



RECRUITMENT

Head of Long Term & Innovative Research (ref. VN117): 1 position

Temporary Agent (AD7 – 5 years)

Start date: 02/09/2013

The SESAR Joint Undertaking has set up a recruitment procedure that aims to establish a reserve list for **1 position of “Head of Long Term & Innovative Research”**. The SESAR Joint Undertaking (SJU) was established by European Council Regulation (EC) No 219/2007 (JO L64 of 02/03/2007). The duty station is in Brussels, Belgium where the SESAR Joint Undertaking has its headquarters and where the place of employment is.

1. INTRODUCTION

1.1 The SESAR Programme

The SESAR (Single European Sky ATM Research) Programme has been launched as a critical part of the Single European Sky initiative (SES). This programme represents the technological pillar of the SES and aims at developing a modernised and high-performance air traffic control infrastructure which will enable the safe and environmentally friendly development of air transport.

1.2 The SESAR Joint undertaking

In order to properly manage the development phase of this huge and ambitious project, a legal entity was created, under European Union law, on 27th of February 2007: the SESAR Joint Undertaking (SJU).

The mission of the SJU is thus to ensure the modernisation of the European air traffic management system by coordinating and concentrating all relevant research and development efforts in the EU. It is responsible for the execution of the EU ATM Master Plan resulting from the definition phase and in particular for carrying out the following tasks:

- organising and coordinating the development activities of the SESAR programme, in accordance with the EU ATM Master Plan by combining and managing under a single structure public and private sector funding;
- ensuring the necessary funding for the development activities of the SESAR programme in accordance with the EU ATM Master Plan;
- ensuring the involvement of the stakeholders of the ATM sector in Europe, in particular: air navigation service providers; airspace users; professional staff associations; airports; and manufacturing industry; as well as the relevant scientific institutions or the relevant scientific community;
- organising the technical work of research and development, validation and study, to be carried out under its authority avoiding fragmentation of such activities;
- ensuring the supervision of activities related to the development of common products duly identified in the EU ATM Master Plan and if necessary, to organise specific invitations to tender.

Further information on the activities of the SESAR JU is available at: <http://www.sesarju.eu>.

2. PURPOSE OF THE ROLE

This role has two key purposes; the first to successfully manage the progress, content, successful completion and integration of SJU long term & innovative research activities linked to the European ATM Master Plan as well as within the context set by the ACARE Strategic Research and Innovation Agenda and the second to ensure the effective coordination of SJU research activities. In particular, the coordination should be both across the SESAR Programme as well as with European and National activities in all related areas of interest to ATM.

founding members



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The role includes providing support to the review and monitoring of CNS/ATM system and/or avionics developments carried out in the technical work packages of the SESAR programme, thus ensuring the link and transition through the 'innovation pipeline' of exploratory research into applied research and pre-industrial developments as well as passing lessons learned back into the long term research activities.

3. KEY ACCOUNTABILITIES

The job holder shall carry out the tasks that will be assigned to him/her, in particular:

- To develop and maintain a suitable Long Term and Innovative Research programme of activities in SESAR, structured to ensure adequate focus on agreed research areas utilising limited resources whilst maintaining clear deliverables and benefits of the work to be undertaken;
- To lead the Research Network, SESAR Centres of Excellence and the Project activities ensuring effective management and controls in line with SJU mission, vision and specific objectives. In particular, encouraging an open and collaborative working arrangement while retaining appropriate SJU controls and approvals as well as providing necessary expert guidance and support towards the achievement of the research goals set for the various activities;
- To ensure SJU Long Term and Innovative Research content is well aligned with the scientific themes and Centres of Excellence assigned, that Research Networks communicate a clear vision for the research required to support their activities and that Research Projects are correctly managed;
- To ensure consistency of the Long Term and Innovative Research programme with the remainder of the SESAR programme, ensuring adequate visibility of the Long term research and facilitating the transition of research results across the different phases of research and across maturity levels;
- To ensure effective and close coordination of SESAR long Term Research and Innovative Research activities with other ATM related research being undertaken on behalf of the EC and other organisations at a European or National level;
- To contribute / liaise with ACARE thus communicating with the wider research community and influencing their work on determining and monitoring relevant Long Term and Innovative Research to ensure SJU coordinate research activities in ATM in accordance with the Council Regulation;
- To provide the secretariat of the SJU Scientific Committee, ensuring this is called, operated and supported in a manner that supports its role in advising the SJU on all research matters;
- To engage Associates of the SJU into the overall programme activities in accordance with the terms of their contracts and to bring additional capability and benefit to the projects or activities of the programme;
- To support the Head of ATM Operations and Systems in the review of CNS/ATM system and/or avionics deliverables and the monitoring of ATC systems developments within the SESAR activities.

4. ELIGIBILITY CRITERIA REQUIRED

Candidates will be considered for the selection phase on the basis of the following criteria to be fulfilled by the deadline for submission of applications.

4.1 Minimum Qualifications and Professional experience required

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

A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is three years and, after having obtained the university degree, at least one year of appropriate professional experience.

4.2 Minimum Professional experience Required

At least **8 years** of proven professional experience gained after obtaining the minimum qualifications required in a field related to the nature of the accountabilities described under the corresponding heading, and preferably in a research environment including ATM as a major part.

4.3 Minimum Language Skills Required

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 are mandatory.

4.4 In addition in order to be eligible, the candidate must:

- Be a national of a Member State of the European Union or of the European Organisation for the Safety of Air Navigation (Eurocontrol);
- Have fulfilled any obligation imposed by the laws on military service;
- Be entitled to full rights as citizen¹;
- Be physically fit to perform the duties linked to the post².

5. SELECTION CRITERIA

The successful candidate will have to show initiative and professionalism and be highly motivated. He/She should be able to work proactively, under pressure and to tight deadlines with a strong emphasis on flexibility and team working.

5.1. Essential Selection Criteria

- Minimum of 5 years of experience, with suitable seniority, and demonstrable experience of good leadership and management skills when dealing with a very distributed team;
- Knowledge and experience in the research, development and implementation of CNS/ATM systems and/or avionics;
- Knowledge of the EC Framework Programme rules;
- Previous participation in and/or understanding of the role of ACARE;
- Involvement in National research and research coordination activities
- Excellent interpersonal skills and ability to command trust among peers;
- To meet the needs of the service, an excellent working knowledge of written and spoken English is essential;
- Capacity to deliver both in a client oriented and structured way;
- Strong communication (written and oral) and presentation skills.

5.2. Advantageous Selection Criteria

- Professional experience in a multi-cultural environment;
- A good knowledge of French would be an asset;
- Experience in managing groups of Experts in an international environment;
- Good knowledge of the mission and the tasks of the SJU.

6. SELECTION PROCEDURE

Eligibility of candidates will be assessed according to compliance with all formal requirements by the closing date for the submission of applications. Eligible candidates whose application shows evidence of all essential selection criteria may be invited for an interview, which will be held for the most part in English. During the selection process candidates may be required to undergo a competency assessment exercise. The interview will take place in Brussels (Belgium), where the SJU has its headquarters and where the place of employment is. **The date for the test/interview session has been set provisionally to the 17th July 2013 (PM).**

¹ Prior to the appointment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.

² Before being engaged the candidate will be medically examined in order to fulfil the requirements of Article 12 (2) (d) of the Conditions of Employment of Other Servants of the European Communities.

Candidates invited to an interview will be requested to submit, on the day of the interview, a copy of their diploma(s) and evidence of their professional experience, clearly indicating the starting and finishing dates, the function(s) and the exact nature of the duties carried out. However, prior to contract signature, the selected candidate will be requested to provide SJU with original or certified copies of all relevant documents proving the eligibility requirements.

As a result of the interviews, the Selection Panel recommends the most suitable candidates for the posts in question. The list of suitable candidates established by the Selection Panel may also be used for the recruitment for a similar post depending on the needs of the SJU and shall be valid until 31st December 2013 (the validity period may be extended). Each candidate will be informed by letter whether or not he/she has been placed on the reserve list. Candidates should note that inclusion on a reserve list does not guarantee recruitment.

Please note that the Selection Panel's work and deliberations are strictly confidential and that any contact with its members is strictly forbidden.

7. DECLARATION OF COMMITMENT TO SERVE PUBLIC INTEREST INDEPENDENTLY

Prior to contract signature, the selected candidate will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to the interests that might be considered prejudicial to his/her independence.

8. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The selected candidate will be appointed by the Executive Director, upon recommendation of the Selection Panel, following the selection process.

Depending on the budgetary situation, the selected candidate may be engaged for a fixed period of 5 year. The period of engagement shall not exceed in any case the duration of the Joint Undertaking.

The successful candidate will be recruited in the **grade AD7**. The basic monthly salary before any deductions or allowances for the grade AD7 (step 1) is 5.568,11 EUR. In addition to the basic salary, staff members may be entitled to various allowances, such as a household allowance, expatriation allowance, dependent child allowance and education allowance. The salary is subject to a Community tax deducted at source and staff members are exempt of national taxation on income.

Please note that recruitment is done in the first or second step of the indicated grade, depending on the duration of the acquired professional experience gained after the minimum qualifications and professional experience required.

Further information regarding rights and conditions of employment can be found in the following document:

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

9. SUBMISSION OF APPLICATIONS

9.1 Procedure of Applications

Candidates must submit by email to the functional mailbox recruitmentVN117@sesarju.eu a **SINGLE A4-sized Adobe Acrobat PDF file (size: max. 5MB) containing ALL the following scanned documents:**

- A Curriculum Vitae (CV) in the Europass format (available on the following website: <http://europass.cedefop.europa.eu>);
- A signed motivation letter of no more than one page, explaining why the candidate is interested in the post and what would be his/her added value to the SJU if selected;
- A duly completed and signed declaration of honor with regard to the eligibility and selection criteria (downloadable from our website).

The title and the exact reference of the vacancy notice should be indicated in the subject of the email. Applications where the format and/or content of the Europass CV and the declaration of honour have been modified will be deemed void.

No correspondence will be exchanged on the status of the application except in the case of a final decision, positive or negative. Candidates are therefore formally requested not to enquire about the progress of their application neither by email, telephone, fax or letter.

The closing date for submission of applications has been extended until the 08th July 2013 at 23:00 local time.

9.2 Appeal Procedure

Any appeal regarding the present vacancy notice shall be sent within 20 calendar days of the date on the email notifying the rejection of the application quoting the reference of the vacancy notice to the Chairman of the selection panel at the following email address: hr@sesarju.eu.

9.3 Promotion of Equal opportunities

The SJU is an equal opportunity employer and strongly encourages applications from all candidates who fulfil the eligibility and requirements without any distinction on the grounds of nationality, age, race, gender, political, philosophical or religious conviction or sexual orientation and regardless of disabilities, marital status or other family situation.

9.4 Personal Data Protection

Please note that applications will not be returned to candidates but will be kept on file by the SJU. The personal information the SJU 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. This applies in particular to the confidentiality and security of such data. Personal data shall be processed solely for the purpose of the performance, management and follow-up of information in view of a possible appointment at the SJU. Should the candidate have any query concerning the processing of his/her personal data, he/she shall address them to the SJU Data Protection Officer, sju.data-protection@sesarju.eu.

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