency for a three-year period (unless a shorter period is mutually agreed between the parties), with possible extension of up to a further two years. The successful candidate will be recruited as ADB.

Candidates are advised that part of the recruitment process includes medical analyses and physical check-up with an Agency's Medical doctor.

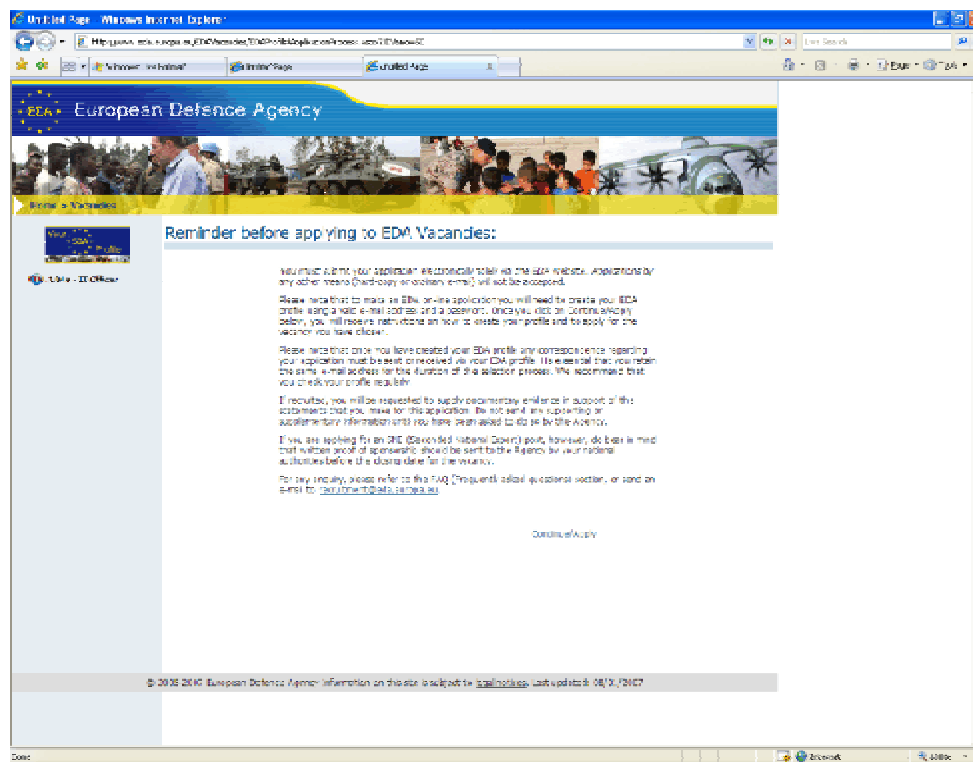
8. EQUAL OPPORTUNITIES

(iii) lower part:



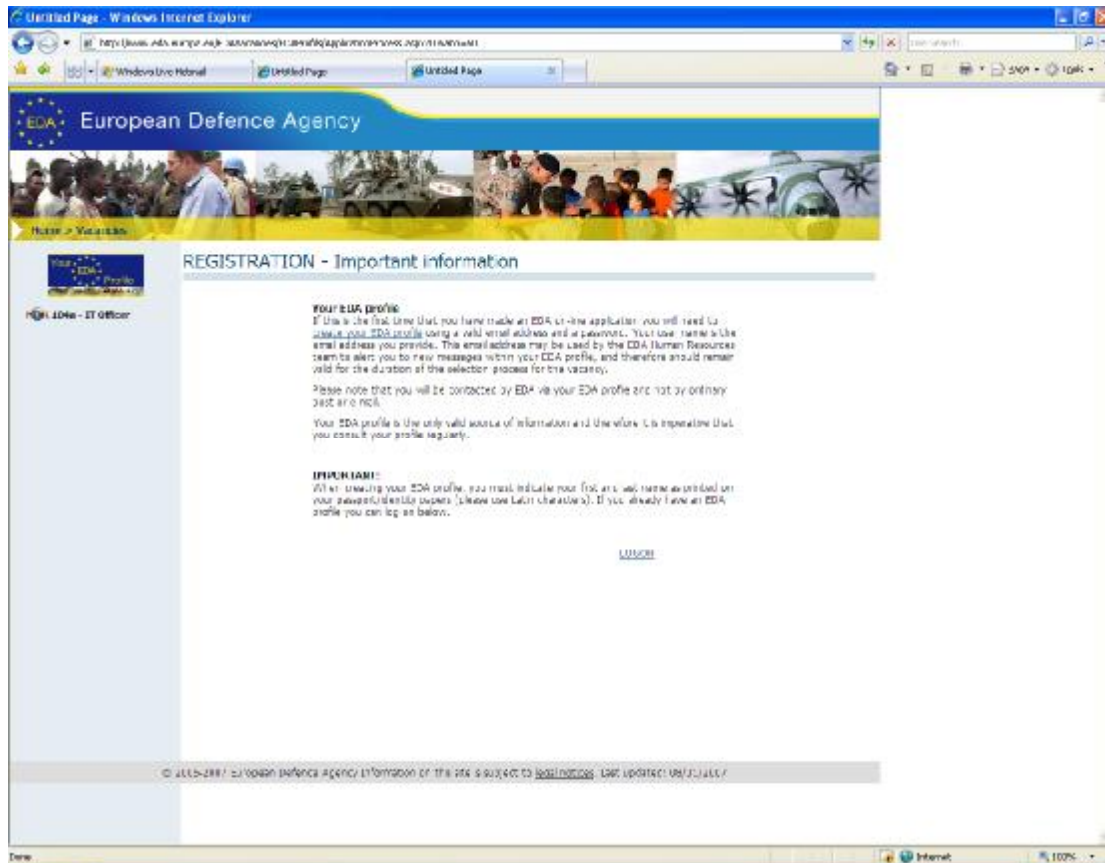
3. Applying for a vacancy/ Creation of an EDA profile

If you wish to apply for a vacancy, you can initiate the procedure by clicking either on the specific button on the upper left-hand side of the page, or on the link to be found at the very end of the vacancy notice. You will then be directed to a page giving you basic instructions and information on the application and recruitment procedure. In particular, your attention is drawn to the fact that you **need** to have a valid e-mail address in order to create your online EDA profile and apply for the selected vacancy:

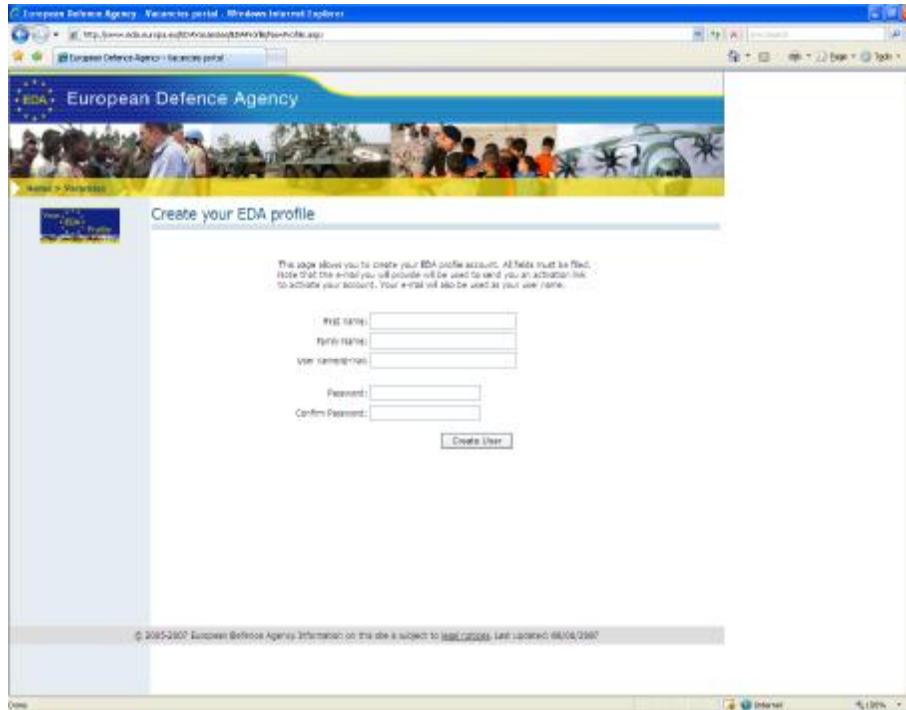


After this information page, you continue the process by clicking on the “Continue/ Apply” link on the bottom of the page.

The next page gives you further explanations, (your e-mail address will be your username) and differentiates between applicants who have already created an EDA profile (they can proceed directly by clicking on the “logon” link at the bottom of the page) and applicants who have not yet created their profile (they have to click on the highlighted link “create your EDA profile”). This page looks like this:

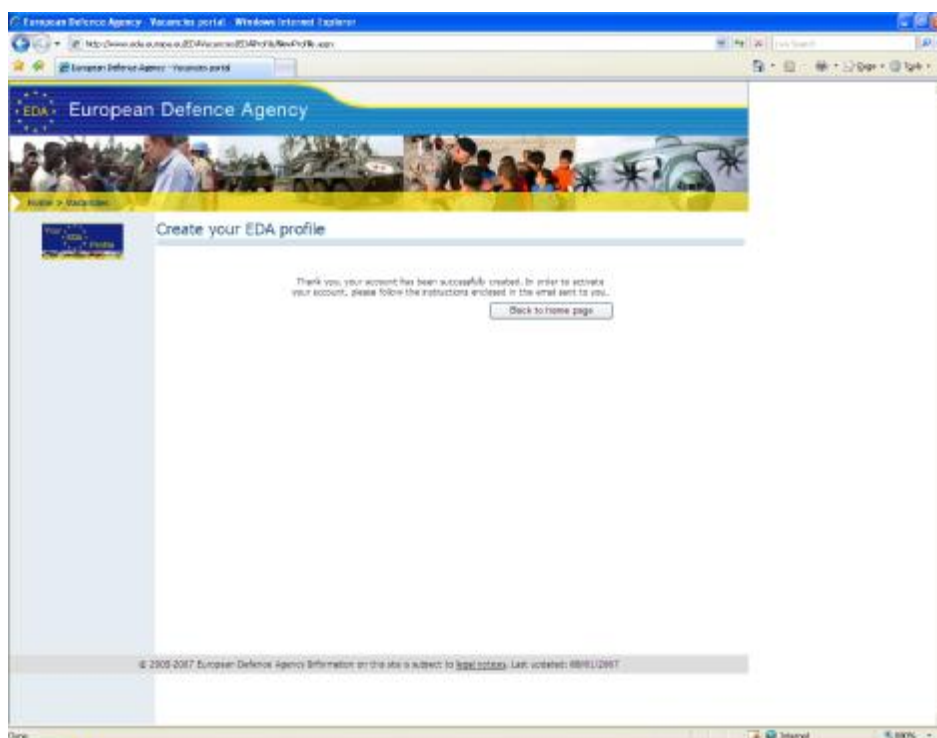


When you want to create your EDA profile, you are directed to a page containing fields to fill in with your name and e-mail address which, from that moment onwards, will be used as your username. You have to create a password to access your profile and then just click on the button “Create user”:



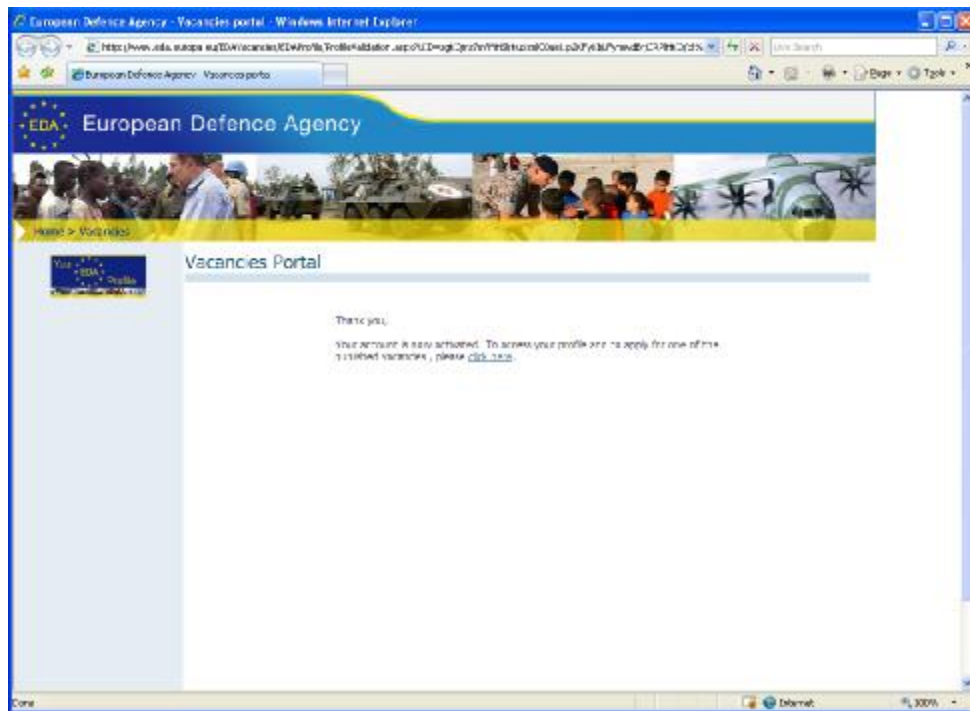
The screenshot shows a web browser window displaying the 'Create your EDA profile' page. The page header includes the EDA logo and the text 'European Defence Agency'. Below the header, there is a navigation menu with 'Home' and 'Back to top'. The main content area features a heading 'Create your EDA profile' and a sub-heading 'Your profile'. A message states: 'This page allows you to create your EDA profile account. All fields must be filled. Note that the e-mail you will provide will be used to send you an activation link to activate your account. Your e-mail will also be used as your user name.' The form contains the following fields: 'First Name', 'Last Name', 'User name (e-mail)', 'Password', and 'Confirm Password'. A 'Create User' button is located at the bottom right of the form. The footer of the page reads: '© 2005-2007 European Defence Agency. Information on this site is subject to legal notices. Last updated: 08/04/2007'.

As soon as this is done, you will receive confirmation of the creation of your EDA profile:

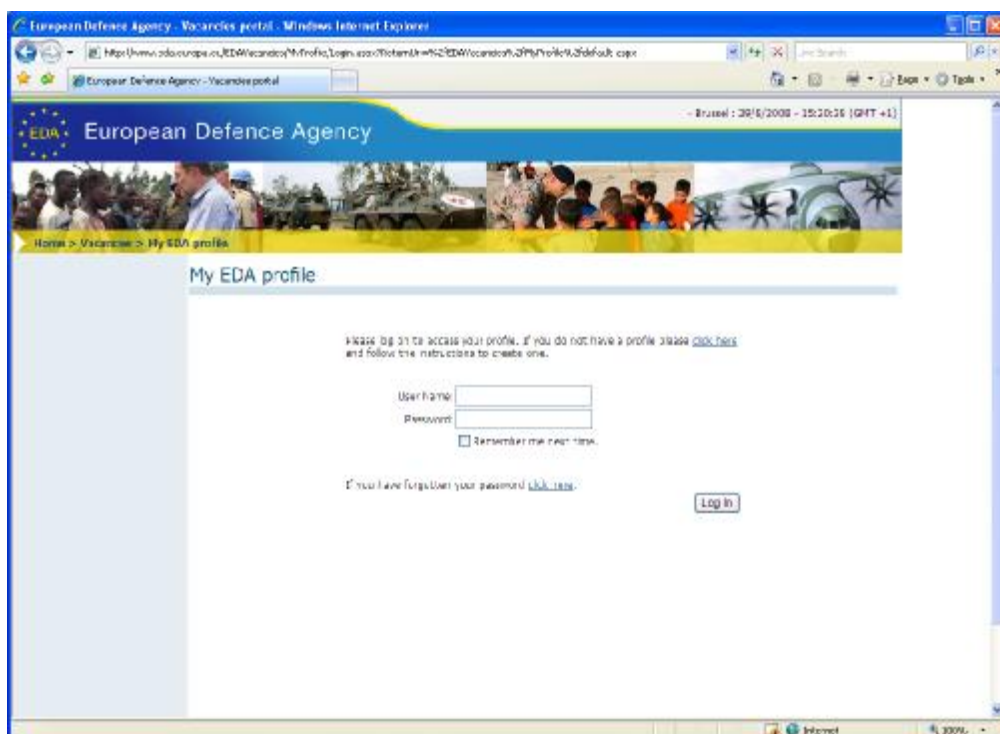


The screenshot shows the same web browser window, but the form fields are no longer visible. Instead, a confirmation message is displayed: 'Thank you, your account has been successfully created. In order to activate your account, please follow the instructions enclosed in the email sent to you.' Below the message is a 'Back to home page' button. The footer of the page reads: '© 2005-2007 European Defence Agency. Information on this site is subject to legal notices. Last updated: 08/04/2007'.

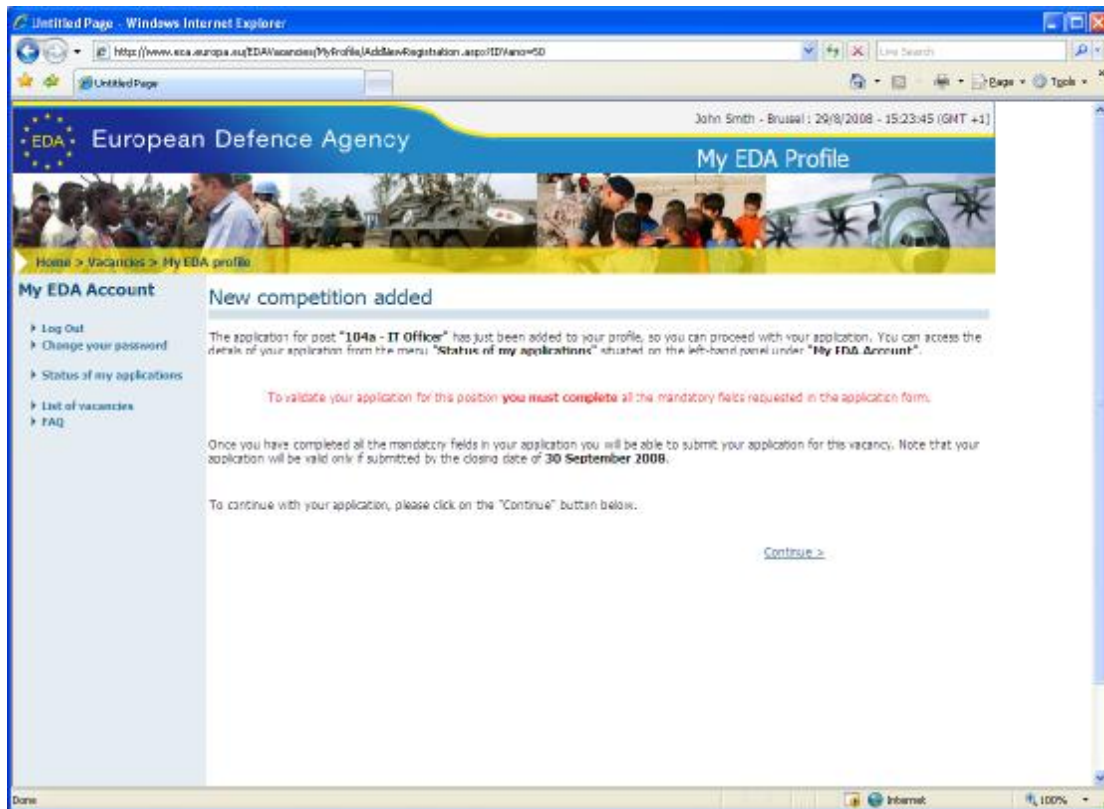
Once you have clicked on the above-mentioned link, you are re-directed to our internet site on the vacancies portal, to a page confirming that your profile has been activated, and providing the link enabling you to continue the application procedure:



You can now log in for the first time using your username (e-mail address) and password:



You are now logged in and you can start filling in your application for the selected vacancy. The first page you access gives you basic information on how to proceed. You can go ahead by clicking on the “continue” button at the bottom of the screen:



4. Overview of EDA profile and application(s)

The next screen provides the overview of your EDA profile. It is composed of three folders:

A) The status of your application

This is a pictorial representation of where you are situated within the time-scale of the particular recruitment procedure for each application. A diagram shows you in real time the main steps with the relevant milestones and their respective dates.

If you have not yet submitted your application, a message is given, warning you that you must fill in all the mandatory fields

of your profile (marked with a red asterisk) in order to be able to successfully submit your application:



B) The personal profile folder/ Submitting an application

You now have to go to the folder marked “Profile” and fill in all the mandatory fields of all the labelled sub-folders. You can fill in the sub-folders in any order you wish. To pass from one sub-folder to another, you have to click on the “save and continue” button at the bottom of each page. You can even log out before completing them all without losing the inserted data. However, as long as all mandatory fields are not filled in, the sub-folders concerned and the main profile folder will still be marked with a red cross (X) and you will not be able to submit your application. However, when all mandatory fields are completed, the sub-folders are marked with a green tick (ü) and you will then be able to submit your application. (Always take good note of the deadline!)

Below you can view all the sub-folders of the EDA profile:

(i) General information

European Defence Agency - Fincasdes portal - Windows Internet Explorer

http://www.eda.europa.eu/EDA/finasdes/MyEDAProfile.asp?EDComp=14

European Defence Agency - Fincasdes portal

John Smith - Brussel | 29/05/2008 - 15:28:13 [GMT +01]

EDA - European Defence Agency

My EDA Profile

Home » Fincasdes » My EDA profile

My EDA Account

- Log Out
- Change your password
- Status of my applications
- List of vacancies
- FAQ

My application for position ref: EDA/2006/104a

To view a printable version of the "application letter", click on the following link: ["EDA - IT Office"](#).
To view a printable version of your application, click on the following link: ["My application"](#)

Status Messages Drafts

General information Civil & Family status Education & Training Knowledge of languages Other skills information Professional experience Retention

*First Name: *Date of birth (dd/mm/yyyy):

*Surname: *Race and country of birth:

*Sex: Male Female *Nationality (EDA Member States only):

Nationality (name of other):

*Home number(s) and Email

Tel. domestic: Tel. work:

Mobile: Fax:

E-mail:

*Home Address

*Street and number: Street and number:

*Town/City: Town/City:

*Postcode: Postcode:

*Country: Country:

(ii) Civil & family status

European Defence Agency - Fincasdes portal - Windows Internet Explorer

http://www.eda.europa.eu/EDA/finasdes/MyEDAProfile.asp?EDComp=14

European Defence Agency - Fincasdes portal

John Smith - Brussel | 29/05/2008 - 15:28:07 [GMT +01]

EDA - European Defence Agency

My EDA Profile

Home » Fincasdes » My EDA profile

My EDA Account

- Log Out
- Change your password
- Status of my applications
- List of vacancies
- FAQ

My application for position ref: EDA/2006/104a

To view a printable version of the "application letter", click on the following link: ["EDA - IT Office"](#).
To view a printable version of your application, click on the following link: ["My application"](#)

Status Messages Drafts

General information Civil & Family status Education & Training Knowledge of languages Other skills information Professional experience Retention

Civil Status:

Single Married Widowed Divorced Separated Cohabiting

Family Status:

(Give the following information about your spouse/cohabitant and financially dependent children)

Name	Occupation	Date of birth (dd/mm/yyyy)	Relationship
<input type="text" value="First and last name"/>	<input type="text" value="Occupation"/>	<input type="text"/>	<input type="text" value="Select an item"/>

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(iii) Education & training

The screenshot shows the 'My EDA Profile' page for a user named John Smith. The page is titled 'My application for position ref: EDA/2008/104a'. The 'Education & training' section is active, showing a table for 'Secondary and higher education' and a section for 'University Education or equivalent'. The table has columns for 'Name of the establishment (City, country)', 'Diploma or certificate obtained including grade achieved', and 'Year from / to'. The 'University Education or equivalent' section has columns for 'Name of the establishment (City, country)', 'Year subjects', 'Diploma, certificate and/or grade achieved', and 'Year from / to'. There are also sections for 'Other education/training received' and 'Save and continue' buttons.

(iv) Knowledge of languages

The screenshot shows the 'My EDA Profile' page for a user named John Smith. The page is titled 'My application for position ref: EDA/2008/104a'. The 'Knowledge of languages' section is active, showing a form to specify the user's level in English and French, and a section for 'Specify any other language you know'. The 'Specify your level in the English language' section has radio buttons for 'Mother tongue', 'Excellent', 'Very Good', 'Good', 'Average', and 'Poor'. The 'Specify your level in the French language' section has radio buttons for 'Mother tongue', 'Excellent', 'Very Good', 'Good', 'Average', and 'Poor'. The 'Specify any other language you know' section has a table with columns for 'Language', 'Mother tongue', 'Excellent', 'Very Good', 'Good', 'Average', and 'Poor', and an 'Add' button. There is a 'Save and continue' button at the bottom.

(v) Other skills, information

European Defence Agency - Vacancies portal - Microsoft Internet Explorer

European Defence Agency - My EDA Profile

John Smith - Brussel : 26/02/2008 - 13:32:48 (GMT +1)

Home > Vacancies > My EDA profile

My EDA Account

- Log Out
- Change your password
- Status of my applications
- List of vacancies
- FAQ

My application for position ref: EDA/2008/104a

To view a printable version of the 'Vacancy notice', click on the following link : [My EDA - IT Officer](#)
To view a printable version of your application, click on the following link : [My application](#)

Status Messages Profile

General information Job & Family status Education & Training Knowledge of languages Other skills, information Professional experience Motivation

Knowledge of office computer software, for example Word, Excel, MS-Access, etc. (specify)

Periods of at least three months spent abroad (countries visited, years, reasons)

Other information:

*** Security clearance:**
Level of your security clearance:

(vi) Professional experience

European Defence Agency - Vacancies portal - Microsoft Internet Explorer

European Defence Agency - My EDA Profile

John Smith - Brussel : 26/02/2008 - 13:32:52 (GMT +1)

Home > Vacancies > My EDA profile

My EDA Account

- Log Out
- Change your password
- Status of my applications
- List of vacancies
- FAQ

My application for position ref: EDA/2008/104a

To view a printable version of the 'Vacancy notice', click on the following link : [My EDA - IT Officer](#)
To view a printable version of your application, click on the following link : [My application](#)

Status Messages Profile

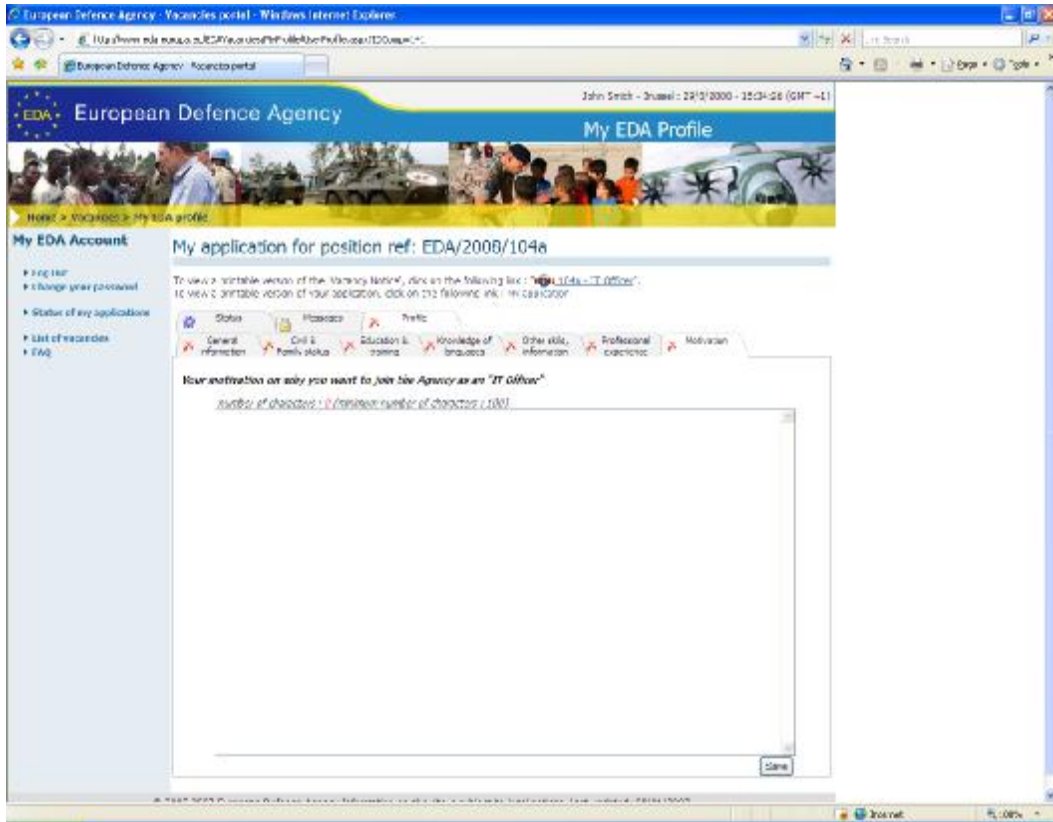
General information Job & Family status Education & Training Knowledge of languages Other skills, information Professional experience Motivation

Enter professional experience:
List all employment you have had, starting with your current situation. Add date service in the second column and note any period during which you were not possible to respond.

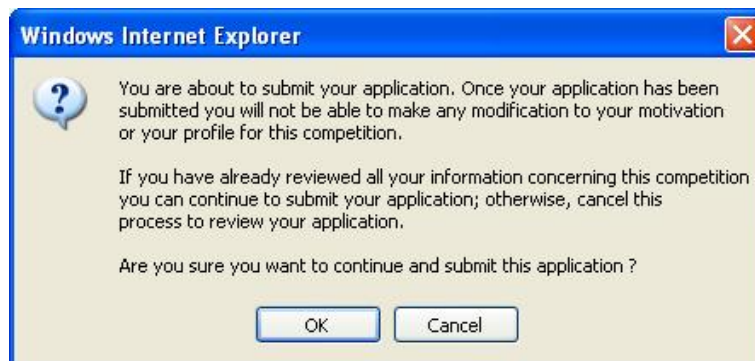
Start date	End date	Employer

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(vii) Motivation



Once all sub-folders are completed and the profile folder is marked with green tick (Ü), you have the choice: you can either log out (you may wish for instance add further information or details at a later stage) or immediately submit your application. In the case where you want to go ahead with the submission of your application, the system generates a warning message, since once you submit your application it will not be possible to modify it afterwards:



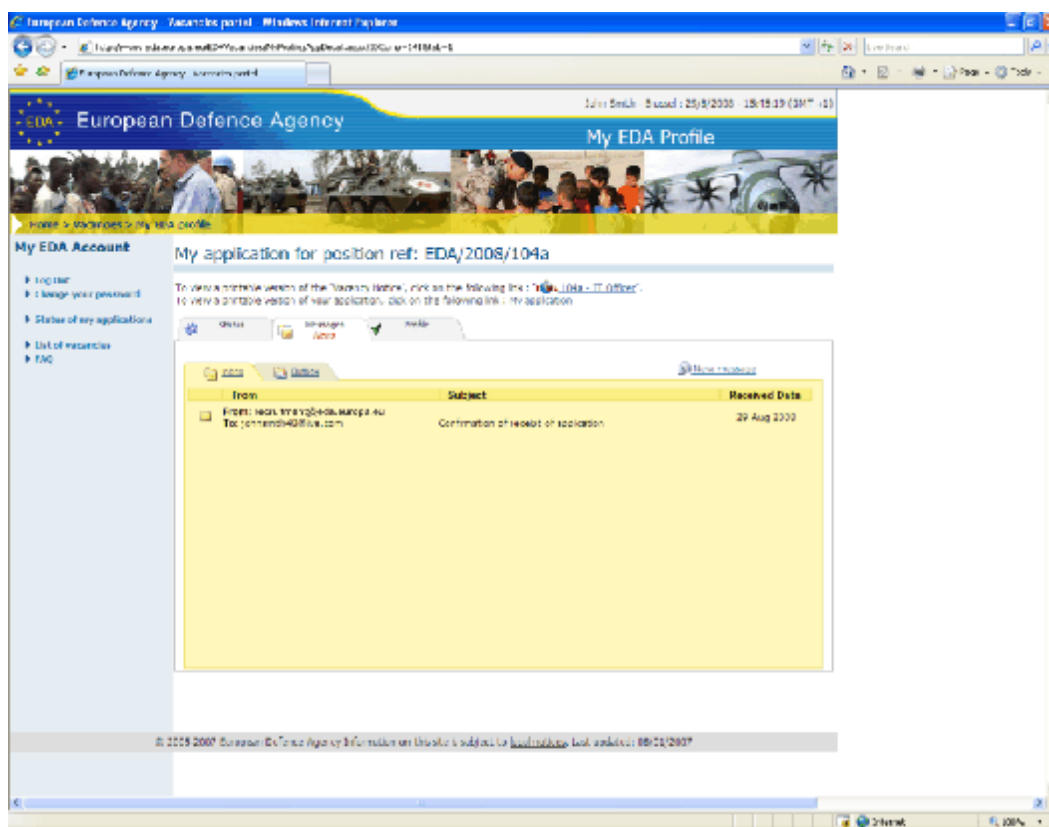
When you submit your application, you will receive a confirmation message in your messages folder.

C) Communicating with EDA/ The messages folder

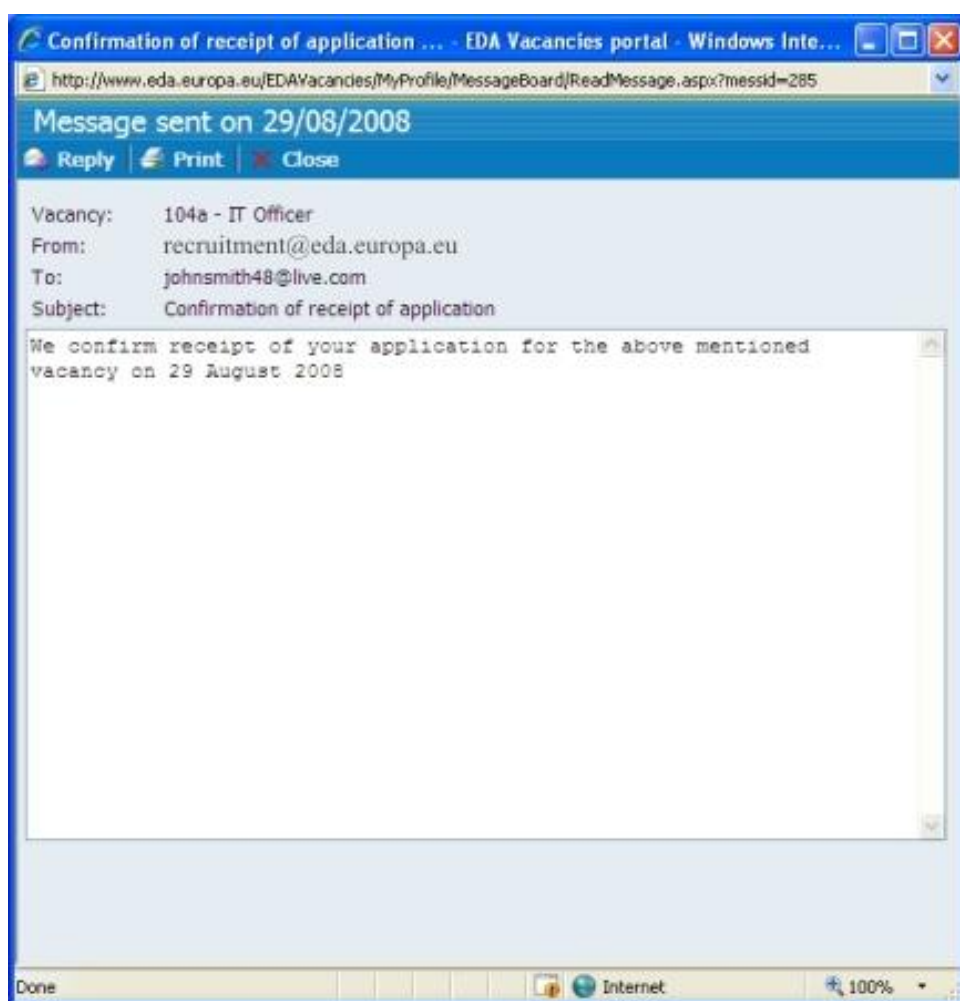
The third folder is for messages. Please note that, apart from the initial confirmation of the creation of your EDA profile, all subsequent correspondence, including confirmation of receipt of your application, will be sent directly to the messages folder of your profile and not to your e-mail address. Accordingly, please check it regularly.

Also, if you want to contact the EDA Human Resources Unit concerning a recruitment procedure for which you are applying, you will have to send your message from the same messages folder.

The messages folder looks and functions exactly like any other e-mail account with an inbox and outbox:



And here is the text of the message you will receive confirming the submission of your application:



Following receipt of your application, in line with the EDA recruitment procedure, it will be screened and assessed by a Selection Committee. Eventually, you may be invited to interview and, if successful, you will be recruited. It is important to note that, whatever the results of your application, positive or negative, you will receive information about it as soon as this is available and confirmed by the relevant Selection Committee.

5. Further questions?

You are now ready to create your profile and submit an application. Should you have further questions, we invite you to consult the frequently asked questions (FAQ) by clicking on the link available on the upper left of the vacancies portal or directly on the present link: <http://www.eda.europa.eu/edavacancies/FAQ.aspx>