



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 (three-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:

Financial Officer

(Vacancy Reference Number: GSA/2015/220)

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|---|---|---|------------------------------|
| Date of Publication: | 02/12/2015 | Deadline for applications: | 11/01/2016 23:59 hours (CET) |
| Type of Contract: | Contract Agent | Grade/Function Group: | FGIV |
| Place of employment: | Prague (Czech Republic) | | |
| Contract Duration: | 3 years with possibility of renewal | Desired Start Date: | As soon as possible |
| Organisational Department: | Finance department | | |
| Reporting To: | Head of Department | Possible reserve list valid until: | 31/12/2016 |
| Level of security clearance¹: | Confidentiel UE EU Confidential | | |

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 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

The Financial Officer will report to the Head of Department (or his/her assignee). The jobholder's tasks and responsibilities shall or may include, without limitation and subject to adjustment by his/her reporting line:

- Assisting the Head of Finance and/or Budget Officer (or their assignee) in the proper implementation of commitments, payments, collection of revenue and recovery of amounts
- Producing and distributing the required reporting packages and maintaining proper archives, records and databases
- Acting as Financial Initiating Agent or Financial Verifying Agent and backing up other Financial Officers
- Collecting, organising and presenting quantitative and financial data
- Managing missions and reimbursements of staff and external experts
- Interacting in a result-oriented manner with beneficiaries and GSA operational and support teams before, during and after procurement/grants process
- Managing ex-post checks
- Supporting the preparations for the drafting and implementation of new procedures and internal rules
- Assisting and coaching GSA staff on financial procedures
- Managing VAT reimbursement of GSA staff and direct exemption claims including interaction with the Czech authorities



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. Have a level of education which corresponds to completed university studies² of at least three years attested by a diploma and appropriate professional experience of at least one year after obtaining the final 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 involved³;
6. Have a thorough knowledge of one of the languages of the European Union⁴ 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 post⁵.

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

⁴ 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.

⁵ 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 any 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 (economics, accounting, business administration, etc.) or in an unrelated field but with at least three years relevant professional experience
- ii. Very good experience relevant to the tasks described above, in particular handling financial transactions and/or financial reporting and/or management of grants
- iii. Proven abilities to use office equipment (word processing, spread sheets, Power Point, email, internet, etc.)
- iv. Excellent command of both written and spoken English

2) Advantageous qualifications and experience

- v. Very good knowledge (by training or experience) of the Financial Regulation and its Rules of Application
- vi. Experience in the use of the EU financial management tool ABAC
- vii. Experience in EU institutions in budgeting / financial reporting / grants
- viii. Experience in working in a multicultural, international and multidisciplinary environment, preferably in a European Union Institution, Agency or body

3) Behavioural competences

- ix. Motivation – open and positive attitude
- x. Professionalism and attention to details
- xi. Ability to deliver accurate work under pressure and tight deadlines, organise workload and prioritise tasks
- xii. Working with others – service approach
- xiii. Sense of proactive initiative and ability to work independently with minimum supervision
- xiv. Excellent interpersonal and communication 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) 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 reserve list will be presented to the Appointing Authority who ultimately may appoint the successful candidate 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.

| | |
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| Indicative date for the interview and written test⁶: | February 2016 |
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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.

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)

⁶ The date might be modified depending on the availability of the Selection Board members.



- Named as follows: SURNAME_Name_Vacancy Ref. number (e.g. SPENCER_Marc_GSA.2012.123)

The application will be rejected if it is not duly completed, if it is not 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 salary⁷ and, where applicable, additional allowances⁸, paid on a monthly basis and reimbursements⁹, 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 post¹⁰. The sum of usual social deductions from salary at source is subtracted from the weighted amount¹¹. The full pay is exempted from the national income tax, but is subject to the internal income tax and the solidarity levy¹².

Examples of net monthly salaries are presented below:

| FG IV 13 (less than 8 years of work experience) ¹³ | | |
|---|---|--|
| 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 |
| 2,006.55 EUR | 2,314.98 EUR | 2,897.48 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.

⁷ As per Articles 92 and 93 CEOS.

⁸ **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).

⁹ 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 the nine- months probationary period).

¹⁰ 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.

¹¹ Pension (10,1%); health insurance (1,70%); accident cover (0,10%); unemployment insurance (0,81%).

¹² Currently: income tax: tax levied progressively at a rate of between 8% and 45% of the taxable portion of the salary; solidarity levy: 6%.

¹³ 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.