



European Global Navigation Satellite Systems Agency

For more information on GSA please consult our website:

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

CALL FOR EXPRESSION OF INTEREST FOR SECONDED NATIONAL EXPERTS

The GSA wishes to establish a list of candidates who are interested in a fixed-term agreement on secondment as Secoded National Experts¹.

Secoded National Experts enable the Agency to benefit from the high level of their professional knowledge and experience, in particular in areas where such expertise is not readily available, and gives the opportunity to National Authorities to profit from the exchange of expertise and to develop effective and smooth working relationships.

Applications are invited for:

Secoded National Expert (SNE) SECURITY DEPARTMENT

(Vacancy Reference Number: GSA/2016/SNE/002)

Date of Publication:	09/08/2016	Deadline for applications:	29/09/2016 23:59 hours (CET)
Type of Contract:	SNE	Place of secondment²:	Prague (Czech Republic) with possible relocation to other GSA sites or local office (according to operational needs)
Contract Duration:	2 years with possibility of renewal		
Organisational Department:	Security Department		
Reporting to:	Head of Department	Reserve list database valid until³:	31/12/2017
Desired Start Date:	As soon as possible	Level of security clearance⁴:	SECRET UE / EU SECRET

¹ Rules applicable to National Experts (hereafter called SNE Decision) seconded to GSA can be found at the following link: [Decision of the Administrative Board laying down rules on the secondment to the Agency of national experts in professional training.](#)

² SNE Decision, Article 5: SNEs may be seconded to any place where the Agency has an office, or at any other place as decided by the Executive Director of the Agency.

³ This call may be used for the recruitment of similar profiles depending on the Agency's needs.

⁴ The selected SNE will be asked to hold a valid personnel security clearance at UE SECRET level. The seconding organisation/administration shall be responsible for certifying/obtaining the personnel security clearance of the SNE.



1. THE GSA

The GSA's mission is to support the European Union objectives and achieve the highest return on European GNSS investment, in terms of benefits to users and economic growth and competitiveness, by:

- Designing and enabling services that fully respond to user needs, while continuously improving the European GNSS services and Infrastructure
- Managing the provision of quality services that ensure user satisfaction in the most cost-efficient manner
- Engaging market stakeholders to develop innovative and effective applications, value-added services and user technologies that promote the achievement of full European GNSS adoption
- Ensuring that European GNSS services and operations are thoroughly secure, safe and accessible

Satellite navigation has made major inroads in many realms of society, impacting in increasingly profound ways on business, public services and consumer behaviour. Along with delivering economic benefits to innovative service providers and related businesses, satellite navigation devices, now integrated within a wide variety of vehicles and transport systems, have changed how we manage the mobility, safety and security of people and goods in fundamental ways.

For users in the general public, the next logical development will be the integration of accurate positioning devices into every mobile telephone or similar handheld device, making possible a deep transformation of the way society deals with the dimensions of time and space.

By developing a new generation of Global Navigation Satellite Systems (GNSS), Europe is laying the foundations for new high-technology industry development, job creation and economic growth. With Europe in the driving seat, independent and self-sustaining, GALILEO has the potential to become a key part of the global navigation positioning system of the future.

2. THE GSA SECURITY DEPARTMENT

The GSA Security Department provides security expertise in order to (1) facilitate security accreditation in line with the missions of the European GNSS Security Accreditation Board (SAB), (2) secure programmes' implementation and exploitation and (3) ensure a wide, secure and sustainable use of the Public Regulated Service (PRS).

The following high level objectives are set for the Security Department:

- Achieve and safeguard the high level security objectives of the Galileo and EGNOS programmes
- Provide independent, balanced, timely and comprehensive security risks analysis to support the decisions of the Security Accreditation Board
- Manage security processes, monitor and enforce programmes' security requirements
- Ensure that the PRS development continuously achieve user needs, promote a wide and secure use of PRS and ensure compliance with the PRS Decision 1104/2011;
- Manages frequencies and ensure compatibility and interoperability of the systems
- Inculcate a security culture within the GSA and continuously improve the image of the GSA, as a trustable and reliable security actor
- Support the European Commission in the definition and approval of new security requirements and international negotiations on security-related matters

3. TASKS AND RESPONSIBILITIES

The Seconded National Expert will be placed in the Security department according to the Agency's needs and the knowledge and expertise brought by the candidates.

The tasks and responsibilities shall in principle include (without limitation):

1. EU GNSS Programmes' support:

- PRS-related activities for the preparation and facilitation of the PRS exploitation such as pilot projects coordination, PRS user segment development, as well as PRS service definition, implementation and provision, e.g. development of PRS receivers, PRS standards group, development of guides for establishment of Competent PRS Authorities (CPA), support to international negotiations on PRS access

- Security Requirements and Standards (Galileo and EGNOS) activities, providing security engineering expertise for EGNOS and GALILEO exploitation programmes with respect to security requirements, e.g. follow-up and management of security aspects of the Galileo Service Operator, preparation of service security accreditation files, and proposing solutions for managing cyber security threats for complex Galileo IT systems

2. Central Security Office (CSO):

- Security services in a horizontal manner, which cover the whole Agency, such as the management of the overall security of GSA personnel, information and infrastructure and development of relevant security policies, e.g. management of large classified facilities, accreditation of classified IT networks, as well as the definition and implementation of policies and tools to manage internal security

4. ELIGIBLE EMPLOYERS

SNEs can be seconded from Intergovernmental Organisations (IGO) or national, regional or local public administrations of EU Member States or Member States of the European Free Trade Area (EFTA).

"Public administration" means all State administrative services at central, federal, regional or local level, comprising ministries, government and parliament services, the courts, central banks, and the administrative services of local authorities, as well as the decentralised administrative services of the State and of such authorities.

The Executive Director may, on a case-by-case basis, authorise the secondment of an SNE from an employer other than a State public administration as detailed under Article 1 of the *SNE Decision*.

The SNE's employer shall undertake to continue to pay their salary, to maintain their administrative status throughout the period of secondment and to inform the Agency of any change in the SNE's situation in this regard.

The SNE's employer shall also continue to be responsible for all their social rights, particularly social security and pension.

Before the period of secondment begins, the national public administration or IGO from which the SNE is to be seconded shall certify that they will remain, throughout the period of secondment, subject to the social security legislation applicable to the public administration that employs them and is responsible for expenses incurred abroad.



5. REQUIREMENTS

A. ELIGIBILITY CRITERIA

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

1. The applicants must have worked for their employer on a permanent or contract basis for at least 12 months and shall remain in the service of that employer throughout the period of secondment
2. Be a national of a Member State of the European Union or EFTA Member State, except where the Executive Director grants derogation
3. Possess at least 3 years of professional experience in the field relevant to the duties to be carried out during the secondment⁵
4. Have a thorough knowledge of one of the languages of the European Union and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of their duties⁶

B. SELECTION CRITERIA

Eligible applications will be assessed on the basis of the following criteria and their relevance to the job profile.

Applicants are advised to provide in their application form concrete examples of experience relevant the listed selection criteria.

- i. Proven professional experience in a field relevant for the work of the Agency and related to the tasks and responsibilities
- ii. Demonstrated ability to understand the underlying legislative and policy issues relating to the functions of the GSA
- iii. Demonstrated ability to work within a team, to communicate effectively at all levels within the Agency and with its external partners
- iv. Demonstrated ability to deliver results within tight time frames and to utilise rigorous logic and methods to solve difficult problems
- v. Excellent command of both written and spoken English
- vi. Proven abilities to use electronic office equipment (e.g. word processing, spreadsheets, email, internet, etc.)

Selected candidates may be required to undergo a telephone and/or face-to-face interview.

Depending on the Agency's budgetary situation and on the Agency's needs, candidates could be included on a database and, provided that the Agency receives the acceptance from the candidates' employer, a Seconded National Expert agreement on secondment may be offered.

The secondment is authorised by the Executive Director and effected by an exchange of letters between the Executive Director and the seconding authority, specifying the details of the Secondment as described in the Decision.

⁵ SNE Decision, Article 8.

⁶ The GSA working language is English.



5. APPLICATION PROCEDURE

Applicants must submit their application via the Permanent Representations, the EFTA Secretariat or the administrations of the IGOs to GSA.

More information on the Permanent Representation can be found here:

<http://europa.eu/whoiswho/public/index.cfm?fuseaction=idea.hierarchy&nodeID=3780&lang=en>

The Agency will only take into account applications received by the deadline stipulated in the vacancy notice. Please liaise with your Permanent Representation (EFTA Secretariat or IGO administration) to ensure that your application reaches the Agency well on time.

For the application to be considered valid it shall consist of:

1. “Employer authorisation for seconded national expert candidate” available on the Agency’s website
2. The candidate’s “Application form” available on the Agency’s website

Both forms have to be fully completed in English, signed and clearly scanned.

Applications must be forwarded by the Permanent Representation (EFTA Secretariat or IGO administration) **to the following e-mail address: jobs@gsa.europa.eu.**

The subject of the e-mail and the forms must mention the reference number and the title of the post for which the application is submitted. SURNAME_Name_Vacancy Ref. number (e.g. SPENCER_Marc_GSA.2015.123).

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.

Application forms sent by fax or by postal mail will not be accepted, except for candidates who have a proven disability that prevents them from applying online.

Applications sent after the deadline will not be considered.

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

Candidates who fail to submit all the documents specified will be disqualified.

Please note that any documents submitted will not be returned to the candidates.

The Human Resources Department will acknowledge receipt of applications.

All candidates who participated in the selection procedure will be informed about the outcome.

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.



6. GENERAL CONDITIONS

The duties and rights of an SNE are governed by the [Decision of the Administrative Board laying down rules on the secondment to the Agency of national experts in professional training](#) published on the Agency's website.

Unless otherwise provided in the exchange of letters between the Agency and the competent authorities of the Member State concerned, the SNE may be entitled, throughout the period of secondment, to a daily subsistence allowance of EUR 131.76⁷.

Where the distance between the place of origin and the place of secondment is more than 150 km, the SNE may receive an additional monthly subsistence allowance to be determined.

SNEs may be entitled to reimbursement of the cost of their travel between their place of origin and the place of secondment at the beginning and end of their secondment.

These allowances are intended to cover SNEs' living expenses in the place of secondment on a flat-rate basis and shall in no circumstances be construed as remuneration paid by the Agency.

SNEs may work in any field where their services are deemed necessary provided there is no conflict with the Agency's interests. SNEs shall carry out their duties and shall act in compliance with the Authority's interest.

7. COMMITMENT

Conflict of interest:

The Agency's Department concerned, the SNE's employer and the SNE must confirm that there is no conflict of interest in relation to the SNE's duties while being seconded to the Agency.

The confirmation is done in writing before the start of the secondment based on the intended duties during secondment.

SNEs will be required to carry out their duties and conduct themselves solely with the interests of the European Union in mind; they shall neither seek nor take instruction from any government, authority, organisation or person outside the Agency.

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.

⁷ SNE Decision, Article 16. Subsistence allowances are granted under the same conditions as the expatriation allowance for temporary agents (see Art. 4 of Annex VII of the Staff Regulations: "[...] who are not and have never been nationals of the State in whose territory the place where they are [seconded] is situated [...]"). Allowances shall be subject to the weighting set by the Council pursuant to Article 64 of the Staff Regulations, mutatis mutandis. [Currently, the weightings are: 73.4% for CZ, 114.6% for FR, 166.9% for UK, 106% for Munich, 99.4% for IT and 90.2% for ES.



8. DATA PROTECTION

The personal information the Agency 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 the Agency. 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 the Agency.

Applicants have the right to access their data. They have the 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 Agency processing their personal data.