EUROPEAN GNSS AGENCY
Vacancy notice for the post of
NATIONAL EXPERTS SECONDED TO THE GSA
Component and User Segment Security Accreditation Officer
(Ref. GSA/2011/522-SNE)

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Deadline for application on: 12/09/2011


The European Global Navigation Satellite System (GNSS) Programmes

The European GNSS Programmes are composed of Galileo and the European Geo-stationary Navigation Overlay System (EGNOS). Galileo is Europe's global satellite radio-navigation system. The programme was launched on the initiative of the European Commission and will amount to the same kind of technological revolution as the one sparked off by mobile phones. It will also trigger the development of new universal services with a broad scope of application, either for private or professional use, in areas like leisure, transport, agriculture, oil drilling or fisheries. The most distinctive factors of Galileo will be its guarantee of quality, continuity and integrity. It will give Europe ownership of such promising technology under civil control and full independence in this domain. An Initial Operations Capability with initial implementation of the Open Service, Public regulated support service (PRS) and search and rescue support service (SAR) will be achieved by 2014 within the existing budget provision.

EGNOS (European Geo-stationary Navigation Overlay Service) is the first element of the European GNSS Programmes, improving GPS accuracy since October 2009 under its 'open service'. EGNOS also caters for specialized applications through specific services, e.g. the Safety-of-Life service for air navigation, like Galileo will in the future.

The European GNSS Agency

Given the strategic nature of European satellite positioning and navigation programmes, the European GNSS Supervisory Authority (GSA) was established by Council Regulation (EC) N° 1321/2004 of 12 July 2004 (OJ L 246/1 of 20.07.2004) and started operations in 2005. By virtue of Regulation (EU) No 912/2010, the GSA became the European GNSS

2 http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:52009PC0139:EN:NOT
Agency (GNSS Agency) on 9 November 2010. It is a regulatory agency of the Community and its current mission, following the entry into force of Regulation (EC) No 683/2008 of the European Parliament and Council of 9 July 2008 on the further implementation of the European satellite navigation programmes, is to:

- Ensure the security accreditation of the systems and the operation of the Galileo security centre;
- Contribute to the preparation of the commercialisation of the systems, laying the foundations for the respective economic sustainability and aiming at maximising the economic, social and public benefits;
- Accomplish other tasks entrusted to it by the Commission, such as the promotion of applications and services and managing the R&D programmes on satellite navigation.

On 10 December 2010 the representatives of the governments of Member States decided on common accord that the new seat of the European GNSS Agency shall be in Prague. The relocation to the new seat is likely to take place by the end of 2012. The date of relocation to the new seat is depending on other political decisions. It might take place by the end of 2012 / beginning of 2013. The candidates invited for an interview will be informed about the latest status during the interview.

The GSA will also manage the Galileo Security Monitoring Centre (GSMC), which will be located in France and in the United Kingdom. The final location for the post of **Component and User Segment Security Accreditation Officer** will be "Prague" in Czech Republic and the transfer of this post to this final location is currently foreseen in 2012-2013 timeframe.

All staff of the GSA has been attracted by the unique opportunity of contributing to make the most important project of technology innovation of the EU come true. The vast majority of staff was previously working in the private sector, mostly in competitive industries, and the GSA is applying the best world class practices.

Further details on the European satellite navigation programmes may be found at: [http://www.gsa.europa.eu/](http://www.gsa.europa.eu/)

**The Security Department**

The Security Department proactively contributes to the fulfilment of the European GNSS Agency’s mission, particularly regarding all matters related to the security accreditation of the European GNSS systems and user segment, and to the operations of the Galileo Security Centre.

Among others, the Security Department has the responsibility of the following tasks:

- **Galileo Security Accreditation**: according to decision 2010/912 Art 11.1, the Security Accreditation Board (SAB) is the European GNSS Security Accreditation Authority (SAA), and is responsible, supported by GSA resources, for ensuring the successful completion of the security accreditation activities related to the Galileo programme following the incremental development process foreseen for the In Orbit Validation (IOV) and Full Operational Capability (FOC) phases.
GNSS Security Requirements: this task includes the reviewing or restructuring, for the purpose of the FOC (Full Operational Capability) Galileo contracts, of the GNSS Security Board documentation associated to the Galileo SSRS (System-specific Security Requirements Statement), both the SSRS itself and the supporting documentation (e.g. risk assessment and management, Galileo Security Policy).

Safety Certification: support to the safety certification process of GNSS systems with respect to the security aspects

PRS User Segment: support i) the development of low cost and unclassified PRS receivers when keyed; ii) the preparation of calls for tenders, selection, negotiation and award of contracts supporting the implementation of the PRS Pilot Project, for validating PRS operational and user functions and accelerating preparatory activities in Member States; iii) work on the PRS user Segment, by performing market researches in various application areas; iv) provide expertise and support to the GNSS Security Board Working Group PRS (WG-PRS), 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.

Galileo Security Monitoring Centre (GSMC): the GSA as GSMC operator will have the following core tasks: i) management of PRS access; ii) implementation of the Council Joint Action 2004/552/CFSP; iii) management and evaluation of the security status of the European GNSS programmes. Currently, GSA tasks are the following: i) prepare the GSMC initial operations; ii) follow-up the preparation of the hosting facilities for the GSMC; iii) follow-up the procurement of the hosting facilities for the GSMC undertaken by ESA; iv) follow up GSMC technical definition and procurement undertaken by ESA; v) Support the Crypto Distribution Authority, including the Flight Key Cell management.

GNSS Technology Control Regime: the Council has invited in 2006 the Commission, in consultation with the European GNSS Supervisory Authority and the Council bodies competent in security matters, to draw up, taking account of the input from the Galileo Security Board, a control regime for transfer of sensitive GALILEO-specific items and technology and intellectual property rights to third parties as soon as possible. The GSA is supporting the Commission in the preparation and implementation of this control regime.

GNSS Security Board and associated Working Groups and Tasks Forces: the GSA provides a transverse support to the Commission in the management of the GNSS Security Board and associated Working Groups, in line with its specific responsibilities in the security accreditation of the systems and in the operation of the Galileo Security Centre.

Job description

Overall purpose

The Component and User Segment Security Accreditation Officer will mainly review the security requirements (security targets) of system components implementing security functions and follow the component evaluation and certification process. He/She will also support all matters related to the security accreditation of the User Segment, including PRS receivers and PRS manufacturers.
**Job Description**

The **Component and User Segment Security Accreditation Officer** will under the guidance of the GNSS Security Accreditation Officer carry out the tasks that will be assigned to him/her, with main focus on the following areas:

- **System review**
  - System security testing
  - Independent security analysis and testing
  - Support to system security design review
- **Support Galileo Security Accreditation Panel (GSAP) activities**
  - Liaison with relevant authorities
  - Mutual recognition and second evaluation issues
  - Review/Prepare accreditation reports (at component level)
  - Support to accreditation contract management
- **Components evaluation and certification**
  - Follow-up of components evaluation and certification
  - Review of SSRS
  - Review of Common Criteria, TEMPEST and Crypto documentation
    - Write/Review Protection Profiles
    - Review of Security Targets
    - Review of Evaluation Technical Reports (TOE Evaluation Reports)
    - Review of Security Risk Assessment
    - Support the evaluation of Protection Profiles
- **User Segment**
  - Certification of Security Modules
  - Certification and accreditation of receivers
  - Mutual recognition issues
  - Second evaluation issues
  - Accreditation of manufacturers

**Qualifications and experience required**

**A. Eligibility criteria**

- A level of education which corresponds to:
  - completed university studies attested by a diploma when the normal period of university education is four years or more; or
- completed university studies attested by a diploma and relevant professional experience of at least one year when the normal period of university education is at least three years;

• In addition to the above, at least 5 years of professional experience (following the award of the degree), in positions relevant to the aforementioned duties;

• Has worked for his/her employer on a permanent or contract basis for at least 12 months before their secondment and shall remain in the service of that employer throughout the period of secondment;

• Is currently attached to a public administration3, meaning all State administrative services at central, federal and regional level, comprising ministries, government and parliament services, the courts, central banks, and the administrative services of local authorities, as well as the decentralised administrative services of the State and of such authorities;

• An SNE who has already been seconded to the Commission or to an Agency of the European Union may be seconded another time subject to the internal rules governing the maximum length of time such persons may spend in the Commission departments, and subject further to the following conditions: i) the SNE must continue to meet the conditions for secondment; ii) a period of at least six years must have elapsed between the end of the previous period of secondment and the new secondment;

• Willingness to relocate to the seat of the GSA in Prague, Czech Republic; and

• Thorough knowledge of at least two languages of the European Union.

In addition, in order to be eligible a candidate must:

• be a national of an EU or EFTA Member State or a country with which the Council has decided to open accession negotiations and which has concluded a specific agreement with the Commission on staff secondments;

• be able to serve a full 3-year term before reaching the retirement age of 65;

• be entitled to his/her full rights as citizen;

• have fulfilled any obligations imposed by the applicable laws concerning military service;

• meet the character requirements for the duties involved; and

• be physically fit to perform the duties linked to the post;

B. Selection criteria

3 As per Article 1 C(2008) 6866 applied by analogy to the GSA.

4 As per Article 1 C(2008) 6866 applied by analogy to the GSA. GSA Executive Director may, on a case-by-case basis, authorise the secondment of an SNE from an employer other than a State public administration or an IGO if the interests of the GSA warrant bringing in specific expertise as a temporary measure, provided that the SNE's employer: i) is an independent university or research organisation which does not set out to make profits for redistribution; ii) or is in fact part of the public sector.

5 As per Article 4 C(2008) 6866 applied by analogy to the GSA. The minimum period of six years referred shall not be required if the previous secondments lasted for less than four years, but in that case the new secondment shall not exceed the unexpired part of the four-year period, without prejudice to the possibility of extending it by up to two more years.
Essential

- University degree relevant to the job;
- Very good experience relevant to the tasks described above;
- Holding or having held in the last 5 years an EU Personal Security Clearance (SECRET UE, COMSEC-CRYPTO) or a national equivalence (valid security certificate required when available or evidence it has been held in the last 5 years);
- Proven abilities to use electronic office equipment (word processing, spreadsheets, email, internet, etc.).
- Good negotiation skills and experience of conflict resolution;
- Excellent interpersonal and communication skills;
- Fluency in English.

Advantageous

- University postgraduate degree relevant to the job;
- Knowledge of a third language of the European Union; and
- Good knowledge of the institutional framework and functioning of the European Union.

Appointment and conditions of employment

Applications for the post of Component and User Segment Security Accreditation Officer will be screened by a Selection Committee that decides on those candidates who are admitted to the selection procedure in accordance with the requirements as specified in the vacancy notice. The applications of the candidates admitted to the selection procedure are reviewed by the Selection Committee that decides on those candidates who are invited to attend an interview. Candidates may be asked to undergo a written test; should this be the case candidates will be informed in advance.

The best candidates will be part of a shortlist of candidates proposed by the Selection Committee to the Appointing Authority who decides to convene for a second interview and ultimately appoints the Component and User Segment Security Accreditation Officer.

The jobholder will be recruited as Second National Expert (SNE), pursuant to Commission Decision\(^6\) laying down rules on the secondment to the Commission of national experts and national experts in professional training.

Applications as SNE shall be forwarded by the Permanent Representations\(^7\) and, where provided for in the vacancy notice, by the EFTA Secretariat, the diplomatic missions of the non-member countries whose nationals are eligible for the secondment and the administrations of the IGOs.

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\(^7\) As per Article 3.3 C(2008) 6866 applied by analogy to the GSA.
The initial period of secondment will be of two years. It may be renewed once or more, up to a total period not exceeding four years. Exceptionally, at the request of the Executive Director (ED) of the GSA and where the interests of the service warrant it, the GSA ED may authorise one or more extensions of the secondment for a maximum of two more years at the end of the four-year period.

Owing to the need for the GSA to quickly undertake all its duties, the successful candidate will be required to be available at reasonably short notice.

It is brought to the particular attention of candidates that the provisions of Articles 11 to 26 of the Staff Regulations, concerning the rights and obligations of officials, shall apply by analogy to seconded national experts. These rules specify *inter alia* that:

"An official shall carry out his duties and conduct himself solely with the interests of the Communities in mind; he shall neither seek nor take instructions from any government, authority, organisation or person outside his institution. He shall carry out the duties assigned to him objectively, impartially and in keeping with his duty of loyalty to the Communities.

An official shall not without the permission of the appointing authority accept from any government or from any other source outside the institution to which he belongs any honour, decoration, favour, gift or payment of any kind whatever, except for services rendered either before his appointment or during special leave for military or other national service and in respect of such service.

An official shall not, in the performance of his duties and save as hereinafter provided, deal with a matter in which, directly or indirectly, he has any personal interest such as to impair his independence, and in particular, family and financial interests.

An official may neither keep or acquire, directly or indirectly, in undertakings which are subject to the authority of the institutions to which he belongs or which have dealings with that institution, any interest of such kind or magnitude as might impair his independence in the performance of his duties.”

Therefore, the selected candidate will be required to make a declaration of commitment to act independently in the public interest and of any own or close interests which might be considered prejudicial to his/her independence. The selected candidate shall also be aware that he/she might be requested to apply for a security clearance.

For information on working conditions of SNEs please see: http://ec.europa.eu/civil_service/job/sne/index_en.htm

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8 As per Article 4 C(2008) 6866 applied by analogy to the GSA.
Equal opportunities

The GSA takes great care to avoid any form of discrimination in its recruitment procedures.

Application procedure

For applications to be valid, candidates must submit:

- a detailed curriculum vitae, in EU CV format9;
- a certified copy of diplomas demonstrating compliance with the level of education required;
- a valid security certificate at SECRET UE level (or national equivalence) or a demonstration that a valid one has been held in the last 5 years (from the deadline for application);
- a letter of motivation, including his/her views on the mission of the Component Security and User Segment Accreditation Officer (2 pages maximum);
- the eligibility and selection criteria grid (see attachment).

All documents must be submitted in Microsoft Word or Acrobat (pdf) format. The application will be rejected if the dossier is incomplete.

Supporting documents showing evidence of the information given in the application documents may be requested at a later stage.

No document will be sent back to candidates.

Candidates are invited to apply in English to facilitate the selection process.

Applications must be submitted to “jobs@gsa.europa.eu” and received by **12 September 2011** at 12:00 (Central European Time) at the latest, clearly indicating the vacancy reference number in the subject line. Candidates are reminded not to wait until the final days before the closing date of applications submissions. The GSA cannot be held responsible for any last-minute malfunction due to the overflow of the mailbox.

Candidates should expect to receive a reply to their e-mail, acknowledging receipt of their application, within one week of the above-mentioned deadline.

A reserve list may be constituted, valid until 31st December 2012. The validity of the reserve list could be extended if the Authority’s Executive Director so decides. This call may be used for the recruitment on another post carrying the same profile as the one described above. Candidates should note that inclusion on the reserve list does not guarantee recruitment.

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