



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:

Facilities Services Officer

(Vacancy Reference Number: GSA/2018/538)

Date of Publication:	08/10/2018	Deadline for applications:	05/11/2018 11:59 a.m. (GMT+2)
Type of Contract:	Temporary Agent	Grade/Function Group:	AD 5
Place of employment¹:	GSMC Backup Site located in San Martín de la Vega - Madrid (Spain)		
Contract Duration²:	5 years with possibility of renewal	Desired Start Date:	As soon as possible
Organisational Department:	GSMC Department, Technical team	Reporting to³:	GSMC Technical Manager
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, including Crypto		

¹ The **place of employment** of the Staff Member shall be San Martín de la Vega - Madrid (Spain), 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.



1. GSA AND THE GALILEO SECURITY MONITORING CENTRE

The European GNSS Agency (GSA) is responsible for the operations and service provision for the European Global Navigation Satellite Systems (GNSS) EGNOS and Galileo. By developing a new generation of GNSS, Europe is laying the foundation for new high-technology industry development, leading to job creation and economic growth. These European flagship space programmes, which embody what can be achieved when Europe works together, are already bringing real benefits to people and business in Europe and around the world.

For more information on the GSA and the European satellite navigation programmes, click [here](#).

GALILEO

Galileo is Europe's Global Satellite Navigation System, providing improved positioning and timing information with significant positive implications for many European services and users. The Galileo system, once fully operational, will offer four high-performance services worldwide:

- Open Service (OS): Galileo open and free of charge service set up for positioning and timing services
- Commercial Service (CS): A service complementing the OS by providing an additional navigation signal and added-value services in a different frequency band
- Public Regulated Service (PRS): Service restricted to government-authorized users, for sensitive applications that require a high level of service continuity
- Search and Rescue Service (SAR): Europe's contribution to COSPAS-SARSAT, an international satellite-based search and rescue distress alert detection system

Galileo Security Monitoring Centre (GSMC)

The GSMC is an operational centre of the GSA. It contributes to the fulfilment of the GSA mission by ensuring that sensitive information relating to the use of Public Regulated Services (PRS) is suitably managed and protected and not exposed to Galileo Control Centres. The GSMC will also allow the GSA to continuously monitor the security-related status and performance of the elements of EGNOS and Galileo and of the operation of the PRS.

The GSMC is an integral part of the Galileo infrastructure. It undertakes the following tasks:

- **Galileo security and system status monitoring:** monitoring and taking action regarding security threats, security alerts and operational status regarding systems components
- **Management of PRS access:** the GSMC shall be an interface with governmental entities (through computerised 'Point of Contact Platforms': POCs) for request of cryptographic keys and with Galileo core components to manage the content of security messages broadcast by Galileo satellites
- **Support to the European External Action Service (EEAS) in the field of the Implementation of Council Decision 496:** support in an event of threat to the security of the European Union or of a Member State arising from the deployment, operation or use of the European Global Navigation Satellite System
- **Provide PRS and Galileo security expertise** and analyses on request

The GSMC is currently composed of three teams working under the leadership of the Head of GSMC:

- The operational team whose primary missions are to perform continuous 24/7 security monitoring operations and to provide PRS access, next to contributing to other GSMC missions



- The engineering team in charge of preparing, developing, and validating the infrastructure and operational activities that are necessary to deploy the GSMC future evolutions
- The technical team whose primary tasks are the technical operations support (site hosting and ICT means necessary for the core missions of the GSMC) and the local security operations support (EU classified information present on the GSMC site and its assets), in coordination with the GSA Security Department

Location:

GSMC building facilities and Galileo related information technology equipment are located on two sites:

GSMC Master site: located in Saint-Germain-en-Laye, France. The GSMC has a dedicated building and area. The site itself is situated within the military base of “Camps des Loges”. The GSMC FR is the main site of the GSMC Operations.

GSMC Backup Site: This new site is based at INTA, La Marañosa campus, 25 km Southeast from Madrid, Spain, near the town of San Martín de la Vega, following Commission Implementing Decision (EU) 2018/115 and is expected to be able to operate as a back-up centre for the main site by the end of March 2019.

2. TASKS AND RESPONSIBILITIES

The Facilities Services Officer will be responsible for the provision of building facilities services in support to GSMC personnel, operational IT systems and missions. He/she will ensure the required quality and availability of services mostly by managing contractors under his/her responsibility and interfacing with the owners of the building infrastructure.

His/her contribution will include the following non-exhaustive list of tasks:

- **Contract management** of GSA contractual suppliers or other stakeholders delivering services to the GSMC to ensure the execution and expected outcomes
 - Specify requirements of framework contracts
 - Manage on a day to day basis contracts, work orders and operational relationships with the services providers as well as with the hosting entities (e.g. INTA in Spain, French Ministry of Defence in France)
 - Monitor the quality and performance of the Facility management contractor (e.g. evaluating the monthly reports and associated KPIs, assuring SLAs are met)
 - Forecast budget needs requests and manage actual usage
 - Contribute to the coordination with other activities of GSA staff and suppliers
- **Interface with relevant governmental authorities:**
 - Act as interface with the owners of the infrastructure and local entities having impact on facilities management
 - Prepare for formal contractual reviews with these authorities and contribute to the negotiation of hosting services agreements
- Implement **Safety/Security/Quality** processes and procedures in his/her area of responsibility
- **Engineering contributions:**
 - Develop personal expertise in the building systems to supervise contractors or occasionally monitor or operate such systems
 - Contribute to inventory management of the GSA for such assets
 - Ensure the preparation and implementation of appropriate maintenance plans
 - Ensure the maintenance and development of the systems documentation and configuration



- Contribute to the requirements for the continuous development and improvement of the building infrastructure and services in support to the staff
- Ensure logistical support
- **Personal certifications:** he/she may be required to follow training courses and obtain relevant certifications in order to perform his/her duties (e.g. electrical systems operations)
- **Participate to the 'on-call' roster and continuity plans** procedures preparation and execution:
 - He/she may be called for the execution of on-call procedures outside normal working hours and to follow relevant training
 - When planned, he/she shall be able to come back to the GSMC within a defined timeline
 - Prepare plans and procedures and deliver training in relation to his/her responsibilities
- Perform other relevant duties as required, such as acting as backup for other staff, particularly in technical or security areas

His/her responsibilities will initially be focused on the site of assignment. The officer may be subsequently requested to contribute to similar activities across the GSMC Master/Backup site and over time to take charge of facilities services management of another or for multiple GSMC sites.

Language: the main working language is English. A significant part of the tasks and responsibilities need to be conducted using the language of the hosting Member State.

Location: GSMC-Backup site in Spain with frequent missions and possible detachment or permanent relocation to the GSMC Master site in France or other GSMC site(s). Occasional missions to the GSA Headquarters in Prague (Czech Republic), to Brussels (Belgium) and to the European Space Agency and its suppliers' premises are foreseen for this post.



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 studies⁵ of at least three years attested by a diploma
2. Be a national of a Member State of the European Union
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 involved⁶
6. Have a thorough knowledge of one of the languages of the European Union⁷ 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 post⁸

⁵ 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.

⁶ Prior to the appointment, the successful candidate will be asked to provide a Police certificate confirming the absence of any criminal record.

⁷ 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.

⁸ 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.

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.

Non-compliance with at least one of the Essential requirements may result in the exclusion of the candidate from the selection process. Advantageous requirements constitute additional assets and will not result in exclusion, if not fulfilled.

When filling the application form, candidates are expected to include elements that demonstrate that their profile matches the requirements below.

Essential requirements

1. Experience in procurement and/or contractors management, preferably in relation to building facilities management
2. Knowledge (by training or experience) of building facilities systems (e.g. heating, cooling and ventilation systems, electricity systems, fire systems, water systems, lighting, centralised building management systems)
3. Excellent command of both written and spoken English
4. Excellent command of both written and spoken Spanish

Advantageous requirements

5. Higher education or university degree in a relevant field (e.g. Engineering, Construction, Physics, Exact sciences, etc.)
6. Experience in working in a 24/7 running environment and/or in security management (e.g. data-centre, access control systems/security systems)
7. Professional certifications in relation to building systems (electricity, cooling), safety or quality
8. Excellent command of both written and spoken French

Behavioural competencies

9. Motivation
10. Excellent communication skills
11. Working with others
12. Service mind-set, collaborative and result-oriented approach
13. Ability to manage stress, to prioritise and to take appropriate and timely decisions



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 the language(s) mentioned in the selection criteria. All candidates short-listed for an interview may also be requested to complete an online Business Attitude Questionnaire.
- Candidates will be requested to send prior to 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 may 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 placed on the reserve list and 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 test⁹:

November 2018

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.

⁹ 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' and which contains the Agency's approved application form (Download it here: <http://www.gsa.europa.eu/gsa/job-opportunities>).

This form must be:

- Completed in English
- Fully completed, pointing out the professional experience relevant to this position (incl. calculation of years, months)
- Printed, signed and clearly scanned in (in one single document)
- Named as follows: SURNAME_Name_Vacancy Ref. number (e.g. SPENCER_Marc_GSA.2016.123)

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

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

No documents will be sent back to candidates.

Applications must be sent to jobs@gsa.europa.eu 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 salary¹⁰ and, where applicable, additional allowances¹¹, paid on a monthly basis and reimbursements¹², 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 post¹³. The sum of usual social deductions from salary at source is subtracted from the weighted amount¹⁴. The full pay is exempted from the national income tax, but is subject to the internal income tax and the solidarity levy¹⁵.

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

AD5 – Step 1 (less than 3 years of work experience) ¹⁶		
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
3,313.65 EUR	3,981.72 EUR	4,779.85 EUR

AD5 – Step 2 (more than 3 years of work experience) ¹⁶		
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
3,437.76 EUR	4,133.89 EUR	4,941.45 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.

¹⁰ As per Articles 92 and 93 CEOS.

¹¹ **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).

¹² 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 42.39 for up to 10 months or EUR 34.18 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).

¹³ 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, 88.7% Spain. The coefficient is updated every year, with retroactive effect from 1 July.

¹⁴ Pension (9.80%); health insurance (1.70%); accident cover (0.10%); unemployment insurance (0.81%).

¹⁵ Currently: income tax: tax levied progressively at a rate of between 8% and 45% of the taxable portion of the salary; solidarity levy: 6%.

¹⁶ Kindly note that the numbers in examples b) and c) are indicative and net monthly remuneration varies depending on the personal, life and social situation of the incumbent. **The various components of the remuneration are updated every year, with retroactive effect from 1 July.**



III. SOCIAL SECURITY

The pension scheme provides a very competitive pension after a minimum of 10 years of service and reaching the pensionable age. Pension rights acquired in one or more national schemes before starting to work at GSA may be transferred into the EU pension system.

GSA's benefits include an attractive Health insurance: staff is covered 24/7 and worldwide by the Joint Sickness Insurance Scheme (JSIS). Staff is insured against sickness, accident and occupational disease, and could be entitled to unemployment and to invalidity allowances.

IV. PROFESSIONAL DEVELOPMENT AND BENEFITS CONTRIBUTING TO WORK-LIFE BALANCE

GSA aims at creating and maintaining a supportive and healthy work environment that enables staff members to have balance between work and personal responsibilities, for example through flexible working time arrangements.

GSA also offers a wide range of training courses to develop staff members' personal skills and keep in touch with the latest developments in their field. The training and professional development opportunities are attuned to the career plan and requirements of the departments.

8. COMMITMENT

Declaration of commitment to serve the public interest independently:

The jobholder will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to any interest that might be considered prejudicial to his/her independence.

The jobholder will be required to carry out his/her duties and conduct him/herself solely with the interests of the European Union in mind; he/she shall neither seek nor take instruction from any government, authority, organisation or person outside his/her institution. He/she shall carry out the duties assigned with objectivity, impartiality and loyalty to the European Union.

Commitment to promote equal opportunities:

The Agency is an equal opportunities employer and strongly encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction whatsoever on grounds of nationality, age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or other family situation.



9. DATA PROTECTION

The personal information GSA requests from candidates will be processed in line with Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2001:008:0001:0022:EN:PDF>

The purpose of processing personal data which candidates submit is to manage applications in view of possible pre-selection and recruitment at GSA. All personal data collected will only be used for this purpose and will in no case be transmitted to any third party. Any data provided will be treated in the strictest confidence and with high standards of security.

Applicants' documents will only be kept for as long as it is mandatory to fulfil the requirements of existing auditing/control procedures applicable to GSA.

Applicants have a right to access their data. They have a right to update or correct at any time their identification data. On the other hand, data demonstrating compliance with the eligibility and selection criteria may not be updated or corrected after the closing date for the respective selection procedure.

Applicants are entitled to have recourse at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu>; EDPS@edps.europa.eu) 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.

<https://www.gsa.europa.eu/privacy-policy>