



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 establishing a reserve list for:

Public Regulated Services (PRS) Access Officer

(Vacancy Reference Number: GSA/2016/547)

Date of Publication:	20/05/2016	Deadline for applications:	16/06/2016 23:59 hours (CET)
Type of Contract:	Contract Agent	Grade/Function Group:	FG IV
Place of employment¹:	Saint-Germain-en-Laye (France)		
Contract Duration²:	3 years with possibility of renewal	Desired Start Date:	As soon as possible
Organisational Department:	GSMC Department, Operations team	Reporting to³:	GSMC Operations Manager
Number of vacant posts to be filled:	3 posts and establishment of a reserve list	Possible reserve list valid until:	31/12/2017 with possibility of extension
Level of security clearance⁴:	SECRET UE EU SECRET		

¹ The **place of employment** of the Staff Member shall be at the offices of the Agency in Saint-Germain-en-Laye, France, subject to changes in the interest of the service and always under due consideration of the Staff Member's interests.

² **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.

³ The hierarchical **reporting line** may change in line with the developments of the GSA and department's organisation.

⁴ The successful candidate must hold a valid **personnel security clearance** at the above defined EU level or to 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. GALILEO SECURITY MONITORING CENTRES (GSMC)

GALILEO

Galileo is the European Union's future autonomous Global Navigation Satellite System (GNSS) which will be interoperable with other existing GNSS systems, in particular the United States Global Positioning System (GPS).

The main services that have already been specified for Galileo are the following:

- Open Service (OS) - shall provide position and timing signals, free of user charge. Performance will be competitive with, but complementary to, GPS to enable dual constellation usage.
- Public Regulated Service (PRS) - This service provides position and timing to specific government-designated users requiring a high continuity of service. Access to this service will be controlled with the encryption of the space signals and usage of approved receivers that have the signal decryption keys.
- Search and Rescue Services (SAR) - Galileo will improve the time to detection and the accuracy of location of distress beacons over the current Search and Rescue services provided by COSPAS-SARSAT. It will also provide an acknowledgement to the user of receipt of the distress message.

GSMC

The Galileo Security Monitoring Centre (GSMC) will be the hub of European GNSS security. It has the mission to provide a protected EU facility that offers a secure method for public regulated services (PRS) users to interact with the Galileo System Operator. The GSMC will count with the Galileo Security Facility (GSF) equipment for the fulfilment of this mission.

This will simplify the operation of the Galileo system and provide assurance to PRS users that sensitive information relating to their use of Galileo is suitably managed and protected. The GSMC also coordinates the implementation of Joint Action instructions received from the EU SitCen (Situation Centre).

More information is available at: <http://www.gsa.europa.eu/security/gsmc>

The operation of the GSMCs within the Galileo system is the responsibility of the GSA. It will be required to deliver the following specific missions:

- Management of PRS access
- Galileo security monitoring
- Response to European GNSS crisis and security events
- Provision of European GNSS security expertise and analysis

Recruitment for the GSMC started in 2011 and shall continue with a view for the GSMC to start operations mid-2016. The organisation is composed of three teams reporting to the GSMC Manager: the Operations Team, the Technical Team and the Administrative Team.

The Operations Team: a team of 17 GSMC staff working under the supervision of the GSMC Operations Manager. Its primary missions are to design, engineer and execute GSMC operations in support of the provision of Galileo Security Service and the Public Regulated Service.

The GSMC is currently aiming to recruit up to 3 PRS access officers to support the start of Initial Galileo Services.

However further posts will become available over the next few years and so candidates successfully appointed to the reserve list will be automatically considered for these future posts if they are not successfully recruited for these initial posts.

Location:

The GSMC building facilities and Galileo related information technology equipment are positioned at two sites:

- GSMC FR: located in Saint-Germain-en-Laye, France. The GSMC has a dedicated building and area. The site itself is situated within the military base of 'Camps des Loges'. The GSMC FR is the main site of the GSMC Operations.
- GSMC UK: located in Swanwick, the United Kingdom. The GSMC is part of a building of NATS (UK's air traffic control operator). The GSMC UK is a backup site for the GSMC Operations.

The post holders will be primarily located at the GSMC FR site as this is the primary PRS operations site.

2. TASKS AND RESPONSIBILITIES

The PRS Access Officer reports to the GSMC Operations Manager. The overall purpose of the PRS Access Officers is to ensure the provision of services to the Competent PRS Authorities (CPA) in Member States as part of the overall Galileo PRS provision. His/her work will involve ensuring the execution of Member State requests via procedures, ensuring that authorised users are able to access and use PRS in accordance with their needs and the provision of advice / analysis to resolve conflicts or to assist CPAs in achieving their needs.

The jobholder's tasks and responsibilities shall in principal include (without limitation) and subject to adjustment by his/her reporting line:

- Supporting the ramping-up of the GSMC PRS operations in terms of operational procedures development and Galileo Security Facility (GSF) equipment validation
- Supervision of the PRS status of the Galileo system using dedicated GSMC security tools
- Ensuring the timely execution of Member State PRS requests and orders
- Providing advice to Member State CPAs in the operation of the PRS, including providing advice to CPAs on how to achieve their goals or in escalating advice requests to the GSMC analysis team
- Investigation of PRS anomalies reported by CPAs according to procedures and their resolution to ensure PRS delivery
- Investigation of any degradation of the PRS identified either by the Galileo System or external stakeholders
- Ensure the GSMC Service Desk functions are delivered

During times of crisis, providing advice to EU decision taking bodies on the continuity of the PRS, proposing actions required to maintain the service, supporting Galileo Crisis Management and implementing the instructions issued by the relevant authorities.

The jobholder will be required to work as part of a 24/7 shift working roster from when demand for GSMC PRS services require it (expected during 2018) in line with the GSA's shift working policy.

He/she will be required to be trained and certified in his/her operational role and will be required to maintain his/her certification as part of the ongoing duties.

In addition, he/she may be required to participate to an stand-by duty roster in line with the GSA's applicable rules.

Prior to certification and operations, the role will be primarily a normal 'day-time' job contributing to the development of GSMC operations. Until the start of shift operations the role will ensure the delivery of the initial PRS Service. Further, the jobholder will contribute to the development of GSMC operational procedures and will be expected to contribute to the GSMC operations validation process.



European
Global Navigation
Satellite Systems
Agency

With a view to optimising the usage of resources or in times of crisis, the Staff Member may be required to perform the duties of a Security Incident Handler. To that extent, the required training will be organised by the GSA and the jobholder will need to have passed the relevant operational evaluations for both roles in order to remain qualified for the post.

Frequent missions and possible deployment to UK (Swanwick/London), and occasional ones to Belgium (Brussels) and Czech Republic (Prague) are foreseen for this post.



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 completed university studies⁵ of at least three years attested by a diploma; or where justified in the interest of the service, professional training of an equivalent level
2. In addition to the above, appropriate professional experience⁶ of at least one year after obtaining the final diploma/certificate
3. Be a national of a Member State of the European Union or Norway
4. Be entitled to his or her full rights as citizen
5. Have fulfilled any obligations imposed by the applicable laws concerning military service
6. Meet the character requirements for the duties involved⁷
7. Have a thorough knowledge of one of the languages of the European Union⁸ and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of his/her duties
8. Be physically fit to perform the duties linked to the post⁹

⁵ 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.

⁶ Only appropriate professional experience acquired after achieving the minimum qualification stated in A.1 shall be considered. Where additional periods of training and study are accompanied by periods of professional activity, only the latter shall be considered as professional experience. Compulsory military service or equivalent civilian service accomplished after achieving the minimum qualification stated in A.1. shall be taken into consideration. Internships will be taken into consideration, if they are paid. Professional activities pursued part-time shall be calculated pro rata, on the basis of the percentage of full-time hours worked. A given period may be counted only once.

⁷ Prior to the appointment, the successful candidate will be asked to provide a Police certificate confirming the absence of any criminal record.

⁸ 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.

⁹ 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. University degree in a relevant field (e.g. engineering, physics, mathematics, other exact sciences, operational research, operations / service delivery etc.)
- ii. Relevant professional experience in ensuring service delivery through the execution of operational procedures / processes
- iii. Experience of assisting users to define their needs and in giving advice to help users achieve their aims
- iv. Experience in ticketing / troubleshooting of reported anomalies within a complex system
- v. Excellent command of both written and spoken English

2) Advantageous qualifications and experience

- vi. Previous experience from an international working environment
- vii. Experience and/or knowledge of Global Navigation Satellite Systems, Galileo System or PRS, and in particular knowledge of the European GNSS Agency, its institutional framework and functioning of the European Union
- viii. Experience in the execution of procedures related to the use or management of Cryptographic devices
- ix. Experience in being on-call 24/7 or working in shifts
- x. Previous experience in working with classified information or in national security programs, preferably holding Personnel Security Clearance at or above the SECRET UE level

3) Behavioural competences

- xi. Motivation
- xii. Customer service mind-set and collaborative approach within the team
- xiii. Ability to manage stress, to prioritise and to take appropriate and timely decisions
- xiv. Ability to communicate effectively
- xv. Sense of confidentiality, professional discretion and integrity

Candidates are required to possess a valid personal security clearance up to *SECRET UE*. Should a candidate not have such clearance at the time of the application, the GSA may still chose to award the employment contract but candidates have to be eligible to obtain the required clearance within 12 months of the initiation of the process to obtain such clearance to be retained in the position.

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.
- The reserve list will be presented to the Appointing Authority who ultimately may appoint the successful candidate to the post.
- The established reserve list may also be used for recruitment of similar posts depending on the Agency's needs. Where a similar post becomes available, the Appointing Authority may select applicants from the list according to their profile in relation to the specific requirements of the post to be filled. However, inclusion on the reserve list does not guarantee employment.
- 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 test¹⁰:	July 2016
-------------------------------------------------------------------------	-----------

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).

¹⁰ The date might be modified depending on the availability of the Selection Board members.



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.

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

I. FINANCIAL ENTITLEMENTS

The remuneration consists of a basic salary¹¹ and, where applicable, additional allowances¹², paid on a monthly basis and reimbursements¹³, paid upon their evidenced occurrence. The jobholders may be entitled to on-shift allowance¹⁴.

The sum of the basic salary and the applicable additional allowances is weighted by the correction coefficient applicable for the location of the post¹⁵. The sum of usual social deductions from salary at source is subtracted from the weighted amount¹⁶. The full pay is exempted from the national income tax, but is subject to the internal income tax and the solidarity levy¹⁷.

¹¹ As per Articles 92 and 93 CEOS.

¹² **Household allowance** (e.g. if you have a dependent child or you are married and your spouse's income is below a defined threshold); **Dependent child allowance** (e.g. if you have a child under the age of 18 or between 18 and 26, if in specified training programme); **Education allowances** (in very specific cases) or **Payment of the education fees** applicable to the educational institutions GSA has agreement with (currently more than 17 international schools in the Czech Republic and France); **Expatriation allowance** (16% of the sum of basic salary and other applicable allowances).

¹³ If staff member is requested to change their residence in order to take up the duties, s/he will be entitled to: **reimbursement of the travel costs**; **temporary daily subsistence allowance** (e.g. EUR 40.43 for up to 10 months or EUR 32.59 for 120 days, if not entitled to household allowance); **installation allowance** (depending on personal situation, 1 or 2 months of the basic salary – paid upon successful completion of the nine-month probationary period).

¹⁴ The on-shift operators are regularly required to work in three shifts, one of them at night, and including Saturdays, Sundays and public holidays. Therefore operators are entitled to an **on-shift allowance** laid down in Article 56a of the Staff Regulations. The allowance shall be calculated in line with the terms and conditions laid down in Council Regulation No 300/76, as amended by the Regulation 423/2014 of the European Parliament and of the Council. The allowance shall correspond to the amount laid down in the fourth indent of Article 1(1) of that Regulation. This currently amounts to 887,52€ per month, subject to correction coefficient.

¹⁵ Currently **correction coefficients** for the GSA duty locations are: 73.4% for CZ, 114.6% for FR, 166.9% for UK. The coefficient is updated every year, with retroactive effect from 1 July.

¹⁶ Pension (10,1%); health insurance (1,70%); accident cover (0,10%); unemployment insurance (0,81%).

¹⁷ Currently: income tax: tax levied progressively at a rate of between 8% and 45% of the taxable portion of the salary; solidarity levy: 6%.



Examples of net monthly salaries (as currently applicable in Saint-Germain-en-Laye (France)) are presented below:

FGIV 13 (less than 8 years of work experience after the relevant diploma)¹⁸		
a) Minimum final net salary (without any allowances)	b) Final net salary with expatriation allowance	c) Final net salary with expatriation, household and 1 dependent child allowance
3,139.59 EUR	3,622.18 EUR	4,533.59 EUR
FGIV 14 (more than 8 years of work experience after the relevant diploma)¹⁷		
a) Minimum final net salary (without any allowances)	b) Final net salary with expatriation allowance	c) Final net salary with expatriation, household and 1 dependent child allowance
3,394.64 EUR	4,068.21 EUR	5,001.87 EUR

II. LEAVE ENTITLEMENTS

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, elections, birth or adoption of a child, serious sickness of spouse, etc.

III. SOCIAL SECURITY

The pension scheme provides a very competitive pension after a minimum of 10 years of service and reaching the pensionable age. Pension rights acquired in one or more national schemes before starting to work at GSA may be transferred into the EU pension system.

GSA's benefits include an attractive Health insurance: 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.

IV. PROFESSIONAL DEVELOPMENT AND BENEFITS CONTRIBUTING TO WORK-LIFE BALANCE

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.

¹⁸ Kindly note that the numbers in examples b) and c) are indicative and net monthly remuneration varies depending on the personal, life and social situation of the incumbent. **The various components of the remuneration are updated every year, with retroactive effect from 1 July.**



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.