

SELECTION OF TEMPORARY STAFF FOR DIRECTORATE-GENERAL ENTERPRISE AND INDUSTRY

The European Commission is organising a selection procedure to fill 1 administrator post within Directorate-General Enterprise and Industry, Directorate H (EU Satellite Navigation Programmes), Unit H/3 (Galileo and EGNOS - Applications, security, international cooperation)

1. NATURE OF DUTIES

The successful candidate will work on the EU satellite navigation programmes and will report to the Head of Unit of DG ENTR H/3.

This unit fosters the development of Global Navigation Satellite System (GNSS) applications and promotes the uptake of EGNOS (European Geostationary Navigation Overlay System) and Galileo services worldwide. It ensures the security of the infrastructure and the protection of the services of the programmes. Through international cooperation strategic partnerships are built, competitiveness maintained and compatibility with other GNSS looked for.

Concerning Security the following tasks are of special importance:

- Opening and protection of frequencies
- Definition of best signals for the services
- Ensuring the security of the infrastructures and their use
- Ensuring the security of the Public Regulated Service (PRS)

For more information on the main activities and objectives of the GNSS Programmes, please visit the following website:

http://ec.europa.eu/enterprise/policies/satnav/galileo/index_en.htm

The successful candidate should be able to produce high-quality work in a flexible, fast-evolving environment. Additionally, he/she will need to collaborate, whenever required, with the Galileo and EGNOS project teams of the European Space Agency (ESA) and other stakeholders, such as the European GNSS Agency (GSA).

The post offers the possibility of growing into the role of a Team Leader Security if experience and professional background permit.

Tasks:

The Policy Officer will amongst others:

- Apply the Galileo system specific security requirement statements (SSRS) and the project security instruction (PSI) and ensure compliance with the industrial activities of ESA and the European GNSS Agency through the Programme Change Control Board (PCCB)

- Conceive, develop, coordinate, prepare, implement and/or monitor policies and related activities in particular with regard to the PRS (Public Regulated Service) access rules and GNSS Export Control regimes
- Contribute to the project strategies, organisation, planning of schedules, tasks, deliverables and priorities related to security, frequencies and signals and ensure their implementation
- Coordinate the Commission's representation in the GNSS Security Board, the Galileo Security Accreditation Panel, the Council Security Committee (GNSS Formation) and the Security Accreditation Board
- Manage the technical discussions associated with all international negotiations involving signal and service interoperability issues and/or security matters in particular the EU/US Working Group A and D as well as the EU/China Technical Working Group
- Coordinate and/or prepare replies to requests for information on security issues

For a potential Team Leader:

- Ensure overall coordination of security provisions for the European GNSS programmes, notably with the European GNSS Agency, the Council and the European Space Agency
- Contribute actively to the establishment of the Unit's security activities
- Allocate team tasks / responsibilities and assure performance of team activities in accordance with the principles of effective project and process management
- Supervise and monitor progress and fulfilment of the programmed activities on security, frequencies and signals
- For procurements: Assure timely publication of Terms of References of good quality, sound contract performance and fulfilment of reporting procedures

Furthermore, the Policy Officer may also contribute to other tasks of the unit, as necessary.

2. TYPE AND DURATION OF CONTRACT

The successful candidate may be offered a temporary contract under point a) of Article 2 of the Conditions of Employment of Other servants of the European Union in accordance with the Commission Decision of 28 April 2004 on a new policy for the engagement and employment of temporary staff¹ and in accordance with the Commission Decision of 17 July 2008 on further implementation of the European Satellite Radio Navigation Programmes (EGNOS and Galileo) – New Duties and Transfer of Functions of the Galileo Surveillance Authority to the Commission (C(2008)3923). The duration of the contract will be until 31 December 2013. The contract may be renewed for an indefinite period in accordance with the Commission decision C(2012) 6956 subject to the adoption of the Regulation on the further implementation and operation of the European satellite navigation programmes by the European Parliament and the Council or, if this regulation has not been adopted by 1 January 2014, of the regulation on the multiannual financial framework for 2014-2020.

¹ http://ec.europa.eu/civil_service/docs/at_decision_new_policy_28-04-2004_en.pdf

PLACE OF EMPLOYMENT

BRUSSELS

LEVELAD8 (as an indication, basic monthly starting salary of €6 299.95 to €6 564.69)²**3. ELIGIBILITY****3.1. GENERAL CONDITIONS**

Candidates must satisfy the requirements set out in Article 12 of the Conditions of Employment of Other Servants of the European Union³ (CEOS), which include being a national of a Member State of the European Union.

The European Union institutions apply a policy of equal opportunities and accept applications without distinction on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

3.2. SPECIFIC CONDITIONS**3.2.1. QUALIFICATIONS**

By the deadline for submission of applications, the candidates must have:

- A level of education which corresponds to completed university studies attested by a diploma in exact sciences, such as Engineering, Telecommunication technologies, Mathematics or Computer Science 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 in the abovementioned areas and appropriate professional experience of at least one year when the normal duration of the studies is at least three years. This professional experience will be deemed to be part of the diploma and will not be taken into account in the required number of years of professional experience as required under 3.2.2. Experience.

3.2.2. EXPERIENCE

In addition to the qualifications required under 3.2.1., candidates must have at least 9 years full time professional experience gained after obtaining the diploma required under "Qualifications", in positions corresponding to the aforementioned duties, in large projects with technical content and/or space related programmes of which at least 3 years in the area of space programmes, preferably the European GNSS programmes, or on satellite system engineering and/or satellite system project management and/or satellite system research and development activities.

² http://ec.europa.eu/civil_service/docs/at_decision_on_classification_en.pdf

³ http://ec.europa.eu/civil_service/docs/toc100_en.pdf

3.2.3. LANGUAGES

Under point (e) of Article 12(2) of the CEOS candidates must have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of the official languages of the European Union

English is the most widely spoken language in the Global Satellite Navigation Systems community. To meet the needs of the service, implying writing and conducting technical and political analyses to the highest standard, candidate must therefore have good oral, analytical and drafting skills in English. The candidate will be expected to be immediately operational in the efficient fulfilment of the tasks required such as drafting expert reports and publications, participation in working groups with US and China, communicating and conducting negotiations at international level, etc.

4. ADVANTAGES

- University degree in Electrical or Aerospace Engineering
- Knowledge of system security;
- Experience in the field of frequency and signals
- Knowledge of and working experience in satellite-based navigation systems;
- Experience in international negotiations
- Ability to use electronic office software/applications (word processing, spreadsheets, e-mail, Internet, etc.).
- Excellent organisational, analytical and negotiation skills;
- Ability to identify problems and offer options for solutions;
- Knowledge of techniques, tools and best practices for large project management and the ability to manage multiple projects under tight deadlines
- Ability to work effectively with colleagues of different national and educational backgrounds;
- Excellent communication skills, team spirit and flexibility.

5. SELECTION PROCEDURE

There will be two separate, successive stages of the procedure:

5.1. PRE-SELECTION

The selection committee, composed in accordance with Article 2(c) of the Commission Decision of 28 April 2004 on a new policy for the engagement and employment of temporary staff⁴, will carry out a pre-selection based on the qualifications and professional experience described in the application form and letter of motivation.

As well as the application form and the letter of motivation the pre-selected candidates must provide the official supporting documents confirming the information given in their application form, i.e.:

⁴ http://ec.europa.eu/civil_service/docs/at_decision_new_policy_28-04-2004_en.pdf

- copy of a document proving citizenship (identity card or passport);
- copy of the diploma(s) or certificate(s) of the required level of education;
- employment certificates proving the length of professional experience. These documents must clearly show the function, the field of activity, the nature of the tasks, the start and end date and continuity of each of the periods of professional experience to be counted for this selection procedure. For this purpose candidates should ideally produce employment certificates from their former employers and current employer. Failing this, copies of the following documents, for example, will be accepted: employment contracts, accompanied by the first and last pay slips and the final monthly pay slip for each intermediate year in the case of a contract of more than one year, official letters or acts of appointment, accompanied by the final salary slip, employment records, tax declarations.

Final acceptance of the application is subject to presentation of the requisite supporting documents. If these documents are not received by the deadline stipulated, the application will be deemed void.

If candidates are in any doubt about the nature or validity of the documents to be presented they should contact the secretary of the selection committee at least ten working days before the deadline expires, via the functional mailbox at the following address: ENTR-SELECTION-AT-H3@ec.europa.eu. The aim is to enable them to produce a complete and acceptable dossier by the deadline.

Successful candidates who are to be offered a job will, at a later date, be required to produce the originals of all the requisite documents for the purpose of certification.

5.2. SELECTION⁵

Candidates who have successfully completed the admission stage will be invited for a written test and/or an interview in order to be assessed and compared objectively and impartially on the basis of their qualifications, professional experience and knowledge of languages, as set out in this notice.

The list of aptitude will contain at least 1 successful candidate and will be valid two years. The validity of the list may be extended.

MISCELLANEOUS

In view of the nature of the duties to be performed, successful candidates will be required to undergo the security clearance procedure.

⁵ The European Commission has begun negotiations for the amendment of the Staff Regulations for Officials and the Conditions of Employment of Other Servants of the European Union. The amendment may concern the careers of officials and other servants. Candidates included in the list of aptitude of this selection procedure may receive a job offer based on the new provisions of the Staff Regulations once they have been adopted by the legislator without prejudice to other consequences of a legal or financial nature.

APPLICATIONS

Completed applications in English, accompanied by a letter of application, must be sent to the following address:

ENTR-SELECTION-AT-H3@ec.europa.eu

Candidates are requested to send their applications in a single e-mail in .zip or .pdf format in order not to overload the functional mailbox. The Commission reserves the right to put in place a computer tool that will automatically remove all messages of more than 1 MB.

Candidates should use the same functional mailbox for all correspondence with the selection committee and for any request for information.

The closing date for the submission of applications is 13 September 2013.