European GNSS Agency

European Global Navigation Satellite System Agency

For more information on GSA please consult our website:
http://www.gsa.europa.eu/gsa/job-opportunities

The European Global Navigation Satellite System Agency (GSA) has set up a selection procedure that aims to establish a reserve list (five-year contract with the possibility of renewal on the conditions set out in the Staff Regulations and in the Conditions of Employment for Other Servants) for:

Galileo Reference Centre Supervisor

(Vacancy Reference Number: GSA/2014/922)

Date of Publication:	24 January 2014	**Deadline for applications:**	24 February 2014 by 23:59 hours (CET)
Type of Contract:	Temporary Agent	**Place of employment:**	Prague (Czech Republic)
Grade/Function Group:	AD8		
Contract Duration:	5 years	**Monthly basic salary[1]:**	€ 6.299,95
Organisational Department:	GNSS Exploitation Programme team		
Reporting To:	GNSS Exploitation Programme Manager	**Possible reserve list valid until:**	31/12/2015
Desired Start Date:	As soon as possible		
Level of security clearance[2]:	SECRET EU		

[1] Please note that salaries are adjusted based upon a correction coefficient as calculated by the Commission [Currently, 01 June 2012, the weightings are: 100% (BE), 84,2% (CZ), 116,1% (FR), 134,4% (UK)].

[2] 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.

GNSS EXPLOITATION PROGRAMME DEPARTMENT

The role of the European GNSS Agency, in the exploitation phase, shall include tasks in particular as follows:

(i) Operational activities of the Galileo and EGNOS programmes including system infrastructure management, maintenance, on-going improvement, certification and standardisation, as well as service provision;

(ii) Development and deployment activities of the evolution and future generations of the systems, including procurement activities.

The GNSS exploitation programme team is in charge of managing the exploitation phases of the EGNOS and Galileo programmes, and shall in particular:

- Manage the execution of the EGNOS and Galileo exploitation phases in compliance with the EC-GSA delegation agreements, controlling the associated schedule, costs and risks;
- Analyse, define and implement the EGNOS and Galileo exploitation concepts;
- Manage the EGNOS and Galileo infrastructure operations, maintenance, protection, on-going improvement and evolutions activities, through associated contracts and/or working arrangements;
- Manage the standardisation activities associated with the EGNOS and Galileo programmes;
- Manage the operational interfaces and service provision to the EGNOS and Galileo users;
- Liaise with the GSA Market Development Department for the market strategy and development of the EGNOS and Galileo use;
- Liaise with the GSA Security Department and Security Accreditation Board for ensuring the accreditation of the EGNOS and Galileo systems and services;
- Liaise with the EASA and other relevant authorities to ensure certification of the EGNOS and Galileo systems and services;
- Liaise with the EC and ESA for all matters dealing with the EGNOS and Galileo exploitation-related activities.

TASKS AND RESPONSIBILITIES

The Galileo Reference Centre (GRC) will be responsible for the independent performance monitoring of Galileo services (Open Service, Commercial Service and Public Regulated Service) during the Galileo Exploitation Phase.

The precursor of the GRC, the TGVF (Time and Geodetic Validation Facility), is currently operated by ESA and located at ESA ESTEC site. The TGVF will support the independent performance monitoring during the initial Galileo exploitation phase and early service provision until end of 2016.

In 2014 the procurement of the GRC will be initiated under the responsibility of the GSA. The centre will be located at the ESTEC site in Noordwijk, The Netherlands. It is planned that the GRC operations, also under the responsibility of the GSA, will start at the beginning of 2017.

The Galileo Reference Centre Supervisor reports to the GNSS Galileo Exploitation Programme Manager.

Her/his main task is to manage the procurement and operations of the Galileo Reference Centre (GRC).

She/he is responsible for:

- Managing the Galileo Reference Centre procurements (ITT preparation, release and negotiations), including hardware & software, operations & maintenance;
- Managing all GRC related activities of system testing and service validation campaigns;
- Managing the operations of the Galileo Reference Centre, operated in Noordwijk, The Netherlands;
- Elaborating and implementing a service provision strategy for the GRC;
- Specifying, negotiating and monitoring the in-service Key Performance Indicators applicable to the GRC service provider;
- Coordinate the implementation of the EGNOS/Galileo service performance monitoring activities in Member States;
- Elaborating and implementing a service and signal performance watch on the GNSS constellations (GPS, GLONASS, Compass) and on the other SBAS systems;
- Analysing the identified in-service performance degradations in order to identify the origins of the problem and propose recommendations for corrective measures in liaison with ESA and the EGNOS/Galileo Service Provider;
- Conducting the technical performance assessments related to frequencies, interoperability, compatibility and service level commitments with other systems;
- Liaising with EC and ESA related to all performance monitoring aspects of the EGNOS and Galileo services;
- Contributing to the definition of the future Galileo service levels commitments, ensuring coordination with other GNSS/SBAS Service Providers;
- Contributing to the design of the Galileo Services, of their extensions and of their evolutions (Service Performance Requirements, Service Performance Definition Documents, User and Signal Performance Requirements);
- Supporting the GSA Market Department for addressing user communities queries related to Galileo service provision;
- Liaising with EC and ESA related to all aspects of the Galileo Reference centre;
- Liaising with the GSA Legal and Contracts Department and with the Administration and Finance Department for procurement and project management activities;
- Supporting the GNSS Exploitation Programme Manager for any topics related to EGNOS and Galileo independent performance monitoring.

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PROFESSIONAL QUALIFICATIONS AND OTHER REQUIREMENTS

A. ELIGIBILITY CRITERIA

For your application to be considered by the Agency, you must meet the following criteria:

1. a) 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

2. b) 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;

3. In addition to the above, to possess appropriate professional experience of at least **nine years** (Ad 1a) following of the award of diploma; (Ad 1b) following the end of professional experience, in positions relevant to the aforementioned duties;
4. Be a national of a Member State of the European Union;
5. Be able to serve a full 5 year-term before reaching the retirement age;
6. Be entitled to his or her full rights as citizen[3];
7. Have fulfilled any obligations imposed by the applicable laws concerning military service;
8. Meet the character requirements for the duties involved;
9. 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 his/her duties; and
10. Be physically fit to perform the duties linked to the post[4].

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

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

B. SELECTION CRITERIA

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

Please note that non-compliance with 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 the exact science, such as Engineering, Physics, Mathematics or Computer Science;
ii. Good experience relevant to the tasks described above;
iii. Experience in public infrastructure and/or services project management, including schedule, costs and risks management;
iv. Experience and background in navigation systems;
v. Excellent command of both written and spoken English.

2) Advantageous qualifications and experience

vi. Experience and background in EGNOS and Galileo programmes;
vii. Experience in working with international GNSS Service Providers;
viii. Experience working in a politically sensitive/multi-cultural environment.

3) Behavioural competences

ix. Motivation - open and positive attitude;
x. Excellent communication skills;
xi. Working with others;
xii. Stress management & flexibility;
xiii. Analysis & problem solving;
xiv. Delivering quality and results;
xv. Prioritising and organising.

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 may be required to undergo written tests relevant to the job content (the minimum threshold for this test is 50% of the total points allocated for it)

and to complete part of the process in their second EU language; • 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. This list may also be used for recruitment of a similar post depending on the Agency's needs. Inclusion on the reserve list does not guarantee recruitment. • The reserve list will be presented to the Appointing Authority who may decide to convene a second interview and ultimately may appoint the successful candidate to the post.	
Indicative date for the interview and written test[5]:	March 2014

Candidates are strictly forbidden to make any contact with the Selection Committee members, either directly or indirectly. Any infringement of this rule will lead to disqualification from the selection procedure.

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.2012.123)
- In Microsoft Word or Adobe Acrobat (pdf) format;
- **The application shall be accompanied by a scanned ID card and/or passport, and a copy of a diploma giving access to the grade/function group bearing a date of issue.**

[5] The date might be modified depending on the availability of the Selection Board members.

The application will be rejected if it is not duly completed, if it is not signed by hand or if it is not provided in the prescribed format.

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.

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.

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.

SUMMARY OF CONDITIONS OF EMPLOYMENT

1. Salaries are exempt from national tax; instead a Community tax at source is paid;
2. Annual leave entitlement of two days per calendar month plus additional days for the grade, for the distance from the place of origin and an average of 16 GSA public holidays per year;
3. General and applicable technical training plus professional development opportunities;
4. EU Pension Scheme (after 10 years of service);
5. EU Joint Sickness and Insurance Scheme, accident and occupational disease insurance coverage, unemployment and invalidity allowance and travel insurance;

Depending on the individual family situation and the place of origin, staff members may be in addition entitled to:

1. An expatriation or foreign residence allowance;
2. A household allowance;
3. A dependent child allowance;
4. An education allowance;
5. An installation allowance and reimbursement of removal costs;
6. An initial temporary daily subsistence allowance;
7. Other benefits as provided by the Agency and the hosting country.

For further information on working conditions of temporary staff please refer to the Conditions of Employment of Other Servants (CEOS): http://eur-lex.europa.eu/LexUriServ/LexUriServ_en.do?uri=CONSLEG:1962R0031:20110101:EN:PDF. and

http://ec.europa.eu/dgs/human-resources/publications_en.htm

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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.

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.