



European Global Navigation Satellite Systems Agency

For more information on GSA please consult our website:

<http://www.gsa.europa.eu/gsa/overview>

CALL FOR EXPRESSION OF INTEREST FOR SECONDED NATIONAL EXPERTS

The GSA wishes to establish a list of candidates who are interested in a fixed-term agreement on secondment as Seconded National Experts¹.

Seconded National Experts enable the Agency to benefit from the high level of their professional knowledge and experience, in particular in areas where such expertise is not readily available, and gives the opportunity to National Authorities to profit from the exchange of expertise and to develop effective and smooth working relationships.

Applications are invited for:

Seconded National Expert (SNE)

EGNOS Exploitation, GALILEO Exploitation, Galileo Security Monitoring Centre, Security Departments

(Vacancy Reference Number: GSA/2017/SNE/002)

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|------------------------------------|--|---|--|
| Date of Publication: | 27/07/2017 | Deadline for applications: | 01/11/2017 23:59 hours (CET) |
| Type of Contract: | SNE | Place of secondment²: | All GSA sites, depending on the department |
| Contract Duration: | 2 years with possibility of renewal | | |
| Organisational Departments: | EGNOS Exploitation Department Galileo Exploitation Department Galileo Security Monitoring Centre (GSMC) Security Department | | |
| Reporting to: | Heads of Department or their assignees | Reserve list valid until³: | 31/12/2018 |
| Desired Start Date: | As soon as possible | Level of security clearance⁴: | SECRET UE / EU SECRET |

¹ Rules applicable to National Experts (hereafter called SNE Decision) seconded to GSA can be found at the following link: [Decision of the Administrative Board laying down rules on the secondment to the Agency of national experts in professional training.](#)

² SNE Decision, Article 5: SNEs may be seconded to any place where the Agency has an office, or at any other place as decided by the Executive Director of the Agency. Currently, the GSA has sites in Prague (Czech Republic) (Headquarters), Saint-Germain-en-Laye (France), Toulouse (France), Swanwick (United Kingdom).

³ This call may be used for the recruitment of similar profiles depending on the Agency's needs.

⁴ The selected SNE will be asked to hold a valid personnel security clearance at UE SECRET level. The seconding organisation/administration will be responsible for certifying/obtaining the personnel security clearance of the SNE.



1. THE GSA

The GSA is organising a general call for expression of interest for several Seconded National Expert (SNE) positions within the following Departments:

- EGNOS Exploitation
- Galileo Exploitation
- Galileo Security Monitoring Centre (GSMC)
- Security

The GSA's mission is to support the European Union objectives and achieve the highest return on European GNSS investment, in terms of benefits to users and economic growth and competitiveness, by:

- Designing and enabling services that fully respond to user needs, while continuously improving the European GNSS services and infrastructure
- Managing the provision of quality services that ensure user satisfaction in the most cost-efficient manner
- Engaging market stakeholders to develop innovative and effective applications, value-added services and user technologies that promote the achievement of full European GNSS adoption
- Ensuring that European GNSS services and operations are thoroughly secure, safe and accessible

By developing a new generation of Global Navigation Satellite Systems (GNSS), Europe is laying the foundations for new high-technology industry development, job creation and economic growth. With Europe in the driving seat, independent and self-sustaining, Galileo has the potential to become a key part of the global navigation positioning system of the future.

1.1 THE EGNOS and GALILEO EXPLOITATION DEPARTMENTS (OPERATIONS and SERVICE PROVISION)

The GNSS exploitation programme departments manage the exploitation phases of the EGNOS and Galileo programmes and in particular:

- Analyse, define and implement the EGNOS and Galileo exploitation phases, in compliance with the delegation agreements with the European Commission, including controlling the associated schedule, costs and risks
- Oversee the EGNOS and Galileo infrastructure operations, maintenance, protection, on-going improvement and evolutions activities, through associated contracts and/or working arrangements
- Ensure all standardisation activities associated with the EGNOS and Galileo programmes and 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; with the GSA Security Department and Security Accreditation Board to ensure the accreditation of the EGNOS and Galileo systems and services; with the European Aviation Safety Agency and other relevant authorities to ensure certification of the EGNOS and Galileo systems and services; and with the European Commission and the European Space Agency on all matters dealing with EGNOS and Galileo exploitation-related activities

EGNOS and GALILEO profiles:

Depending on their expertise and the team to which they will be assigned, the tasks and responsibilities of the successful candidate may include:



- Conduct mission analyses related to the definition of the EGNOS and Galileo Services. These analyses will consist of analysing user needs and market strategy, identifying and trading-off different service concepts following up and analysing the output of demonstration campaigns, establishing a service high-level definition and associated Mission/Service requirements and KPIs
- Ensure a “technical performance watch” of the potential competing technologies in order to characterise the competitiveness of the proposed EGNOS and Galileo Service evolutions, and supporting the Market Development Department on user community queries related to these new services
- Contribute to the System/User Segment standardisation activities associated with the EGNOS and Galileo programmes
- Conduct analysis, definition and implementation of the EGNOS and Galileo exploitation and system operation concepts
- Contribute to the EGNOS and Galileo infrastructure operations, maintenance, protection, on-going improvement and evolutions activities, through associated contracts and/or working arrangements
- Support the operational interfaces and service provision to the EGNOS and Galileo users
- Support the management of anomalies observed in operations, from root cause investigation to correction validation
- Support the preparation of documents and the evaluation of proposals for the procurements led by the Agency for the Galileo exploitation phase
- Assess the programmatic impacts (service delivery, costs, schedule, risks) of proposed changes and evolutions
- Analyse the services provision and operations changes: baseline configuration changes or deviations, operations processes evolutions and services provision transitions
- Participate in the Ground and/or Space Segment Evolutions development reviews and the Change Control Boards to contribute to ensure consistency between exploitation and system evolution/deployment activities
- Contribute to the international developments of EGNOS (in particular EGNOS in Africa)
- Liaise with the Agency’s Security Department and European Commission to ensure 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 Commission and ESA for all matters dealing with the EGNOS and Galileo exploitation-related activities
- Perform other relevant duties as required

1.2 THE SECURITY DEPARTMENT

The Security Department handles all matters relating to the security of GNSS systems, including:

- Establishing and managing a suitable permanent structure for the implementation of security-related decisions and necessary operational contacts
- Ensuring compliance by the system operator with instructions issued pursuant to Decision 2014/496/CFSP (aspects of the deployment, operation and use of the European Global Navigation Satellite System affecting the security of the European Union)
- Contributing to the definition of security specifications of systems and their operations
- Contributing to the definition of specifications and instructions for manufacturing PRS (Public Regulated Service) receivers, in accordance with the PRS access policy defined by the European Council



Security profile:

Depending on their expertise and the team to which they will be assigned, the tasks and responsibilities of the successful candidate may include:

1. EU GNSS Programmes support:

- PRS-related activities for the preparation and facilitation of the PRS exploitation such as pilot projects coordination, PRS user segment development, as well as PRS service definition, implementation and provision, e.g. development of PRS receivers, PRS standards group, development of guides for establishment of Competent PRS Authorities (CPA), support to international negotiations on PRS access
- Security Requirements and Standards (Galileo and EGNOS) activities, providing security engineering expertise for EGNOS and GALILEO exploitation programmes with respect to security requirements, e.g. follow-up and management of security aspects of the Galileo Service Operator, preparation of service security accreditation files, and proposing solutions for managing cyber security threats for complex Galileo IT systems

2. Central Security Office (CSO):

Security services in a horizontal manner, which cover the whole Agency, such as the management of the overall security of GSA personnel, information and infrastructure and development of relevant security policies, e.g. management of large classified facilities, accreditation of classified IT networks, as well as the definition and implementation of policies and tools to manage internal security.

1.3 THE GALILEO SECURITY MONITORING CENTRE (GSMC) DEPARTMENT

The Galileo Security Monitoring Centre (GSMC) is in charged with:

- Monitoring and taking action regarding security threats and alerts and the overall operational status of systems components
- Managing PRS access on system level, ensuring that sensitive information relating to the use of PRS is suitably managed and protected and is not exposed to the Galileo Operating Centre
- Implementing “Joint Action” instructions in the event of a threat to the security of the European Union or to a Member State arising from the operation or use of the system, or in the event of a threat to the operation of the system, in particular as a result of an international crisis
- Providing PRS and Galileo security expertise and analysis

GSMC profile:

Depending on their expertise and the team to which they will be assigned, the tasks and responsibilities of the successful candidate may include:

- Contribute to hosting facilities management from design, procurement, implementation up to ensuring ongoing services. To support Hosting Facilities Management for the GSMC site in France, candidates must also have excellent communication skills in the French language (written and spoken)
- Contribute to operations engineering activities in support to GSMC operations and services
- Contribute to the development of operations for upcoming GSMC releases from requirement to procedures, organisation of testing and validation campaigns
- Perform operational IT systems System Administration duties, crypto and/or maintenance duties
- Contribute to operational IT support processes implementation and design, including logistical support processes



- Provision on inputs to the GSMC security accreditation based on the outcome of the validation campaigns
- Provide advice and expertise to current GSMC Operations, external stakeholders such as Member States and European Institutions and to Galileo Crisis Management
- Security Support Services Contract Management
- Analyse GSMC operational data and will provide summary reporting in line with the GSMC operations reporting plan (e.g. drafting weekly / monthly reports)
- Conduct studies and trend analysis in support of GSMC operations or service provision, to identify improvements or optimisations to GSMC operations and to contribute to the GSMC Service reporting
- Contribute to Local Security Operations processes
- Apply and implement the security requirements to the GSMC, determine the security design and contribute to the security accreditation of the systems
- Contributing from a functional and security standpoint to requirements definitions and design of technical infrastructures with a strong emphasis on security and ICT systems
- Implementation of the GSA's security policy, including security awareness within the GSA, effectiveness of the GSMC's internal security controls, monitoring of the Security of the communications infrastructure, network assets and database infrastructure of the GSMC
- Planning, preparation and execution of various audits to monitor the compliance of the organisation towards external requirements, internal security policies, processes and procedures, and security related technical requirements (including penetration tests)
- Contributing to business continuity plans of the GSMC in areas related to his/her responsibilities
- Performing other relevant duties as required

3. ELIGIBLE EMPLOYERS

SNEs can be seconded from Intergovernmental Organisations (IGO) or national, regional or local public administrations of EU Member States or Member States of the European Free Trade Area (EFTA).

“Public administration” means all State administrative services at central, federal, regional or local level, comprising ministries, government and parliament services, the courts, central banks and the administrative services of local authorities, as well as the decentralised administrative services of the State and of such authorities.

The Executive Director may, on a case-by-case basis, authorise the secondment of an SNE from an employer other than a State public administration as stated under Article 1 of the *SNE Decision*.

The SNE's employer will undertake to continue to pay their salary, to maintain their administrative status throughout the period of secondment and to inform the Agency of any change in the SNE's situation in this regard.

The SNE's employer will also continue to be responsible for all their social rights, particularly social security and pension.

Before the period of secondment begins, the national public administration or IGO from which the SNE is to be seconded will certify that they will remain, throughout the period of secondment, subject to the social security legislation applicable to the public administration that employs them and is responsible for expenses incurred abroad.



4. REQUIREMENTS

A. ELIGIBILITY CRITERIA

The selection procedure is open to applicants who satisfy the following eligibility criteria, on the closing date for applications:

1. The applicants must have worked for their employer on a permanent or contract basis for at least 12 months and will remain in the service of that employer throughout the period of secondment
2. Be a national of a Member State of the European Union or EFTA Member State, except where the Executive Director grants derogation
3. Possess at least 3 years of professional experience in the field relevant to the duties to be carried out during the secondment⁵
4. 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 their duties⁶

B. SELECTION CRITERIA

Eligible applications will be assessed on the basis of the following criteria and their relevance to the job profile.

- i. Proven professional experience in a field relevant for the work of the Agency and related to the tasks and responsibilities
- ii. Demonstrated ability to understand the underlying legislative and policy issues relating to the functions of the GSA
- iii. Demonstrated ability to work within a team, to communicate effectively at all levels within the Agency and with its external partners
- iv. Demonstrated ability to deliver results within tight time frames and to utilise rigorous logic and methods to solve difficult problems
- v. Knowledge of English

Applicants are advised to provide in their application form concrete examples of experience relevant to the listed selection criteria.

5. SELECTION PROCEDURE

The received applications will be screened against the eligibility criteria listed in the vacancy notice.

The hiring departments will carry out the evaluation of the eligible applications against the selection criteria.

Shortlisted candidates may be required to undergo a telephone and/or face-to-face interview.

Suitable candidates will be placed on a reserve list initially for one year, which could be subsequently renewed.

⁵ SNE Decision, Article 8.

⁶ The GSA working language is English.



Depending on the Agency's budgetary situation and needs, and provided that the Agency receives the acceptance from the candidates' employer, a Seconded National Expert agreement on secondment may be offered to successful candidates.

The secondment is authorised by the Executive Director and effected by an exchange of letters between the Executive Director and the seconding authority, specifying the details of the Secondment as described in the Decision.

6. APPLICATION PROCEDURE

Applicants must submit their application via the Permanent Representations, the EFTA Secretariat or the administrations of the IGOs to GSA.

More information on the Permanent Representation can be found here:

<http://europa.eu/whoiswho/public/index.cfm?fuseaction=idea.hierarchy&nodeID=3780&lang=en>

The Agency will only take into account applications received by the deadline stipulated in the vacancy notice.

Please liaise with your Permanent Representation (EFTA Secretariat or IGO administration) to ensure that your application reaches the Agency well on time.

For the application to be considered valid, it must consist of:

1. "Employer authorisation for seconded national expert candidate" available on the Agency's website
2. The candidate's "Application form" available on the Agency's website (in the application you can indicate for which department you would prefer to work)

Both forms have to be fully completed in English, signed and clearly scanned.

Applications must be forwarded by the Permanent Representation (EFTA Secretariat or IGO administration) **to the following e-mail address: jobs@gsa.europa.eu**

The subject of the e-mail and the forms must mention the reference number and the title of the post for which the application is submitted. SURNAME_Name_Vacancy Ref. number (e.g. SPENCER_Marc_GSA.2017.SNE.123).

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.

Application forms sent by fax or by postal mail will not be accepted, except for candidates who have a proven disability that prevents them from applying online.

Applications sent after the deadline will not be considered.

Supporting documents showing evidence of the information given in the application will be requested at a later stage.

Candidates who fail to submit all the documents specified will be disqualified.

Please note that any documents submitted will not be returned to the candidates.

All candidates who participated in the selection procedure will be informed about the outcome.

If, at any stage of the procedure, it is established that any of the information the candidate provided is incorrect, the candidate in question will be disqualified.



7. GENERAL CONDITIONS

The duties and rights of an SNE are governed by the [Decision of the Administrative Board laying down rules on the secondment to the Agency of national experts in professional training](#) published on the Agency's website.

Unless otherwise provided in the exchange of letters between the Agency and the competent authorities of the Member State concerned, the SNE will be entitled, throughout the period of secondment, to a daily subsistence allowance of EUR 136.10⁷.

Where the distance between the place of origin and the place of secondment is more than 150 km, the SNE may receive an additional monthly subsistence allowance to be determined.

SNEs may be entitled to reimbursement of the cost of their travel between their place of origin and the place of secondment at the beginning and end of their secondment.

These allowances are intended to cover SNEs' living expenses in the place of secondment on a flat-rate basis and shall in no circumstances be construed as remuneration paid by the Agency.

SNEs may work in any field where their services are deemed necessary provided there is no conflict with the Agency's interests. SNEs will carry out their duties and act in compliance with the Authority's interest.

8. COMMITMENT

Conflict of interest:

The Agency's Department concerned, the SNE's employer and the SNE must confirm that there is no conflict of interest in relation to the SNE's duties while being seconded to the Agency.

The confirmation is done in writing before the start of the secondment based on the intended duties during secondment.

SNEs will be required to carry out their duties and conduct themselves solely with the interests of the European Union in mind; they shall neither seek nor take instruction from any government, authority, organisation or person outside the Agency.

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.

⁷ SNE Decision, Article 16. Subsistence allowances are granted under the same conditions as the expatriation allowance for temporary agents (see Art. 4 of Annex VII of the Staff Regulations: "[...] who are not and have never been nationals of the State in whose territory the place where they are [seconded] is situated [...]"). Allowances will be subject to the weighting set by the Council pursuant to Article 64 of the Staff Regulations, mutatis mutandis. Currently, the weightings are: 73.2% for CZ, 113.8% for FR, 141.8% for UK, 108% for NL.



9. DATA PROTECTION

The personal information the Agency 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 the Agency. 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 the Agency.

Applicants have the right to access their data. They have the 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 Agency processing their personal data.

More information is available [here](#).