



## European Global Navigation Satellite Systems Agency (GSA)

For more information on GSA please consult our website:

<http://www.gsa.europa.eu/gsa/overview>

### CALL FOR EXPRESSION OF INTEREST FOR SECONDED NATIONAL EXPERTS

The GSA is launching a call for candidates who are interested in a fixed-term agreement on secondment as Secoded National Experts<sup>1</sup>.

Secoded National Experts enable the Agency to benefit from the high level of their professional knowledge and experience, in particular in areas where such expertise is not readily available, and gives the opportunity to National Authorities to profit from the exchange of expertise and to develop effective and smooth working relationships.

### (Vacancy Reference Number: GSA/2019/SNE/001)

<b>Date of Publication:</b>	19/06/2019
<b>Deadline for applications:</b>	This call for expressions of interest is open-ended with no deadline for applications
<b>Place of secondment:</b>	Prague, Czech Republic <sup>2</sup>
<b>Contract Duration:</b>	2 years with possibility of renewal
<b>Profiles :</b>	Technical profiles (EGNOS and Galileo), governmental missions (e.g. Public Regulated Service), security, market development, corporates services (project control, ICT services, communication, human resources, legal services)
<b>Reporting to:</b>	Heads of the Department or their assignees
<b>Level of security clearance<sup>3</sup>:</b>	CONFIDENTIEL UE / EU CONFIDENTIAL SECRET UE / EU SECRET depending on the type of assignment

<sup>1</sup> Rules applicable to National Experts (hereafter called SNE Decision) seconded to GSA can be found at the following link: [Decision of the Administrative Board laying down rules on the secondment to the Agency of national experts in professional training.](#)

<sup>2</sup> GSA HQ is based in Prague, Czech Republic. In line with the SNE Decision, Article 5: SNEs may be seconded to any place where the Agency has an office, or at any other place as decided by the Executive Director of the Agency. Currently, the GSA has sites/offices in Prague (Czech Republic) - Headquarter, Saint-Germain-en-Laye (France), Toulouse (France), Noordwijk (Netherlands), Madrid (Spain), Brussels (Belgium).

<sup>3</sup> For profiles employed within Technical, Security, ICT, the selected SNE must hold a valid personnel security clearance at SECRET EU / EU SECRET level or be able and willing to apply for a security clearance immediately after the offer for the secondment. For the other profiles, the selected candidate must hold a valid personnel security clearance at CONFIDENTIEL UE / EU CONFIDENTIAL level or be able and willing to apply for a security clearance immediately after the offer for the secondment. In both cases, the seconding organisation/administration will be responsible for certifying/obtaining the personnel security clearance of the SNE.



## 1. THE GSA

The mission of the European Union Agency in charge of the European Global Navigation Satellite Systems (GNSS) is to support the European Union objectives and achieve the highest return on European GNSS investment, in terms of benefits to users and economic growth and competitiveness by:

- Designing and enabling services that fully respond to user needs, while continuously improving the European GNSS services and infrastructure
- Managing the provision of quality services that ensure user satisfaction in the most cost-efficient manner
- Engaging market stakeholders to develop innovative and effective applications, value-added services and user technologies that promote the achievement of full European GNSS adoption
- Ensuring that European GNSS services and operations are thoroughly secure, safe and accessible

With Europe in the driving seat, independent and self-sustaining, Galileo has the potential to become a key part of the global navigation positioning system of the future.

The GSA may offer positions<sup>4</sup> to experienced and highly motivated Seconded National Experts (SNE) within the following activities: Technical activities (EGNOS and Galileo), governmental missions (e.g. Public Regulated Service), security, market development, corporate services (project control, ICT services, communication, human resources, legal services).

## 2. THE GSA AND THE DESIRED SNE PROFILES

### 2.1 Technical profiles:

The tasks and responsibilities of the successful candidate may include:

- Contribute to the EGNOS and Galileo infrastructure operations, maintenance, protection, on-going improvement and evolutions activities, through associated contracts and/or working arrangements
- Support the management of anomalies observed in operations, from root cause investigation to correction validation
- Support the preparation of documents and the evaluation of proposals for the procurements led by the Agency for the Galileo and EGNOS exploitation phase
- Assess the programmatic impacts (service delivery, costs, schedule, risks) of proposed changes and evolutions
- Support the operational interfaces and service provision to the EGNOS and Galileo users
- Ensure a “technical performance watch” of the potential competing technologies in order to characterise the competitiveness of the proposed EGNOS and Galileo Service evolutions, and supporting the market development activities on user community queries related to these new services

### 2.2 Governmental and security profiles

The tasks and responsibilities of the successful candidate may include:

- Preparation and facilitation of the PRS (Public Regulated Service) exploitation such as service definition, implementation and provision, pilot projects coordination, user segment development

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<sup>4</sup> Subject to budget availability.



- Providing security engineering expertise for exploitation of EU programmes with respect to security requirements, e.g. follow-up and management of security aspects
- Preparation of service security accreditation files, and proposing solutions for managing cyber security threats for complex Galileo IT systems
- Contributing from a functional and security standpoint to requirements definitions and design of technical infrastructures with a strong emphasis on security and ICT systems
- Support to independent security accreditation activities implementing security assurance, including security documentation review and security risk assessment, support to management of contract activities, support to management of authorisation of bodies to develop and manufacture PRS receivers and security modules, support to independent security assessments.

### **2.3 Market development profile:**

The tasks and responsibilities of the successful candidate may include:

- Monitor user satisfaction, market and analyse attractiveness, trends, industry value chain, competing and complementary technology
- Implement market development actions, giving highest priority to those most leveraging EGNSS differentiators for the users
- Contribute to foster application development by managing the R&D applications within the European Commission R&D Horizon 2020 programme
- Cooperate with receiver and chipset manufacturers to integrate EGNSS in their products
- Support application developers and service providers with special focus on Small and medium-sized enterprises
- Support the Market Development team in the preparation of regular reporting

### **2.4 Corporate services profiles**

- Contribute to strategic communication plans in relation to the Agency's communication priorities
- Contribute to shaping Agency's campaigns, events and outputs
- Contribute to Agency's procurement / grant actions implementation
- Support in the drafting of legal framework documents /policies, providing of legal advice to other departments
- Implement GSA processes such as budget and cost management, risk management, schedule management, assets management, configuration and document management, review management, quality management and reporting
- Perform activities in support of provision of operational IT systems and services and in support of facilities and logistics management
- Contribute to the development and implementation of ICT internal improvements on strategies, processes or tools in the field of resource planning, monitoring, control and measurement, in alignment with existing or foreseen tools in the ICT area
- Contribute to the development and implementation of people management strategies including talent acquisition and talent management, job design and role clarification, succession and career planning; performance management; learning and development programmes; and staff engagement programmes.



### 3. ELIGIBLE EMPLOYERS

SNEs can be seconded from Intergovernmental Organisations (IGO) or national, regional or local public administrations of EU Member States or Member States of the European Free Trade Area (EFTA).

“Public administration” means all State administrative services at central, federal, regional or local 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.

The Executive Director may, on a case-by-case basis, authorise the secondment of an SNE from an employer other than a State public administration as stated under Article 1 of the [SNE Decision](#).

The SNE's employer will undertake to continue to pay their salary, to maintain their administrative status throughout the period of secondment and to inform the Agency of any change in the SNE's situation in this regard.

The SNE's employer will also continue to be responsible for all their social rights, particularly social security and pension.

Before the period of secondment begins, the national public administration or IGO from which the SNE is to be seconded will certify that they will remain, throughout the period of secondment, subject to the social security legislation applicable to the public administration that employs them and is responsible for expenses incurred abroad.

### 4. REQUIREMENTS

#### A. ELIGIBILITY CRITERIA

The selection procedure is open to applicants who satisfy the following eligibility criteria, on the closing date for applications:

1. The applicants must have worked for their employer on a permanent or contract basis for at least 12 months and will remain in the service of that employer throughout the period of secondment
2. Be a national of a Member State of the European Union or EFTA Member State, except where the Executive Director grants derogation
3. Possess at least 3 years of professional experience in the field relevant to the duties to be carried out during the secondment<sup>5</sup>
4. Have a thorough knowledge of one of the languages of the European Union and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of their duties<sup>6</sup>

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<sup>5</sup> SNE Decision, Article 8.

<sup>6</sup> The GSA working language is English.



## **B. SELECTION CRITERIA**

Eligible applications will be assessed on the basis of the following criteria and their relevance to the job profile.

1. Proven professional experience in a field relevant for the work of the Agency and related to the tasks and responsibilities
2. Demonstrated ability to understand the underlying legislative and policy issues relating to the functions of the GSA
3. Demonstrated ability to work within a team, to communicate effectively at all levels within the Agency and with its external partners
4. Demonstrated ability to deliver results within tight time frames and to utilise rigorous logic and methods to solve difficult problems
5. Excellent knowledge of English
6. Motivation

Applicants are advised to provide in their application form concrete examples of experience relevant to the listed selection criteria.

## **5. SELECTION PROCEDURE**

Interested candidates may apply for any of the profiles described above.

The received applications will be screened against the eligibility criteria listed in the vacancy notice.

The hiring departments will carry out the evaluation of the eligible applications against the selection criteria on a regular basis.

Shortlisted candidates may be required to undergo a telephone and/or face-to-face interview.

Depending on the Agency's budgetary situation and needs, and provided that the Agency receives the acceptance from the candidates' employer, a Seconded National Expert agreement on secondment may be offered to successful candidates.

The secondment is authorised by the Executive Director and effected by an exchange of letters between the Executive Director and the seconding authority, specifying the details of the Secondment as described in the Decision.

All applicants will be notified about the outcome of the evaluation of their application within three months after the submission of their application through the Permanent Representation.

## **6. APPLICATION PROCEDURE**

Applicants must submit their application via the Permanent Representations, the EFTA Secretariat or the administrations of the IGOs to GSA.

More information on the Permanent Representation can be found here:

<http://europa.eu/whoiswho/public/index.cfm?fuseaction=idea.hierarchy&nodeID=3780&lang=en>

The Agency will only take into account applications received by the deadline stipulated in the vacancy notice.

Please liaise with your Permanent Representation (EFTA Secretariat or IGO administration) to ensure that your application reaches the Agency well on time.

For the application to be considered valid, it must consist of:



1. “Employer authorisation for seconded national expert candidate” available on the Agency’s website
2. The candidate’s “Application form” available on the Agency’s website (in the application you can indicate for which department you would prefer to work)

Both forms have to be fully completed in English, signed and clearly scanned.

**Applications must be forwarded by the Permanent Representation** (EFTA Secretariat or IGO administration) **to the following e-mail address: [jobs@gsa.europa.eu](mailto:jobs@gsa.europa.eu)**

The subject of the e-mail and the forms must mention the reference number and the title of the post for which the application is submitted. SURNAME\_Name\_Vacancy Ref. number (e.g. SPENCER\_Marc\_GSA.2019.SNE.001).

Application forms sent by fax or by postal mail will not be accepted, except for candidates who have a proven disability that prevents them from applying online.

**Applications sent after the closure of the open call will not be considered.**

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

Candidates who fail to submit all the documents specified will be disqualified.

Please note that any documents submitted will not be returned to the candidates.

All candidates who participated in the selection procedure will be informed about the outcome.

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.

## 7. GENERAL CONDITIONS

The duties and rights of an SNE are governed by the [Decision of the Administrative Board laying down rules on the secondment to the Agency of national experts in professional training](#) published on the Agency’s website.

Unless otherwise provided in the exchange of letters between the Agency and the competent authorities of the Member State concerned, the SNE will be entitled, throughout the period of secondment, to a daily subsistence allowance of EUR 144.31<sup>7</sup>.

Where the distance between the place of origin and the place of secondment is more than 150 km, the SNE may receive an additional monthly subsistence allowance to be determined.

SNEs may be entitled to reimbursement of the cost of their travel between their place of origin and the place of secondment at the beginning and end of their secondment.

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<sup>7</sup> SNE Decision, Article 16. Subsistence allowances are granted under the same conditions as the expatriation allowance for temporary agents (see Art. 4 of Annex VII of the Staff Regulations: “[...] who are not and have never been nationals of the State in whose territory the place where they are [seconded] is situated [...]”). Allowances will be subject to the weighting set by the Council pursuant to Article 64 of the Staff Regulations, mutatis mutandis. Currently, the weightings are: 85.2% for CZ, 120.5% for FR, 113.9% for NL, 94.2% ES.



These allowances are intended to cover SNEs' living expenses in the place of secondment on a flat-rate basis and shall in no circumstances be construed as remuneration paid by the Agency.

SNEs may work in any field where their services are deemed necessary provided there is no conflict with the Agency's interests. SNEs will carry out their duties and act in compliance with the Authority's interest.

## 8. COMMITMENT

### **Conflict of interest:**

The Agency's Department concerned, the SNE's employer and the SNE must confirm that there is no conflict of interest in relation to the SNE's duties while being seconded to the Agency.

The confirmation is done in writing before the start of the secondment based on the intended duties during secondment.

SNEs will be required to carry out their duties and conduct themselves solely with the interests of the European Union in mind; they shall neither seek nor take instruction from any government, authority, organisation or person outside the Agency.

### **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 (EU) N° 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, officers and agencies and on the free movement of such data (repealing Regulation (EC) N° 45/2001 and Decision N° 1247/2002/EC).

<https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32018R1725&from=EN>

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](mailto:EDPS@edps.europa.eu)) if they consider that their rights under Regulation (EC) N° 2018/1725 have been infringed as a result of the processing of their personal data by the GSA.

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