



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:

PRS Common Minimum Standards Implementation Officer

(Vacancy Reference Number: GSA/2017/513)

Date of Publication:	27/07/2017	Deadline for applications:	04/09/2017 23:59 hours (CET) Extended until: 02/10/2017 - 23:59 hours (CET)
Type of Contract:	Temporary Agent	Grade/Function Group:	AD 7
Place of employment¹:	Prague (Czech Republic)		
Contract Duration²:	5 years with possibility of renewal	Desired Start Date:	As soon as possible
Organisational Department:	Security Department	Reporting to³:	Head of Department
Number of vacant posts to be filled:	1 post and establishment of a reserve list	Possible reserve list valid until:	31/12/2018 with possibility of extension
Level of security clearance⁴:	SECRET UE / EU SECRET		

¹ The **place of employment** of the Staff Member will be at the offices of the Agency in Prague, Czech Republic, subject to changes in the interest of the service and always under due consideration of the Staff Member's interests.

² **Five-year contract** with the possibility of a renewal for a fixed period and a further renewal for an indefinite period on the conditions set out in the Staff Regulations and in the Conditions of Employment for Other Servants.

³ The hierarchical **reporting line** may change in line with the developments of the GSA and department's organisation.

⁴ The successful candidate must hold a valid **personnel security clearance** at the above defined EU level or be able and willing to apply for a security clearance immediately after the contract award. The procedure for obtaining a personnel security clearance shall be initiated on request of the employer only, and not by the individual candidate.



1. SECURITY DEPARTMENT

The Security Department proactively contributes to the fulfilment of GSA missions by providing the security expertise in order to (1) achieve successful security accreditation of the systems, (2) secure programmes' implementation and exploitation and (3) ensure a wide, secure and sustainable use of the Public Regulated Service (PRS).

In particular, the main activities of the Security Department related to the PRS are:

- Support to the European Commission for the preparation of the PRS User Segment:
 - Development of PRS-related technologies including low cost PRS receivers
 - Support the development of the PRS user Segment, in cooperation with the PRS users and the relevant Competent PRS Authorities (CPA), analysing the user needs, defining the main applications and supporting standardisation activities
 - Preparation of calls for tenders, selection, negotiation and award of grants supporting the implementation of the PRS pilot project, for validating PRS operational and user functions and accelerating preparatory activities in Member States. The overall objective of the PRS pilot project is to perform, within a single framework, an optimised (significant scale) validation of the PRS user functions, including testing of the overall PRS security framework
 - Provision of expertise and support to the GNSS Security Board Working Groups, especially regarding the definition of guidelines and rules for the management of PRS in EU Member States and the definition and implementation of the PRS implementation plan
- Development of the GSA capacities to implement the provisions of Decision (EU) N° 1104/2011 on the PRS access, in particular:
 - Define and implement the processes for the handling of PRS Information according to the special arrangements established with the European Commission and in compliance with the PRS Common Minimum Standards
 - Define and setup the GSA CPA in support to third parties PRS participants
 - Define and implement the framework for the provision of the technical support to the PRS participant CPA
 - Support the European Commission in the provision of audit capabilities of the CPAs with respect to the implementation of the Common Minimum Standards
- Support to the activities related to the exploitation phase of Galileo:
 - Define, develop and maintain the PRS service provided in the framework of the initial service milestones
 - Support the definition and the implementation of the regulatory framework of the PRS service

The Security Department acts also as Central Security Office (CSO) of the Agency. The CSO implements (and monitors the correct implementation of) the European Commission's internal security rules applicable to the GSA, as laid down in Commission Decision (EU, Euratom) 2015/444. CSO also assumes the functions of the Agency's Central EU Classified Information (EUCI) Registry, and supports the other teams of the Security Department, as well as the whole Agency, in the handling of EUCI and in maintaining the accreditation of the



internal Agency's infrastructure and IT assets. The CSO oversees the implementation of the security rules in the GSA Headquarter located in Prague (Czech Republic) as well as other GSA sites.

2. TASKS AND RESPONSIBILITIES

The PRS Common Minimum Standards (CMS) Implementation Officer reports to the Head of Security Department (or his assignee(s)). He/she will contribute to the fulfilment of the Agency's duties regarding the security of the information and IT systems, particularly regarding all matters related to the PRS.

The CMS are a set of rules to be applied by all actors involved in the PRS service and user segment chain derived from the Decision (EU) N°1104/2011 on the rules for access to the PRS provided by the global navigation satellite system established under the Galileo programme. The implementation of this Decision has been defined in further arrangements between the European Commission and the GSA. The rules for the handling of EU Classified Information (EUCI) applicable to the Agency are set in the Commission Decision (EU, Euratom) 2015/444.

The PRS CMS Implementation Officer will carry out his/her tasks in particular regarding the implementation of the PRS CMS and the handling of PRS information, in close cooperation with the Local Security Officer (LSO) and Registry Control Officer (RCO) of the Agency.

He/she will also act as the main point of contact for the handling of PRS Information working closely with the European Commission, the GNSS Service Operator for activities related to service exploitation and the relevant Member States authorities (NSAs/CPAs).

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

1. Development and implementation of processes for handling of PRS information

- Ensure the definition and implementation of processes and guidelines in compliance with the applicable rules
- Liaise with stakeholders to ensure that the guidelines respond to the needs of the users and to the Galileo system implementation
- Manage the relevant need to know for the access to PRS information in cooperation with the LSO
- Maintain the legal framework for, and organise the transfer of, PRS information needed by the Agency in cooperation with the RCO
- Check operations and compliance with the provisions of rules for the handling of PRS information
- Prepare security annexes to industrial contracts related to the handling of EU Classified and PRS Information
- Ensure the handling of crypto PRS-related material managed by the Agency
- Manage breaches of security and compromise of PRS information
- Support the definition and implementation of the GSA Competent PRS Authority
- Support the definition of frameworks for the support to the CPAs
- Ensure the support for the management of contracts related to the PRS CMS guidelines elaboration
- Promote and ensure, through appropriate awareness actions, that all the activities of the GSA comply with the security rules for the handling of PRS Information



- Contribute to the GSA Risks management

2. Support to the European Commission

- Ensure the maintenance of the database of PRS-related reference documents
- Actively participate to the activities of relevant bodies (e.g.: the GNSS Security Board and subordinate bodies) especially regarding aspects related to the handling of EU Classified and PRS information
- Support the development of frameworks for the performance of audits to the Competent PRS Authorities
- Support the organisation of PRS information related meetings and in particular the workshops with the Competent PRS Authorities
- Support security audits and inspections, especially for what concerns the compliance to the PRS Common Minimum Standards, when required
- Ensure additional support to the Commission, as required

The position is based in the GSA headquarters in Prague (Czech Republic) and implies travels within Europe and worldwide, in particular regular missions to GSA offices located in France (St Germain en Laye), UK (Swanwick), Spain (Torrejon) or the Netherlands (Noordwijk) are foreseen for this position.



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 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 experience⁶ of at least **six years**
3. Be a national of a Member State of the European Union
4. Be entitled to his or her full rights as citizen
5. Have fulfilled any obligations imposed by the applicable laws concerning military service
6. Meet the character requirements for the duties involved⁷
7. Have a thorough knowledge of one of the languages of the European Union⁸ and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of his/her duties
8. Be physically fit to perform the duties linked to the post⁹

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 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. will 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.

⁷ Prior to the appointment, the successful candidate will be asked to provide a Police certificate confirming the absence of any criminal record.

⁸ 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.

⁹ Before a successful candidate can be appointed, s/he will be medically examined by a selected medical service so that the Agency will be satisfied that s/he fulfils the requirement of Article 28(e) of the Staff Regulation of Officials of the European Union.



B. SELECTION CRITERIA

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

The Selection Board responsible for this selection will determine the criteria to be assessed in the various phases of the selection procedure (assessment of the application forms, interview and written test) prior to being granted access to the names of the applicants. At least all essential criteria will be assessed during the applications evaluation phase.

Please note that non-compliance with 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 fields relevant to the position
- ii. Experience relevant to the tasks described
- iii. Experience in management of complex projects involving multiple partners/stakeholders
- iv. Experience in handling of classified information
- v. Excellent command of both written and spoken English

2) Advantageous qualifications and experience

- vi. Experience in the definition and/or assessment and/or implementation of security operations
- vii. Knowledge (by training or experience) of satellite navigation technology
- viii. Knowledge (by training or experience) of the Galileo PRS service

3) Behavioural competences

- ix. Motivation
- x. Excellent communication skills
- xi. Working with others
- xii. Stress management and flexibility
- xiii. Prioritising and organising
- xiv. Delivering quality and results

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 a computer-based written test relevant to the job content (the minimum threshold for this test is 50% of the total points allocated for it) and to complete part of the process in their second EU language. All candidates short-listed for an interview may also be requested to complete an online Business Attitude Questionnaire.
- Candidates will be requested to bring with them on the day of the interview photocopies of all the supporting documents for their educational qualifications and employment necessary to prove that they meet the eligibility criteria. GSA has the right to disqualify applicants who fails to submit all the required documents.
- As a result of the interviews, the Selection Board will recommend the most suitable candidate(s) for this post to be placed on a reserve list. The minimum threshold to be placed on the reserve list is 65% of the total points.
- The best ranked candidates will be invited for an interview with the Appointing Authority. The interview will focus on the overall suitability of the candidate for the post covering motivation, relevant technical and behavioural competencies, in line with the selection criteria established in the vacancy notice.
- The Appointing Authority may 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 test¹⁰:	September/October 2017
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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>).

¹⁰ The date might be modified depending on the availability of the Selection Board members.



This form must be:

- Completed in English
- Fully completed, pointing out the professional experience relevant to this position (incl. calculation of years, months)
- Printed, signed and clearly scanned (in one single document)
- Named as follows: SURNAME_Name_Vacancy Ref. number (e.g. SPENCER_Marc_GSA.2017.123)

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 salary¹¹ and, where applicable, additional allowances¹², paid on a monthly basis and reimbursements¹³, 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 post¹⁴. The sum of usual social deductions from salary at source is subtracted from the weighted amount¹⁵. The full pay is exempted from the national income tax, but is subject to the internal income tax and the solidarity levy¹⁶.

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

AD7 (less than 9 years of work experience) ¹⁷		
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
3,347.39 EUR	4,042.73 EUR	4,747.83 EUR

II. LEAVE ENTITLEMENTS

Staff is entitled to annual leave of two working days per each complete calendar month of service plus additional days for the grade, age, home leaves for expatriates and an average of 16 GSA public holidays per year.

Special leave is granted for certain circumstances such as marriage, moving, elections, birth or adoption of a child, serious sickness of spouse, etc.

III. SOCIAL SECURITY

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

¹¹ As per Articles 92 and 93 CEOS.

¹² **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).

¹³ 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).

¹⁴ Currently **correction coefficients** for the GSA duty locations are: 73.2% for CZ, 113.8% for FR, 141.8% for UK, 108% for NL. The coefficient is updated every year, with retroactive effect from 1 July.

¹⁵ Pension (10.10%); health insurance (1.70%); accident cover (0.10%); unemployment insurance (0.81%).

¹⁶ Currently: income tax: tax levied progressively at a rate of between 8% and 45% of the taxable portion of the salary; solidarity levy: 6%.

¹⁷ 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.**



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.