



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:

GSA Crypto Authority Manager (Vacancy Reference Number: GSA/2018/520)

Date of Publication:	27/02/2018	Deadline for applications:	27/03/2018 11:59 a.m. (CET)
Type of Contract:	Temporary Agent	Grade/Function Group:	AD 8
Place of employment¹:	Prague (Czech Republic)		
Contract Duration²:	5 years with possibility of renewal	Desired Start Date:	As soon as possible
Organisational Department:	Security Department	Reporting to³:	Head of Security Department
Number of vacant posts to be filled:	1 post and establishment of a reserve list	Possible reserve list valid until:	31/12/2019 with possibility of extension
Level of security clearance⁴:	SECRET UE/EU SECRET with authorisation/ clearance ⁵ for CRYPTO		

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 **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.

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 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.

⁵ As per applicable national rules.

1. GSA AND EU GNSS COMSEC

The European GNSS Supervisory Authority (GSA) was established by Council Regulation (EC) N° 1321/2004 of 12 July 2004 and started operations in 2005. By virtue of Regulation (EU) N° 912/2010 which entered into force on 9 November 2010, subsequently amended by Regulation (EU) N° 512/2014 of 16 April 2014, the GSA became the European Global Navigation Satellite Systems (GNSS) Agency. It is a regulatory agency of the European Union and its tasks are to:

- Ensure the security accreditation of the systems and the operation of the Galileo Security Monitoring Centre (GSMC), including through the Security Accreditation Board (SAB)
- Perform tasks and assist the Commission in the implementation of the Public Regulated Service (PRS) decision
- Contribute in the context of the deployment and exploitation phases of the Galileo programme and the exploitation phase of the EGNOS programme to the promotion and marketing of GNSS services
- Under delegation from the Commission, perform tasks concerning the exploitation of the Galileo and EGNOS programmes including operational activities, development and deployment activities, promoting the development of applications and services based on the systems, and promoting the development of fundamental elements
- Enter into the working arrangements with ESA that are necessary for the fulfilment of the tasks under the Regulation
- Provide the Commission with its technical expertise, including for the assessment of the possibility of promoting and ensuring the use of the Galileo and EGNOS systems

Further details on the European satellite navigation programmes may be found at: <http://www.gsa.europa.eu/>

The GSA Crypto Authority is posted within the GSA Security Department and is the security authority responsible for COMSEC policy definition and implementation within the GSA. The GSA Crypto Authority implements the role of (Crypto) Distribution Authority and TEMPEST Authority for the GSA and manages and implements the COMSEC duties of the EU GNSS (Crypto) Distribution Authority (EU GNSS DA) on behalf of the European Commission.

The EU GNSS DA is the security authority responsible for COMSEC policy definition and implementation within Galileo and EGNOS EU GNSS Programmes. The scope of the EU GNSS DA covers all management tasks, in order to supervise and where applicable perform the management and accounting of all the European GNSS COMSEC assets in the frame of the Galileo and EGNOS development, validation and deployment phases. EU GNSS DA implements Commission Decision 2015/444/EU via its own EU GNSS COMSEC Policy and Processes. In particular, the EU GNSS DA oversees the security management of cryptographic assets necessary for the functioning of the PRS within the Galileo System in accordance with the EU GNSS COMSEC policy.

EU GNSS DA (and GSA) COMSEC accounts are run in accordance with EU GNSS COMSEC procedures developed by each account holder in compliance to the EU GNSS COMSEC Policy and Processes, and under the governance of the EU GNSS DA.



2. TASKS AND RESPONSIBILITIES

The GSA Crypto Authority Manager reports to the GSA Security Authority (implemented by the Head of the GSA Security Department) and supports the EU GNSS Crypto Authority for matters pertaining to EU GNSS Programme COMSEC duties delegated to the GSA by the European Commission. For the performance of the tasks, the jobholder is supported by a team of GSA staff and security experts.

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

1. Governance

- Hold the roles of GSA Crypto Authority, GSA TEMPEST Authority and GSA (Crypto) Distribution Authority in support to the GSA Security Authority
- Support the European Commission in the implementation of COMSEC governance of the EU GNSS Programmes, including the management and implementation of the COMSEC duties of the EU GNSS (Crypto) Distribution Authority (EU GNSS DA)
- Maintain and implement GSA and EU GNSS DA COMSEC Policy & Processes
- Advise the GSA Security Authority and hierarchy on COMSEC matters of importance to the Agency; subsequently oversee and/or participate on matters where COMSEC is important
- Establish centralised COMSEC accountability and oversight within the GNSS Programme
- Chair the EU GNSS COMSEC Advisory Forum and report status to the EU GNSS Security Board
- Support GSA in the governance of the Galileo Service Operator implementation of COMSEC policy

2. COMSEC Accounting

- Identify the COMSEC assets used and developed in the GNSS Programmes and assure their delivery in compliance to the European Commission Crypto Approval process
- Take operational decisions in support of the GSA/EU GNSS COMSEC accounts; in particular, instruct the operational delivery and oversee the management and conduct of COMSEC operations for critical EU GNSS Programme cryptographic key material, e.g. satellite flight keys
- Establish the location and accounting for existing COMSEC assets in the EU GNSS Programme
- Review and approve COMSEC Transportation Plans
- Manage pan-European COMSEC services in support of the EU GNSS Programmes; in particular EU GNSS Programme cryptographic messaging services

3. Compliance & Incident control

- Maintain the EU GNSS Programme COMSEC Risk Register
- Audit GSA/EU GNSS DA COMSEC accounts
- Register and investigate COMSEC incidents
- Give assurance evidence to the GNSS Security Accreditation Board via its Crypto Distribution Authority Task Force
- Conduct technical review and appraisal of the EU GNSS Programme Crypto chains for the purposes of establishing authorisation to operate them and compliance with operating constraints thereafter



4. Improving European COMSEC

- Provide direct advice to National (Crypto) Distribution Authorities (NDA) and EU GNSS Industry (on invitation by the relevant NDA)
- Organise EU GNSS COMSEC meetings and events to promote better NDA co-operation on European COMSEC matters
- Participate to the COMSEC Formation of EU GNSS Security Board working group for the Protection of Classified Information

5. GSA Security Management

- Support the GSA Security Authority on security matters and act as deputy when required
- Contribute to GSA annual work plans and financial management
- Manage the GSA Central Security Office in particular by co-ordinating activities concerning:
 - the protection of EU Classified Information
 - the integration of COMSEC into wider GSA security policy
 - the compliance to the EU GNSS Programme Security Instructions
 - the management of PRS Information according to Decision No 1104/2011/EU
- Participate and contribute to GSA Security Accreditation panels as a COMSEC expert in order to advise the GSA Security Accreditation Authority on security risks to GSA systems
- Provide support to PRS and Cyber security teams on COMSEC matters pertaining to their work
- Manage Security projects and budgets assigned by the GSA Security Authority and report organisational management
- Collect and report operational quality metrics in accordance with ISO9001 processes



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. 1. A level of education which corresponds to completed university studies⁶ attested by a diploma when the normal period of university education is four years or more,
OR
A level of education which corresponds to completed university studies attested by a diploma and at least one year of appropriate professional experience when the normal period of university education is three years
2. In addition to the above, appropriate professional experience⁷ of at least **nine years**
3. Be a national of a Member State of the European Union
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 involved⁸
7. Have a thorough knowledge of one of the languages of the European Union⁹ 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 post¹⁰

⁶ 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.

⁷ 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.

⁸ Prior to the appointment, the successful candidate will be asked to provide a Police certificate confirming the absence of any criminal record.

⁹ 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.

¹⁰ 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 any of the essential requirements (B.1) will result in the exclusion of the candidate from the selection process.

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

1) Essential qualifications and experience

- i. University degree in a relevant field (e.g. engineering, informatics, exact sciences, etc.)
- ii. Experience in a security context dealing with classified information, preferably gained in an international environment
- iii. Experience in managing and tasking teams
- iv. Experience in administration and/or management of COMSEC accounts in accordance with national (or equivalent) security rules in the role of a Crypto Custodian, COMSEC Officer, Distribution Authority or other operational COMSEC roles with responsibility for managing and accounting for classified CRYPTO material and Controlled COMSEC Items
- v. To hold a clearance equivalent to authorisation for handling SECRET UE/EU SECRET with authorisation/clearance¹¹ for CRYPTO
- vi. Excellent command of both written and spoken English

2) Advantageous qualifications and experience

- vii. Experience in drafting, amending or implementing security policies, processes and procedures
- viii. Experience in conducting security audits and managing security incidents
- ix. Knowledge (by training or experience) of Communications Security (Physical Security, Emissions Security, Transmission Security, and Cryptographic Security), including technical knowledge of cryptographic theory and principles

3) Behavioural competences

- x. Motivation
- xi. Excellent communication skills
- xii. Decision taking (including in operational environments)
- xiii. Leadership and people management skills
- xiv. Planning and organisational skills along with a result oriented approach

¹¹ As per applicable rules



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 candidates whose applications rank among the best-qualified in accordance with the selection criteria, may be contacted in order to verify (through an oral or written test) their studies, professional experience and/or other knowledge and competencies as indicated in their application form. This contact would be an intermediate step in pre-selecting the most suitable candidates. It does not however entitle candidates to be invited for an interview. 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 test 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 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 test¹²:	April 2018
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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.

¹² 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 with a subject line of 'SURNAME_Name_Vacancy Reference Number' 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 one single document)
- Named as follows: SURNAME_Name_Vacancy Ref. number (e.g. SPENCER_Marc_GSA.2018.123)

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 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 salary¹³ and, where applicable, additional allowances¹⁴, paid on a monthly basis and reimbursements¹⁵, 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 post¹⁶. The sum of usual social deductions from salary at source is subtracted from the weighted amount¹⁷. The full pay is exempted from the national income tax, but is subject to the internal income tax and the solidarity levy¹⁸.

Examples of net monthly salaries (as currently applicable in Prague) are presented below:

¹³ As per Articles 92 and 93 CEOS.

¹⁴ **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).

¹⁵ 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 39.48 for up to 10 months or EUR 31.83 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 a nine month probationary period).

¹⁶ Currently correction coefficients for the GSA duty locations are: 78.3% for CZ, 114.8% for FR, 133.5% for UK, 108.3% for NL. The coefficient is updated every year, with retroactive effect from 1 July.

¹⁷ Pension (10.10%); health insurance (1.70%); accident cover (0.10%); unemployment insurance (0.81%).

¹⁸ Currently: income tax: tax levied progressively at a rate of between 8% and 45% of the taxable portion of the salary; solidarity levy: 6%.



AD8 (less than 12 years of work experience)¹⁹		
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
4,037.91EUR	4,892.08 EUR	5,695.58 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.

¹⁹ 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.