

ANNEX I



SECONDMENT NOTICE

Expert for Regulatory Affairs

Seconded National Expert (2 years renewable - ref. SN018)

The SESAR Joint Undertaking has set up a secondment procedure that aims to establish a reserve list for the SNE position of “**Expert for Regulatory Affairs**”. 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 Single European Sky Air Traffic Management Research and Development (“SESAR”) Programme aims to modernise the air traffic management (“ATM”) in Europe and represents the technological pillar of the Single European Sky.

The SESAR Programme comprises three interrelated, continuous and evolving collaborative processes: (1) the definition of the content and priorities, (2) the development of new technological systems, components and operational procedures of the SESAR concept and (3) the deployment plans of the next generation of ATM systems contributing to the achievement of the Single European Sky performance targets.

The definition process delivered the first edition of the European ATM Master plan (“ATM Master Plan”). The recently endorsed European ATM Master Plan 2015 is driving and steering the different activities performed in the context of the overall SESAR Programme.

1.2 The SESAR Joint undertaking

In order to properly manage this huge and ambitious programme, a legal entity was created under European Union law. The SESAR Joint Undertaking (“SJU”), was established under Council Regulation (EC) 219/2007 of 27 February 2007, Regulations as modified by Council Regulation (EC) 1361/2008 (SJU Regulation) and last amended by the Council Regulation (EU) 721/2014 of 16 June 2014.

The SJU is henceforth responsible for “carrying out specific activities aimed at modernising the European air traffic management system by coordinating and concentrating all relevant research and development efforts in the Community.

1.3 SESAR 2020 Programme

Guided by the European ATM Master Plan, the SESAR JU is responsible for defining, developing, validating and delivering technical and operation solutions to modernise Europe’s air traffic management system and deliver benefits to Europe and its citizens. The SESAR JU research programme, known as SESAR 2020, is delivering solutions through SESAR research projects that address four key areas, namely airport operations, network operations, air traffic services and technology enablers. Research projects are also categorised into three strands: Exploratory research, Industrial research and validation and Very large-scale demonstrations. These strands have been designed as an innovation pipeline through which ideas are transformed into tangible solutions for industrialization.

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

2. KEY ACCOUNTABILITIES

Under the responsibility of the Chief Economist & Master Planning, the Expert for Regulatory Affairs will be responsible for the execution of the following tasks:

- Organise Quarterly Meetings, Ad-Hoc meetings, Familiarization Workshops and Regulatory Workshops with National Authorities and with EASA;
- Organise the participation of National Authorities and EASA in Validation Exercises;
- Ensure coordination with the Program Managers in the execution of the regulatory related tasks;
- Support the maintenance of the overall standardization and regulatory roadmap for SESAR, ensuring a close connection between the European Plan for Aviation Safety (EPAS) and the European ATM Master Plan;
- Contribute to deliverable assessments when affected by relevant regulatory recommendations;
- Contribute to specific mandates given by the European Commission to the SESAR Joint Undertaking in support of the SES (such as but not limited to the preparation of common projects);
- Contribute to the preparation of meetings in institutional, regulatory or standardization bodies, such as but not limited to:
 - The Single Sky Committee ;
 - The Eurocontrol Provisional Council;
 - The EASA ATM ANS TeB on Air Traffic Management/Air Navigation Services ;
 - The NSA Coordination Platform;
 - The coordination meetings with the EC and EASA.

3. REQUIREMENTS

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

3.1 Minimum Qualifications Required

A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is at least three years.

3.2 Minimum Professional experience Required

A professional experience of at least 3 years gained after obtaining the minimum qualifications.

3.3 Language Skills Required

The main working language in the field of Air Traffic Management is English. Candidates must therefore have a thorough knowledge of both spoken and written English with a satisfactory knowledge of at least one other official language of the European Union to the extent necessary for the performance of the above mentioned duties.

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

- Be a national of a Member State of the European Union;
- 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 post.

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

4. SELECTION CRITERIA

The SJU places particular importance on the ability to grasp problems of all kinds, often complex in nature, to react rapidly to changing circumstances and to communicate effectively. The successful candidate will have to show initiative and imagination and be highly motivated. He/She should be able to work under pressure and to tight deadlines, both individually and in a team.

4.1 Essential Selection Criteria

- Relevant experience in the domain of European regulatory affairs, in the sector of aviation, and particularly ATM;
- Relevant experience in the domain of national aviation authorities and/or European aviation safety;
- Knowledge of business of airports and/or airspace users and/or aeronautical manufacturing industry, in particular through experience in the elaboration of study cases (safety, security, capacity, economic) for any related business.
- Ability to cope concurrently with a large number of tasks and to work under time pressure;
- Strong analytical, presentation and communication skills, including ability to write clear and concise reports;
- Excellent organizational skills in the context of large technical workshops;
- Excellent inter-personal skills and ability to command trust among stakeholders;
- Self-motivated and able to perform duties autonomously, on time and with accuracy, according to set schedules.

4.2 Advantageous Selection Criteria

- A good knowledge of French would be an asset;
- Good knowledge of the mission and the tasks of the SJU;
- Professional experience in a multicultural environment.

5. SELECTION PROCEDURE

The selection process will be carried out by a Selection Panel with the support of the Human Resources Sector of the SJU.

The applications received will be assessed to ascertain their eligibility according to the requirements detailed under Section 3 above.

The Selection Panel will invite eligible applicants to an interview in English and in the second language indicated by the candidate at the SJU headquarters. The Selection Panel may consider complementing the interview with a presentation or a written test. The date of the test and/or interview session has provisionally been set to the 2nd of July 2019 (until further notice and depending on the number of candidates). The applicants will be informed of the date with at least 15 days notice.

The Selection Panel will submit to the SJU's Executive Director the list of successful candidates in decreasing order to be retained for the secondment. This reserve list may be used for requesting the secondment of the applicants for similar post depending on the needs of the SJU, and will be valid for 12 months from the date of its establishment (the validity of the reserve list may be extended).

Applicants shall note that the inclusion on a reserve list does not constitute a commitment from the SJU to accept the secondment nor any guarantee of secondment.

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

6. DECLARATION OF COMMITMENT TO SERVE PUBLIC INTEREST INDEPENDENTLY

The selected seconded national expert 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.

7. SECONDMENT AND CONDITIONS OF EMPLOYMENT

The successful national expert is expected to be seconded for a 2-year period (renewable). For information on working conditions (including allowances provided for in Chapter III: subsistence allowances, travel expenses, etc.) of SNEs please see: http://ec.europa.eu/civil_service/job/sne/index_en.htm.

8. SUBMISSION OF APPLICATIONS

8.1 Eligibility of Applications

Applicants must send their applications only through the Permanent Representations to the EU of the country from which they are nationals.

Please find by clicking on the link below the addresses of the permanent representations: <http://europa.eu/whoiswho/public/index.cfm?fuseaction=idea.hierarchy&nodeid=3780>.

Before the application, the candidates should receive the formal approval/authorisation of their potential secondment from their employer.

For applications to be valid and eligible for consideration, applicants must submit to the Permanent Representation of their country a file containing the following 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 applicant is interested in the secondment and what would be his/her added value to the SJU if seconded;
- A duly completed and signed declaration of honor with regard to the requirements and selection criteria.

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

The title and the exact reference of the secondment notice should be indicated. Applications where the format and/or content of the Europass CV have been modified may be deemed void by the SJU. Copies of diplomas and reference documents should not be submitted with the application. These supporting documents showing evidence of the information given in the CV shall be requested at a later stage.

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

Closing date for submission of applications: 31st of May 2019 at 13:00 (Local time).

8.2 Promotion of Equal opportunities

The SESAR Joint Undertaking is an equal opportunity employer and strongly encourages applications from all applicants who fulfil the 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.

8.3 Appeal Procedure

Any appeal regarding the present secondment 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 secondment notice to the Chairman of the selection panel at the following email address: hr@sesarju.eu.

8.4 Personal Data Protection

Please note that applications will not be returned to applicants but will be kept on file by the SESAR JU. 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. More information is available on the SJU website under the privacy statement. Should the candidate have any query concerning the processing of his/her personal data, he/she shall address them to the Data Protection Officer at the following email address: sju.data-protection@sesarju.eu.

*APPROVAL FOR
PUBLICATION
F. Guillermet – Executive
Director*