



## European Global Navigations Satellite System Agency

For more information on GSA please consult our website:

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

**Applications are invited for a post of:**

## Corporate Services Officer

**(Vacancy Reference Number: GSA/2013/534)**

|                                                 |                                        |                                           |                             |
|-------------------------------------------------|----------------------------------------|-------------------------------------------|-----------------------------|
| <b>Date of Publication:</b>                     | 05/07/2013                             | <b>Deadline applications:</b>             | <b>for</b> 07/08/2013       |
| <b>Type of Contract:</b>                        | Temporary Agent                        | <b>Place of employment:</b>               | St Germain en Laye (France) |
| <b>Grade/Function Group:</b>                    | AD5                                    |                                           |                             |
| <b>Contract Duration:</b>                       | 5 years                                | <b>Monthly basic salary<sup>1</sup>:</b>  | 4,349.59 €                  |
| <b>Organisational Department:</b>               | Corporate Services                     |                                           |                             |
| <b>Reporting To:</b>                            | Head of ICT and Logistics <sup>2</sup> | <b>Possible reserve list valid until:</b> | 31/12/2014                  |
| <b>Desired Start Date:</b>                      | As soon as possible                    |                                           |                             |
| <b>Level of security clearance<sup>3</sup>:</b> | SECRET UE                              |                                           |                             |

<sup>1</sup> Please note that salaries are adjusted based upon a correction coefficient as calculated by the Commission [Currently, 01 June 2012, the weightings are: 100% (BE), 84,2% (CZ), 116,1% (FR), 134,4% (UK)].

<sup>2</sup> In the absence of the Head of Corporate Services.

<sup>3</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 (Ref.: Council decision 2011/292/UE and Commission Decision 2009/846/EC).



## **CORPORATE SERVICES**

The administration of the GSA is centralised in Prague headquarters. Five horizontal departments work together towards ensuring appropriate corporate services for the entire GSA in all its locations. These departments are, currently:

- Human Resources
- Legal and Procurement
- ICT and Logistics
- Finance and Internal Control
- Communication

The Galileo Security Monitoring Centre (GSMC) building facilities and Galileo related information technology equipment shall be located in two sites, one in France in Saint-Germain en Laye (France) where the main operations are due to take place and one in Swanwick (United Kingdom).

The jobholder will be based in the GSMC of Saint-Germain en Laye with possible occasional missions to the other GSA seats.

## **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.

It is expected that a Full Operational Capability (FOC) will be ready in 2015 with a full ground infrastructure as well as enough satellites to enable autonomous positioning (FOC1) while a full satellite constellation will come a few years later (FOC2). Meanwhile it is expected that an Initial Operational Capability (IOC) will be already declared open earlier based on a partial infrastructure.

## **GSMC**

The 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 public regulated services (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 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).

## **TASKS AND RESPONSIBILITIES**

The Corporate Services Officer should have good communication skills and will need to be a flexible and proactive problem-solver, capable to act as the focal point for all requests for corporate services within the GSMC. These are:

- Human resources
  - Act as the HR contact point for personnel issues and ensure coordination with HR team at GSA HQ;
  - Support the overall administration of the human resources function, including but not limited to, recruitment and induction processes, training, appraisal and promotion exercises.
- Legal and Procurement
  - Act as the Legal/Procurement contact point and ensure coordination with the Legal team at GSA HQ;
  - Support the overall administration of the legal and procurement function, including but not limited to managing procurements, contracts and grants including monitoring deliverables and the state of relevant contracts and agreements.
- Finance and Internal Control
  - Act as the Finance/Internal Control contact point and ensure coordination with the relevant team at GSA HQ;
  - Support the overall administration of the finance function including but not limited to budgeting, accounting and internal audit.
- ICT and Logistics
  - Act as the ICT and Logistic contact point and ensure coordination with the relevant team at GSA HQ;
  - Support the overall administration of the ICT and Logistic function including but not limited to user requirements, coordination of actions and inventory of assets.
- Communication
  - Act as the Communication contact point especially for event management and external relations and ensure coordination with the relevant team at GSA HQ.

In addition, the jobholder will be involved in general administrative support tasks requiring cooperation with local authorities and liaison with the European Commission and other stakeholders.

## PROFESSIONAL QUALIFICATIONS AND OTHER REQUIREMENTS

### A. ELIGIBILITY CRITERIA

For your application to be considered by the Agency, you must meet the following criteria:

1. Have 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;
3. Be able to serve a full 5 year-term before reaching the retirement age of 65;
4. Be entitled to his or her full rights as citizen<sup>4</sup>;
5. Have fulfilled any obligations imposed by the applicable laws concerning military service;
6. Meet the character requirements for the duties involved;
7. 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 his/her duties; and
8. Be physically fit to perform the duties linked to the post.<sup>5</sup>

### B. SELECTION CRITERIA

If your application is eligible, you will be selected for an interview based upon the following criteria:

#### 1) Qualifications and experience:

##### Essential

- i. Experience and/or knowledge relevant to the above described tasks and responsibilities in more than one corporate services area;
- ii. Experience in collaborating with colleagues and stakeholders in different areas of activity;
- iii. Experience gained in an international working environment;
- iv. Very good command of both written and spoken English.

<sup>4</sup> Prior to the appointment, the successful candidate will be asked to provide a Police certificate confirming the absence of any criminal record.

<sup>5</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 Communities.



**Advantageous**

- v. Experience in the handling of classified material, including issues related to EU or national security;
- vi. Experience in working within geographically dispersed organisations;
- vii. Good working knowledge of French.

**2) Behavioural competences:**

- viii. Motivation and knowledge of EU and GSA;
- ix. Communication skills;
- x. Working with others;
- xi. Stress management & flexibility;
- xii. Analysis & problem solving;
- xiii. Delivering quality and results;
- xiv. Prioritising and organising.

**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 Committee based on the selection criteria defined in this vacancy notice;
- The best-qualified candidates, all 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 Committee will examine each candidate's profile and will assess their relevancy for this post. In order to support the evaluation via interview, shortlisted candidates may 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;
- As a result of the interviews, the Selection Committee will recommend the most suitable candidate(s) for this post to be placed on a reserve list. The minimum threshold to be placed on the reserve list is 65% of the total points. This list may also be used for recruitment of a similar post depending on the Agency's needs. Inclusion on the reserve list does not guarantee recruitment.
- The reserve list will be presented to the Appointing Authority who may decide to convene a second interview and ultimately will appoint the successful candidate to the post.

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| <b>Indicative date for the interview and written test<sup>6</sup>:</b> | September 2013 |
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<sup>6</sup> The date might be modified depending on the availability of the Selection Board members.

**Candidates are strictly forbidden to make any contact with the Selection Committee members, either directly or indirectly. Any infringement of this rule will lead to disqualification from the selection procedure.**

## **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/sites/default/files/uploads/GSAapplicationform2.doc>) The 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)
- In Microsoft Word or Adobe Acrobat (pdf) format
- Accompanied by a scanned national identity card and/or passport, and a copy of a diploma giving access to the grade/function group bearing a date of issue.

The application will be rejected if it is not duly completed, if it is not signed by hand or if it is not provided in the prescribed format.

**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.**

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.

## **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 selection procedure for this post is declared as closed on the Agency webpage (<http://www.gsa.europa.eu/gsa/job-opportunities>).

▪ 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.

### SUMMARY OF CONDITIONS OF EMPLOYMENT

1. Salaries are exempt from national tax; instead a Community tax at source is paid;
2. Annual leave entitlement of two days per calendar month plus additional days for the grade, for the distance from the place of origin and an average of 16

**Depending on the individual family situation and the place of origin, staff members may be in addition entitled to:**

1. An expatriation or foreign residence allowance;
2. A household allowance;



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| <p>GSA public holidays per year;</p> <ol style="list-style-type: none"> <li>3. General and applicable technical training plus professional development opportunities;</li> <li>4. EU Pension Scheme (after 10 years of service);</li> <li>5. EU Joint Sickness and Insurance Scheme, accident and occupational disease insurance coverage, unemployment and invalidity allowance and travel insurance;</li> </ol> | <ol style="list-style-type: none"> <li>3. A dependent child allowance;</li> <li>4. An education allowance;</li> <li>5. An installation allowance and reimbursement of removal costs;</li> <li>6. An initial temporary daily subsistence allowance;</li> <li>7. Other benefits as provided by the Agency and the hosting country.</li> </ol> <p><b>For further information on working conditions of temporary staff please refer to the Conditions of Employment of Other Servants (CEOS):</b> <a href="http://eur-lex.europa.eu/LexUriServ/LexUriServ_en.do?uri=CONSLEG:1962R0031:20110101:EN:PDF">http://eur-lex.europa.eu/LexUriServ/LexUriServ_en.do?uri=CONSLEG:1962R0031:20110101:EN:PDF</a>.</p> |
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| <b>COMMITMENT</b>                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <p><b>Declaration of commitment to serve the public interest independently:</b></p> <p>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.</p> | <p><b>Commitment to promote equal opportunities:</b></p> <p>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.</p> |

| <b>DATA PROTECTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <p>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. <a href="http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2001:008:0001:0022:EN:PDF">http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2001:008:0001:0022:EN:PDF</a></p> <p>The purpose of processing personal data which candidates submit is to manage applications in view of possible pre-selection and recruitment at GSA.</p> |