



European Global Navigation Satellite Systems Agency

For more information on GSA please consult our website:

<http://www.gsa.europa.eu/gsa/overview>

The European Global Navigation Satellite Systems Agency (GSA) has set up a selection procedure that aims to establish a reserve list (three-year contract with the possibility of a renewal for a fixed period and a further renewal for an indefinite period on the conditions set out in the Staff Regulations and in the Conditions of Employment for Other Servants) for:

Administrative Assistant

(Vacancy Reference Number: GSA/2015/001)

Date of Publication:	22/09/2015	Deadline for applications:	22/10/2015 23:59 hours (CET)
Type of Contract:	Contract Agent	Grade/Function Group:	FGII
Place of employment¹:	Prague (Czech Republic)		
Contract Duration:	3 years with possibility of renewal ²	Desired Start Date:	As soon as possible
Organisational Department:	GSA departments		
Reporting To:	Head of Department	Possible reserve list valid until:	31/12/2016
Level of security clearance³:	Confidentiel UE Confidential EU		

¹ The place of employment of the Staff Member shall be at the offices of the Agency in Prague, Czech Republic, subject to changes in the interest of the service and always under due consideration of the Staff Member's interests.

² The contract is renewable, a second renewal shall be for an indefinite period.

³ The successful candidate must hold a valid **personnel security clearance** at the above defined EU level or be able and willing to apply for a security clearance immediately after the contract award. The procedure for obtaining a personnel security clearance shall be initiated on request of the employer only, and not by the individual candidate.



1. EUROPEAN GLOBAL NAVIGATION SATELLITE SYSTEMS AGENCY

With a new generation of Global Navigation Satellite Systems (GNSS), which includes EGNOS and Galileo, Europe is opening new doors to industrial and economic growth.

The European GNSS Agency (GSA), an official European Union Agency, is responsible for:

- Preparing for the successful commercialisation and exploitation of the systems, with a view to smooth functioning, seamless service provision and high market penetration;
- Ensuring the security accreditation of the system and the establishment and operation of the Galileo Security Monitoring Centres;
- Accomplishing other tasks entrusted to it by the European Commission, such as managing EU GNSS Framework Programme Research and Innovation (Horizon 2020), the promotion of satellite navigation applications and services, and ensuring the certification of the systems' components.

In addition, under delegation from the European Commission, the GSA assumed responsibility for the operations and service provision for the EGNOS Programme in 2013, and will take up these responsibilities for the Galileo Programme from 2017.

Staffed with skilled professionals bringing relevant experience from both the public and private sectors, the GSA is well-positioned to contribute to one of the most important and ambitious projects ever undertaken by the European Union. Backed by its motivation and know-how, the GSA is dedicated to ensuring that Europe's GNSS goals are met and that, as a result, European citizens are able to reap the benefits.

2. TASKS AND RESPONSIBILITIES

The Administrative Assistant will report to the Head of Department. The jobholder will be responsible for providing general administrative and secretarial support, involving some of following areas, such as:

- Providing general administrative, secretarial and support activities to the department, including assistance related to financial, human resources and facilities management tasks;
- Drafting correspondence, preparing relevant reports, statistics, databases, notes, presentations and proof-reading of documents;
- Providing assistance to the Department in various areas, i.e. creating and maintaining contact lists, mailing, typing, photocopying, scanning;
- Registering, distributing, printing, copying documentation, maintaining physical and electronic documents according to established filing procedures and relevant rules;
- Management of mails, including potential filtering and redistribution within the department;
- Minutes taking, follow-up of information flows and deadlines, managing calendars/agendas;
- Keeping track of work in progress and ensuring the follow up of assigned tasks until completion;
- Providing appropriate support to the organisation of meetings and events;
- Handling travel and accommodation arrangements and, where necessary, processing reimbursement claims in accordance with applicable rules;
- Providing support in preparation and follow-up of the budget;
- Preparation and follow up of financial transactions and initiating transactions in the Agency financial system (ABAC);
- Facilitate internal communication and sharing of information within the department;
- Support the integration of new team members;
- Supporting the department's processes and workflows;
- Performing any other secretarial and administrative tasks, as deemed necessary.



3. PROFESSIONAL QUALIFICATIONS AND OTHER REQUIREMENTS

A. ELIGIBILITY CRITERIA

The selection procedure is open to applicants who satisfy the following eligibility criteria, on the closing date for application:

1. Have a level of education which corresponds to:
 - a) a post-secondary education⁴ attested by a diploma,OR
 - b) a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of three years;
2. Be a national of a Member State of the European Union or Norway;
3. Be entitled to his or her full rights as citizen;
4. Have fulfilled any obligations imposed by the applicable laws concerning military service;
5. Meet the character requirements for the duties involved⁵;
6. Have a thorough knowledge of one of the languages of the European Union⁶ and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of his/her duties;
7. Be physically fit to perform the duties linked to the post⁷.

⁴ Only study titles that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.

⁵ Prior to the appointment, the successful candidate will be asked to provide a Police certificate confirming the absence of any criminal record.

⁶ The languages of the EU are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish, Swedish.

⁷ Before a successful candidate can be appointed, s/he will be medically examined by a selected medical service so that the Agency will be satisfied that s/he fulfils the requirement of Article 28(e) of the Staff Regulation of Officials of the European Communities.



B. SELECTION CRITERIA

All eligible applications, according to the afore-mentioned criteria (part A), will be assessed against the requirements listed below.

Please note that non-compliance with any one of the Essential requirements (B.1) will result in the exclusion of the candidate from the selection process.

Advantageous requirements (B.2) constitute additional assets and will not result in exclusion, if not fulfilled.

1) Essential qualifications and experience

- i. Experience of working in an administrative function relevant for the tasks mentioned above;
- ii. Experience in drafting documents, e.g. letters, reports, minutes and/or in dealing with travel and accommodation requests and reimbursements;
- iii. Proven abilities to use office equipment (word processing, spread sheets, Power Point, email, internet, etc.);
- iv. Very good command of both written and spoken English.

2) Advantageous qualifications and experience

- v. Experience in working in a multicultural, international and multidisciplinary environment, preferably in a European Union Institution, Agency or body.

3) Behavioural competences

- vi. Motivation – open and positive attitude;
- vii. Professionalism and attention to details;
- viii. Working with others;
- ix. Ability to deliver accurate work under pressure and tight deadlines, organise the workload and prioritise tasks;
- x. Sense of proactive initiative and ability to work independently with minimum supervision;
- xi. Excellent communication skills.

4. SELECTION PROCEDURE

The selection procedure includes the following steps:

- After registration, each application will be checked in order to verify that it meets the eligibility criteria.
- All eligible applications will be evaluated by a Selection Board based on the selection criteria defined in this vacancy notice.
- The best-qualified candidates, those who obtained the highest number of points within the evaluation, will be short-listed for an interview. The minimum threshold is 65% of the total points.
- During the interview, the Selection Board will examine each candidate's profile and will assess their relevancy for this post. In order to support the evaluation via interview, shortlisted candidates will be required to undergo written tests relevant to the job content (the minimum threshold for this test is 50% of the total points allocated for it) and to complete part of the process in their second EU language. All candidates short-listed for an interview will also be requested to complete an online Business Attitude Questionnaire.
- Candidates will be requested to bring with them on the day of the interview photocopies of all the supporting documents for their educational qualifications and employment necessary to prove that they



meet the eligibility criteria. GSA has the right to disqualify applicants who fails to submit all the required documents.

- As a result of the interviews, the Selection Board will recommend the most suitable candidate(s) for this post to be placed on a reserve list. The minimum threshold to be placed on the reserve list is 65% of the total points. This list may also be used for recruitment of a similar post depending on the Agency's needs. Inclusion on the reserve list does not guarantee recruitment.
- The reserve list will be presented to the Appointing Authority who may decide to convene a second interview and ultimately will appoint the successful candidate to the post.
- If, at any stage of the procedure, it is established that any of the information the candidate provided is incorrect, the candidate in question will be disqualified.

Indicative date for the interview and written test⁸ :	November 2015
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Candidates are strictly forbidden to make any contact with the Selection Board members, either directly or indirectly. Any infringement of this rule will lead to disqualification from the selection procedure.

5. APPLICATION PROCEDURE

For applications to be considered valid, candidates must submit an email to jobs@gsa.europa.eu with a subject line of 'SURNAME_Name_Vacancy Reference Number' and which contains the Agency's approved application form (Download it here: <http://www.gsa.europa.eu/gsa/job-opportunities>).

This form must be:

- Completed in English;
- Fully completed, pointing out the professional experience relevant to this position (incl. calculation of years, months);
- Printed, signed and clearly scanned in (in one single document);
- Named as follows: SURNAME_Name_Vacancy Ref. number (e.g. SPENCER_Marc_GSA.2012.123).

The application will be rejected if it is not duly completed, if it is not signed by hand.

Further supporting documents showing evidence of the information given in the application will be requested at a later stage.

No documents will be sent back to candidates.

Applications must be sent to jobs@gsa.europa.eu and received by the deadline listed on page 01 of this vacancy notice at the latest, clearly indicating the vacancy reference number in the subject line.

Applications sent after the deadline will not be considered.

Candidates are reminded not to wait until the final days before the closing date of applications' submissions. The Agency cannot be held responsible for any last-minute malfunction due to any overflow of the mailbox.

⁸ The date might be modified depending on the availability of the Selection Board members.



6. APPEAL PROCEDURE

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can:

- lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Communities, at the following address:

European GNSS Agency (GSA)
Human Resources Department
Janovského 438/2
170 00 Prague 7
Czech Republic

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure starts to run from the time the candidate is notified of the action adversely affecting him/her.

- submit a judicial appeal under Article 270 of the Treaty on the Functioning of the EU (ex Art. 236 of the EC Treaty) and Article 91 of the Staff Regulations of Officials of the European Communities to the:

European Union Civil Service Tribunal
Boulevard Konrad Adenauer
Luxembourg 2925
LUXEMBOURG

For details of how to submit an appeal, please consult the website of the European Union Civil Service Tribunal: http://curia.europa.eu/jcms/jcms/Jo1_6308/. The time limits for initiating this type of procedure (see Staff Regulations as amended by Council Regulation (EC) No 723/2004 of 22 March 2004, published in Official Journal of the European Union L 124 of 27 April 2004 — <http://eur-lex.europa.eu>) start to run from the time you become aware of the act allegedly prejudicing your interests.

- make a complaint to the European Ombudsman:

European Ombudsman
1 avenue du Président Robert Schuman
CS 30403
67001 Strasbourg Cedex
FRANCE
<http://www.ombudsman.europa.eu>

Please note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the EU (ex Art. 236 TEC). Please note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.



7. SUMMARY OF CONDITIONS OF EMPLOYMENT

The pay of staff members consists of a basic salary and various allowances, if the person is entitled to them, weighted by a correction coefficient (currently 75% for CZ, 116.8% for FR, 150.7% for UK) which revised on an annual basis with retroactive effect from 1 July. The full pay is exempt from national taxation.

In addition to the basic salary, staff members may be entitled to various allowances, as indicated below:

Contract Agent FGII	Indicative amounts depending on personal and family situation and application of the coefficient. Precise entitlements are determined upon recruitment, based on documentary evidence.
Basic net salary (entry level) – correction coefficient applied Deduction made from salary at source for: <ul style="list-style-type: none">• Pension (10,1%)• Health insurance (1,70%)• Accident cover (0,10%)• Income tax (levied at a progressive rate)• Solidarity levy (6%)• Unemployment insurance (0,81%)	€ 1,272.07 More than 7 years' work experience after degree: € 1,438.57
Expatriation allowance	€ 509.43
Household allowance	Min € 210.57
Dependent child allowance	€ 375.59
Pre-school allowance	€ 91.75
Education allowance	Up to € 509.66 (subject to conditions)

In addition, newcomers may also be entitled to the reimbursement of removal costs, temporary daily subsistence allowance and installation allowance.

The GSA fully covers the tuition fees for 12 international schools in Prague (main languages: English, French or German).

Staff is entitled to annual leave of two working days per each complete calendar month of service plus additional days for the grade, age, home leaves for expatriates and an average of 16 GSA public holidays per year.

Special leave is granted for certain circumstances such as marriage, moving, election, birth or adoption of a child, serious sickness of spouse, etc.

The GSA's benefits include an attractive health insurance and an independent pension scheme, providing a very competitive pension after a period 10 years employment. Pension rights acquired in one or more national schemes before starting to work at GSA may be transferred into the EU pension system.

Staff is covered 24/7 and worldwide by the Joint Sickness Insurance Scheme (JSIS). Staff is insured against sickness, accident and occupational disease, and could be entitled to unemployment and to invalidity allowances.

The GSA aims at creating and maintaining a supportive and healthy work environment that enables staff members to have balance between work and personal responsibilities, for example through flexible working time arrangements.

GSA also offers a wide range of training courses to develop staff members' personal skills and keep in touch with the latest developments in their field. The training and professional development opportunities are attuned to the career plan and requirements of the departments.

For further information on working conditions of temporary staff please refer to the Conditions of Employment of Other Servants (CEOS):

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>



8. COMMITMENT

Declaration of commitment to serve the 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 any interest that might be considered prejudicial to his/her independence.

The jobholder will be required to carry out his/her duties and conduct him/herself solely with the interests of the European Union in mind; he/she shall neither seek nor take instruction from any government, authority, organisation or person outside his/her institution. He/she shall carry out the duties assigned with objectivity, impartiality and loyalty to the European Union.

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.

9. DATA PROTECTION

The personal information GSA requests from candidates will be processed in line with Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2001:008:0001:0022:EN:PDF>

The purpose of processing personal data which candidates submit is to manage applications in view of possible pre-selection and recruitment at GSA. All personal data collected will only be used for this purpose and will in no case be transmitted to any third party. Any data provided will be treated in the strictest confidence and with high standards of security.

Applicants' documents will only be kept for as long as it is mandatory to fulfil the requirements of existing auditing/control procedures applicable to GSA.

Applicants have a right to access their data. They have a right to update or correct at any time their identification data. On the other hand, data demonstrating compliance with the eligibility and selection criteria may not be updated or corrected after the closing date for the respective selection procedure.

Applicants are entitled to have recourse at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu>; EDPS@edps.europa.eu) if they consider that their rights under Regulation (EC) No 45/2001 have been infringed as a result of the processing of their personal data by the GSA.