



## 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 for:

## Technical Requirements and Projects Officer

(Vacancy Reference Number: GSA/2016/553)

<b>Date of Publication:</b>	03/10/2016	<b>Deadline for applications:</b>	31/10/2016 23:59 hours (CET)
<b>Type of Contract:</b>	Temporary Agent	<b>Grade/Function Group:</b>	AD5
<b>Place of employment<sup>1</sup>:</b>	Saint-Germain-en-Laye (France) with possible relocation to Swanwick (UK) or other GSA sites (according to operational needs)		
<b>Contract Duration<sup>2</sup>:</b>	5 years with possibility of renewal	<b>Desired Start Date:</b>	as soon as possible
<b>Organisational Department:</b>	GSMC Department, Technical team	<b>Reporting to<sup>3</sup>:</b>	GSMC Technical Manager
<b>Number of vacant posts to be filled:</b>	1 post and establishment of a reserve list	<b>Possible reserve list valid until:</b>	31/12/2017 with possibility of extension
<b>Level of security clearance<sup>4</sup>:</b>	SECRET UE EU SECRET		

<sup>1</sup> 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.

<sup>2</sup> **Five-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.

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

<sup>4</sup> 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. GALILEO AND GALILEO SECURITY MONITORING CENTRE

### 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 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 secure EU facility that offers a secure method for PRS users to interact with the Galileo System Operator. This will simplify the operation of the Galileo system and provide assurance to PRS users that sensitive information related 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 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

The GSMC is composed of three teams working under the leadership of the GSMC Manager: the Operations Team, the Technical Team, and the Administrative Team.

**The Technical Team:** is composed of 8-10 staff members working under the leadership of the GSMC Technical Manager. Its primary missions are to (1) ensure the availability for the Operations Team of a suitable technical infrastructure - buildings and information technology assets (this will be also the area where the Technical Requirements and Projects Officer will belong); and (2) ensure appropriate local security operating measures and document exchanges are implemented in the centre.

### Location

The GSMC building facilities and Galileo related information technology equipment are located at two sites.

**GSMC FR:** is a site 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 GSMC Operations.

**GSMC UK:** is 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 GSMC Operations.



## 2. TASKS AND RESPONSIBILITIES

The Technical Requirements and Projects Officer will belong to the GSMC Technical team reporting directly to the GSMC Technical Manager. He/she will assist the GSMC Technical Manager as well as the GSMC Manager in ensuring the compliance of the GSMC technical infrastructure and its operations with the relevant legislation, implementing acts and instructions from relevant stakeholders.

The jobholder tasks and responsibilities shall in principle include (without limitation) and subject to adjustment by his/her line manager:

### Technical requirements:

- Contribute to **Technical Engineering** (lifecycle that lead to the production setting of new or modified technical supporting assets/processes and procedures that are responsibility of GSMC) being responsible for:
  - **GSMC technical requirements:** ensure the establishment, control and consistency of all technical specifications for infrastructure and services that are under deployment/service responsibility of the GSMC
  - **Technical documentation and procedures control:** ensure the availability, establishment and control and consistency of all technical documentation describing the GSMC technical infrastructure and services that have been deployed, as well as procedures for GSMC to apply
  - Contribution to **Galileo security Facility (GSF) equipment support process and procedures:** The GSF is deployed at GSMC and it is necessary for the operational mission of the centre 24/7
- Contribute to **transversal GSMC processes and activities:**
  - Requirements Change Management: analysing incoming requirements and ensure strict change control procedures are in place for changes to the technical infrastructure
  - Anomaly reviews
  - Galileo program technical infrastructures requirements and delivery progress reviews
  - Interfaces with the European Space Agency (ESA)
- **Project Management:** Responsible to ensure that professional project management is applied for GSMC projects
- **Projects portfolio control:**
  - Establish and maintain the project(s) management methodology and templates applicable for the GSMC
  - Monitor closely the implementation of all GSMC technical projects
  - Maintain the overall GSMC master schedule
- Act as a project manager for selected technical implementations projects
- Consolidate inputs and manage the GSMC risk register
- Produce and consolidate internal and external reports of GSMC teams' activities
- Contribute to validation activities and compliance statements to requirements
- Setup and manage tools for the management of long-term and medium-term planning and recurring tasks of GSMC staff
- Check and monitor the proper usage of the tools and timeline of tasks execution as reported
- Services **Contract Management:**
  - Drafting terms of reference for each specific contract in relation to the post duties, managing such contracts services (approving invoices, managing budget planning and use), ensuring regular reporting



and action tracking, establishing jointly detailed working procedures at the interface of other GSA staff duties

- Preparing technical annexes to GSMC industrial contracts
- Leading or contributing to tenders for such services

• **Performing other relevant duties as required such as:**

- Contributing to business continuity plans of the GSMC in areas related to his/her responsibilities
- Participating in working groups related to the post duties upon designation by GSMC Management
- Supporting the other GSA/GSMC personnel in preparing and implementing the GSMC part of the GSA Information Security Management System, as defined by the ISO standard 27001
- Could be designated as Local Informatics Security Officer, System Security Officer or as System Owner for a selection of IT systems used by the GSMC in line with applicable rules
- Liaising with the Data Protection Officer as necessary
- Contributing to the maintenance of the legal framework in relation to the duties
- Keeping himself/herself informed of the technology developments in the field of ICT technologies and security
- Planning for continuity of essential activities during his/her planned absences, by foreseeing and proposing a replacement person and briefing such person of the interim support needed
- Contribute to certification processes
- Other related duties/tasks as requested by the management

**Language use:** The abovementioned tasks and responsibilities will be conducted in the:

- **English language:** most documentation and interactions with GSA staff and other personnel coming to the GSMC site, as well as Galileo program stakeholders
- **French language:** relationships with French authorities and Camps-des-Loges personnel regarding the GSMC technical infrastructure, personnel of contractors involved in facilities management services or guards

The Technical Requirements and Projects Officer shall be available for **regular on-call duties** outside normal working hours (availability by phone with ability to come back to the site within predefined elapsed times that will be established to meet operational external requirements). The duties associated with such 'on-call' shall be of a nature similar to those of the main duties of the post, but will also include a wider set of activities aimed at ensuring the security and technical availability of the site focussing on feared events and their related initial reaction procedures.

In times of crisis during which GSMC activities need to be reinforced he/she might be required to be a member or contribute towards the Emergency Management Committee until the end of the crisis.

The jobholder may be required to obtain and maintain a certification for the related duties.

**Place of employment:**

The GSMC Technical Requirements and Projects Officer initial place of employment will be the French GSMC site. However, the duties of the post encompass equally both GSMC sites. The job holder may be requested to go on frequent missions and have temporary relocation to other GSA premises (UK and Czech Republic) to perform similar tasks to those in France (including backup type of duties).

He/she may also be requested for a permanent relocation to the UK site.



### 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. A level of education which corresponds to completed university studies of at least three years attested by a diploma
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 involved<sup>5</sup>
6. Have a thorough knowledge of one of the languages of the European Union<sup>6</sup> 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 post<sup>7</sup>

---

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

<sup>6</sup> 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.

<sup>7</sup> 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 Union.



## **B. SELECTION CRITERIA**

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

The Selection Board responsible for this selection will determine the criteria to be assessed in the various phases of the selection procedure (assessment of the application forms, interview and written test) prior to being granted access to the names of the applicants. At least all essential criteria will be assessed during the applications evaluation phase.

Please note that non-compliance with at least 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 or other exact sciences)
- ii. Experience in specifying technical requirements, preferably in relation to a space or defence system
- iii. Experience in technical procurement and contractors management, preferably in relation to a space or defence system
- iv. Experience in project and/or project portfolio management
- v. Excellent command of both written and spoken English

### **2) Advantageous qualifications and experience**

- vi. To already hold a security clearance at the level of SECRET UE/EU SECRET (or equivalent) and preferably have experience in handling European Union Classified Information (EUCI), including issues related to EU or national security
- vii. Technical or security experience with the Galileo programme, preferably related to security monitoring or PRS functionality
- viii. Knowledge of particularities of IT systems requiring 24/7 availability and the related business continuity
- ix. Proven abilities to use MS Project
- x. Good command of both written and spoken French

### **3) Behavioural competences**

- xi. Motivation - open and positive attitude
- xii. Excellent communication skills
- xiii. Working with others
- xiv. Stress management and flexibility
- xv. Prioritising and organising



#### 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 a computer-based 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 best ranked candidates will be invited for an interview with the Appointing Authority. The interview will focus on the overall suitability of the candidate for the post covering motivation, relevant technical and behavioural competencies, in line with the selection criteria established in the vacancy notice.
- The Appointing Authority will ultimately decide on the successful candidate to be appointed 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 recruitment.
- 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.

<b>Indicative date for the interview and written test<sup>8</sup>:</b>	November 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.**

---

<sup>8</sup> The date might be modified depending on the availability of the Selection Board members.



## 5. APPLICATION PROCEDURE

For applications to be considered valid, candidates must submit an email to [jobs@gsa.europa.eu](mailto: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.2016.123)

The application will be rejected if it is not duly completed and signed

**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](mailto: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/](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 salary<sup>9</sup> and, where applicable, additional allowances<sup>10</sup>, paid on a monthly basis and reimbursements<sup>11</sup>, paid upon their evidenced occurrence.

The sum of the basic salary and the applicable additional allowances is weighted by the correction coefficient applicable for the location of the post<sup>12</sup>. The sum of usual social deductions from salary at source is subtracted from the weighted amount<sup>13</sup>. The full pay is exempted from the national income tax, but is subject to the internal income tax and the solidarity levy<sup>14</sup>.

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

AD5 (less than 3 years of work experience) <sup>15</sup>		
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
4,070.88 EUR	4,894.10 EUR	5,876.78 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.

<sup>9</sup> As per Articles 92 and 93 CEOS.

<sup>10</sup> **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 an 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).

<sup>11</sup> If staff member is requested to change the residence in order to take up 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 no dependents); **installation allowance** (depending on personal situation, 1 or 2 months of the basic salary – paid upon successful completion of the nine- months probationary period).

<sup>12</sup> Currently correction coefficients for the GSA duty locations are: 73.4% for CZ, 114.6% for FR, 166.9% for UK, 106% for Munich, 99.4% for IT, 90.2% for ES, 107.8% for NL. The coefficient is updated every year, with retroactive effect from 1 July.

<sup>13</sup> Pension (10.10%); health insurance (1.70%); accident cover (0.10%); unemployment insurance (0.81%).

<sup>14</sup> Currently: income tax: tax levied progressively at a rate of between 8% and 45% of the taxable portion of the salary; solidarity levy: 6%.

<sup>15</sup> 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.**

### 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.

## 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](mailto: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.