



VACANCY NOTICE

Programme Officer (ref VN020)

Administrator - TA 2(f) – AD7

The SESAR Joint Undertaking has set up a selection procedure to establish a reserve list for the position of **Programme Officer (TA 2(f) – AD7)**. 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

The Programme Officer is responsible to carry the tasks that will be assigned to him/her, in particular:

- Preparation, validation, management and closure of Grant Agreements. This will include liaising with contributing beneficiaries, monitoring progress of research activities and providing feedback to beneficiaries and initiating actions when necessary;
- Providing clear and result oriented leadership in guiding the work programme on the development of fit for purpose research, technologies and systems that deliver SESAR Solutions suitable to meet the European ATM Master Plan;
- Validation of technical contents: deliverables, timetable, milestones and technical description of projects and their overall contribution to the programme objectives;
- Guiding and supporting programme and project reviews, including their preparation and the prior assessment of reports, and participating in project / programme meetings and/or in dedicated progress reviews;
- Preparation and management of Calls for Proposals, including analysing the topics proposed for publication, supporting the evaluation phase (selection of experts, eligibility checks of proposals), supporting the selection and final ranking;
- Providing financial, technical and administrative information; verification of information provided by beneficiaries, preparing and updating dashboards [KPIs], and analysing these to report on the execution of projects, making recommendations to the management and monitoring follow up actions;
- Assuring and contributing to correct dissemination and implementation of project results;
- Reporting on relevant research activities of the Joint Undertaking and preparing input to the Annual Activity Report;
- Performing any other tasks assigned by the management of the JU in the interests of the smooth operation of the projects and their overall management.

3. ELIGIBILITY CRITERIA REQUIRED

Candidates will be considered for the selection phase based on 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 in an appropriate field of study when the normal period of university education is four years or more.

3.2 Minimum Professional experience

At least 5 years of experience in ATM, 3 out of which were acquired in the field of European ATM operations and/or technical development;

3.3 Minimum Language Skills Required

Thorough knowledge as well as command of English and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of his/her duties are mandatory;

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 post².

4. SELECTION CRITERIA

The successful candidate shall have sense of initiative and professionalism. He/She should be a team player, flexible, highly motivated, proactive, and able to work under pressure and to tight deadlines.

4.1 Essential Selection Criteria

In addition to the requirements on minimum qualification and professional experience set out in heading 3, the successful candidate shall have:

- Experience in planning, coordinating and leading activities and in establishing clear priorities in a challenging environment;
- Experience in managing groups of Experts in an international environment;
- Experience of work in a multi-cultural environment.
- Good understanding of the evolution of ATM operational concepts and related systems and architecture;
- Knowledge of Air Traffic Management in Europe;
- Strong analytical skills;
- Strong drafting skills and ability to prepare concise and effective report;
- Strong communication (written and oral) and presentation skills;
- Service culture: capacity to deliver both in a client oriented and structured way;
- Working with others: ability to work in a proactive and autonomous way as well as in a team.

4.2 Advantageous Selection Criteria

- Knowledge and/or experience of any of the following would be an advantage: SJU organisation, concepts, methodologies and management of processes / ATM system design, development, validation and verification, European and Global ATM regulation and standardisation activities.
- Knowledge of document management techniques and tools
- Knowledge of a third European Language is an asset

5. 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 of the test and/or interview session has been tentatively set for the **second half of October 2021** (until further notice and depending on the number of candidates). The applicants will be informed of the date within a reasonable period prior to such date.

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 the SJU with original or certified copies of all relevant documents proving the eligibility requirements.

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 that the SJU may be satisfied that he/she fulfils the requirements of Article 12 (2) (d) of the Conditions of Employment of Other Servants of the European Communities.

As a result of the interviews, the Selection Panel will recommend the most suitable candidates for the post 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 2022** (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.

6. 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.

7. 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 years. 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 6.294,84 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://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

8. SUBMISSION OF APPLICATIONS

8.1 Procedure of Applications

Candidates must submit by email to the functional mailbox recruitmentvn020@sesarju.eu a **SINGLE A4-sized Adobe Acrobat PDF file (size: max. 5MB) containing ALL the following scanned documents:**

- 5 A Curriculum Vitae (CV) in the Europass format (available on the following website: <http://europass.cedefop.europa.eu>);
- 6 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;
- 7 A duly completed and signed declaration of honor with regard to the eligibility and selection criteria (downloadable from our website).

The single A4-sized Adobe Acrobat PDF application file shall be named as follows: [Lastname_Firstname_VN020.pdf].

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 may be deemed void by the SJU.

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 is 30th of September 2021 at 23:00 Brussels time.

8.2 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.

8.3 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.

8.4 Personal Data Protection

Please note that applications will not be returned to candidates but will be kept on file by the SJU. The personal data the SJU requests from candidates will be processed in line with Regulation (EU) 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, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC... 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. Detailed information on the processing of personal data can be found in the relevant [privacy notice](#).

APPROVAL FOR PUBLICATION

R. Frizon – Executive Director ad interim

[signed]