



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 (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) for:

Head of Finance Department

(Vacancy Reference Number: GSA/2015/200)

Date of Publication:	22/11/2015	Deadline for applications:	14/12/2015 23:59 hours (CET)
Type of Contract:	Temporary Agent	Grade/Function Group:	AD 9
Place of employment:	Prague (Czech Republic)		
Contract Duration:	5 years with possibility of renewal	Desired Start Date:	As soon as possible
Organisational Department:	Finance Department		
Reporting To:	Head of Administration	Possible reserve list valid until:	31/12/2016
Level of security clearance¹:	SECRET UE EU SECRET		

¹ 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. FINANCE DEPARTMENT

The Finance Department is currently composed of 8 FTEs. It proactively contributes to the fulfilment of the GSA's mission, particularly regarding all matters related to budgeting, financial management and grants management. The Finance Department is part of the GSA's administration platform, under the steering and supervision of the Head of Administration.

2. TASKS AND RESPONSIBILITIES

Management of the Finance Team

- Manage, coordinate and motivate a dedicated and efficient team who performs the Agency's financial functions

Development of policies/strategies

- Develop, implement and monitor strategies, policies, rules and processes in the Finance team, in line with the Agency's objectives and needs, and in compliance with the GSA Financial Regulation
- Design intelligent, efficient and robust ex-ante and ex-post control strategies for the various financial areas, and particularly for grants management
- Organise regular reporting to the Head of Administration, Senior Management and the Administrative Board

Budget and finance

- Deliver to the concerned EU actors (namely the GSA Administrative Board, the European Commission, the EU budgetary and discharge authority, the European Court of Auditors and the external and internal auditors) budget related documents and information required by the applicable financial regulations
- Assess implementation of sound financial management and provide advice to Management on the application of Internal Control Standards in the financial domain
- Monitor, supervise and report on the financial actors acting within the financial circuits of the GSA, and propose and design improvements to those financial circuits
- Act as Financial Verifying Agent and/or Authorising Officer by sub-delegation on payments, commitments, recovery orders and transfers of appropriations; supervise the work of all other financial actors (financial initiators and verifiers) within the department
- Draft and develop relevant guidelines and manuals of financial procedure for internal use
- Act as main user focal point for the Paperless system, the GSA own web based financial management tool, including further development ideas and interaction with all relevant stakeholders (staff, management, ICT Department, external software contractors)
- Optimise, monitor and report on the allocation and use of resources within the Finance Department



- Perform other duties related to financial management, as required

Grants Management

- Coordinate in cooperation with the Legal Department the overall planning, reporting and execution of the diverse types of grants existing at the GSA (FP7, Horizon 2020, classic EU reimbursement grants)
- Foster the development of tools and procedures specifically suited to grants management, in cooperation with all actors involved (European Commission DG RTD, internal operational clients, project officers, legal officers)
- Design effective and efficient ex ante and ex post controls for grants management
- Provide training, coaching, support and advice on grants issues to the various GSA Departments and to Management, in close cooperation with the Legal Department
- Act as Financial Verifying Agent and/or Authorising Officer by sub-delegation for payments and commitments in the grants domain
- Act as main responsible agent for ex-post audits
- Design efficient procedures and tools for the management of grants experts (monitors, reviewers, etc.)
- Liaise with relevant counterparts in other EU institutions (DG RTD, Partner Commission DG, DG BUDG, auditors)



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 studies² 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 experience³ of at least **twelve years**;
3. Be a national of a Member State of the European Union or Norway;
4. Be entitled to his or her full rights as citizen;
5. Have fulfilled any obligations imposed by the applicable laws concerning military service;
6. Meet the character requirements for the duties involved⁴;
7. Have a thorough knowledge of one of the languages of the European Union⁵ 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 post⁶.

² 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.

³ 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.

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

⁵ 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.

⁶ Before a successful candidate can be appointed, s/he will be medically examined by a selected medical service so that the Agency will be satisfied that s/he fulfils the requirement of Article 28(e) of the Staff Regulation of Officials of the European Communities.



B. SELECTION CRITERIA

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

Please note that non-compliance with 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 economics, accounting, business administration or another field relevant to the advertised position
- ii. Good knowledge of and experience in the EU financial framework
- iii. Proven experience in managing a corporate budget
- iv. Proven experience in successfully managing a team
- v. Excellent level of written and oral English
- vi. Proven ability to use electronic office equipment (e.g. word processing, spreadsheets, email, internet, etc.)

2) Advantageous qualifications and experience

- vii. Experience in the management of auditors, in dealing with compliance for financial management, financial procedures and risk assessments
- viii. Proven experience in grants management

3) Behavioural competences

- ix. Motivation - open and positive attitude
- x. Perfect professional integrity and work ethics
- xi. Leadership and people management skills
- xii. Managerial, planning and organisational skills along with a result oriented approach
- xiii. Cooperative, practical, solution-driven and service-oriented attitude
- xiv. Self-control under pressure in demanding situations and ability to handle many simultaneous tasks
- xv. Excellent communication and negotiation skills

4. SELECTION PROCEDURE

The selection procedure includes the following steps:

- After registration, each application will be checked in order to verify that it meets the eligibility criteria.
- All eligible applications will be evaluated by a Selection Board based on the selection criteria defined in this vacancy notice.
- The best-qualified candidates, those who obtained the highest number of points within the evaluation, will be short-listed for an interview. The minimum threshold is 65% of the total points.
- During the interview, the Selection Board will examine each candidate's profile and will assess their relevancy for this post. In order to support the evaluation via interview, shortlisted candidates will be required to undergo written tests relevant to the job content (the minimum threshold for this test is 50% of



the total points allocated for it). The interviews will mainly be held in English, but knowledge of other EU languages may also be tested. Mother tongue English speakers will be expected to demonstrate their knowledge of a second EU language.

- 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.
- Candidates selected on the basis of the outcome of GSA interviews will be invited to an assessment centre, run by external consultants, and 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.

Indicative date for the interview and written test⁷:

January/February 2016

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

5. APPLICATION PROCEDURE

For applications to be considered valid, candidates must submit an email to jobs@gsa.europa.eu with a subject line of 'SURNAME_Name_Vacancy Reference Number' and which contains the Agency's approved application form (Download it here: <http://www.gsa.europa.eu/gsa/job-opportunities>).

This form must be:

- Completed in English
- Fully completed, pointing out the professional experience relevant to this position (incl. calculation of years, months)
- Printed, signed and clearly scanned in (in one single document)
- Named as follows: SURNAME_Name_Vacancy Ref. number (e.g. SPENCER_Marc_GSA.2012.123)

⁷ The date might be modified depending on the availability of the Selection Board members.



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

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

No documents will be sent back to candidates.

Applications must be sent to "jobs@gsa.europa.eu" and received by the deadline listed on page 01 of this vacancy notice at the latest, clearly indicating the vacancy reference number in the subject line.

Applications sent after the deadline will not be considered.

Candidates are reminded not to wait until the final days before the closing date of applications' submissions. The Agency cannot be held responsible for any last-minute malfunction due to any overflow of the mailbox.

6. APPEAL PROCEDURE

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can

- lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Communities, at the following address:

European GNSS Agency (GSA)
Human Resources Department
Janovského 438/2
170 00 Prague 7
Czech Republic

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure starts to run from the time the candidate is notified of the action adversely affecting him/her.

- submit a judicial appeal under Article 270 of the Treaty on the Functioning of the EU (ex Art. 236 of the EC Treaty) and Article 91 of the Staff Regulations of Officials of the European Communities to the:

European Union Civil Service Tribunal
Boulevard Konrad Adenauer
Luxembourg 2925
LUXEMBOURG

For details of how to submit an appeal, please consult the website of the European Union Civil Service Tribunal: http://curia.europa.eu/jcms/jcms/Jo1_6308/. The time limits for initiating this type of procedure (see Staff Regulations as amended by Council Regulation (EC) No 723/2004 of 22 March 2004, published in Official Journal of the European Union L 124 of 27 April 2004 — <http://eur-lex.europa.eu>) start to run from the time you become aware of the act allegedly prejudicing your interests.

- make a complaint to the European Ombudsman:

European Ombudsman
1 avenue du Président Robert Schuman
CS 30403
67001 Strasbourg Cedex
FRANCE



<http://www.ombudsman.europa.eu>

Please note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the EU (ex Art. 236 TEC). Please note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

7. SUMMARY OF CONDITIONS OF EMPLOYMENT

I. FINANCIAL ENTITLEMENTS

The remuneration consists of a basic salary⁸ and, where applicable, additional allowances⁹, paid on a monthly basis and reimbursements¹⁰, paid upon their evidenced occurrence.

The sum of the basic salary and the applicable additional allowances are weighted by the correction coefficient applicable for the location of the post¹¹. The sum of usual social deductions from salary at source is subtracted from the weighted amount¹². The full pay is exempted from the national income tax, but is subject to the internal income tax and the solidarity levy¹³.

Examples of net monthly salaries are presented below:

AD 9 (less than 15 years of work experience) ¹⁴		
a) Minimum final net salary (without any allowances)	b) Final net salary with expatriation allowance	c) Final net salary with expatriation, household and 1 dependent child allowance
3,981.14 EUR	4,843.34 EUR	5,597.31 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.

⁸ As per Articles 92 and 93 of CEOS.

⁹ **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).

¹⁰ If staff member is requested to change their residence in order to take up the duties, s/he will be entitled to: **reimbursement of the travel costs**; **temporary daily subsistence allowance** (e.g. EUR 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 the nine-month probationary period).

¹¹ Currently **correction coefficients** for the GSA duty locations are: 75% for CZ, 116.8% for FR, 150.7% for UK. The coefficient is updated every year, with retroactive effect from 1 July.

¹² Pension (10,1%); health insurance (1,70%); accident cover (0,10%); unemployment insurance (0,81%).

¹³ Currently: income tax: tax levied progressively at a rate of between 8% and 45% of the taxable portion of the salary; solidarity levy: 6%

¹⁴ 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.**



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.

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.