

## ANNEX I



## SECONDMENT NOTICE

Expert in Master Planning

Seconded National Expert (2 years renewable - ref. SN019)

The SESAR Joint Undertaking has set up a secondment procedure that aims to establish a reserve list for the SNE position of “**Expert in Master Planning**”. 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 project

The Single European Sky Air Traffic Management Research and Development (“SESAR”) project aims to modernise the air traffic management (“ATM”) in Europe and represents the technological pillar of the Single European Sky.

SESAR comprises three interrelated, continuous and evolving collaborative processes: (1) the definition of the content and priorities (formalised through the maintenance of the European ATM Master Plan), (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 Master Plan defines the vision and the objectives of the SESAR project. It is an evolving document to ensure that priorities and commitments made for SESAR development and deployment activities remain strongly connected to EU policy priorities.

### 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.

The SJU is also responsible for the execution of the European ATM Master Plan.

### 1.3 The SESAR 2020 Programme

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 Master Planning Seconded National Expert (SNE) shall be part of the SJU team responsible for supervising Master Planning activities. He/she shall report to the SJU Chief Economist & Master

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Planning and carry out the tasks that will be assigned to him/her, in particular supporting the SJU and its Governance bodies in the following areas:

- Ensuring adequate alignment of Master Plan activities with transition to deployment activities;
- Ensuring Risk Management and monitoring of critical mitigation actions on key elements of the Master Plan;
- Addressing key operational and/or technical issues related to the Master Plan levels in full coordination with the relevant SJU teams, projects and programme activities;
- Monitoring consistency between the different levels of the Master Plan;
- 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);
- Providing general support to the relevant coordination with stakeholders and in particular National Authorities in order to secure buy-in to the Master Plan process and results.

### 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 citizen<sup>1</sup>;
- Be physically fit to perform the duties linked to the post.

<sup>1</sup> 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 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.

### 4.1 Essential Selection Criteria

- A very good knowledge of ATM Operations;
- A good knowledge of the European ATM Master Plan and of SESAR;
- Good knowledge of the mission and the tasks of the JU;
- To meet the needs of the service, a good knowledge of English is essential;
- Ability to cope concurrently with a large number of tasks and to work flexibly under time pressure;
- Strong analytical, presentation and communication skills, including ability to write clear and concise reports.

### 4.2. Advantageous Selection Criteria

- An understanding of European ATM in the global context;
- Familiarity with European and Global regulatory and standardisation activities;
- Proven work experience in an international 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 in Brussels. 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 during the second half of September 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 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 24 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](http://ec.europa.eu/civil_service/job/sne/index_en.htm).

## 8. SUBMISSION OF APPLICATIONS

### 8.1 Admissibility 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: 31 July 2019 (23:00 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

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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](mailto:hr@sesarju.eu).

#### 8.4 Personal Data Protection

All applications are filed and processed by SESAR JU as controller of the data, according to Regulation (EC) N° 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.

Please note that by sending your application, you consent to the processing of your personal data necessary for the review of your application. You nevertheless have the right to withdraw consent at any time by sending an email to the same email address; should you exercise withdrawal of consent, the lawfulness of the processing of your personal data prior to such a withdrawal will not be affected.

More information about the data protection policy at SESAR JU and, in particular on the exercise of your rights as data subject (including the right to rectification, erasure, restriction of processing, the right to object and the right to data portability), can be found in our public website at this <https://www.sesarju.eu/legal-notice>. You can also consult the privacy statement on selection of staff at the following link: <https://www.sesarju.eu/sesar-vacancies>. In addition, you can always contact SESAR JU's Data Protection Officer at [sju.data-protection@sesarju.eu](mailto:sju.data-protection@sesarju.eu).

*APPROVAL FOR  
PUBLICATION  
F. Guillermet – Executive  
Director*

### **Declaration of Honor**

**Last name:** \_\_\_\_\_

**First name:** \_\_\_\_\_

**Nationality:** \_\_\_\_\_

**Gender:** \_\_\_\_\_

#### **A. Requirements**

- (1) Minimum qualifications: I have 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: **YES / NO**
- (2) Minimum professional experience: I have a professional experience of at least 3 years gained after obtaining the minimum qualifications: **YES / NO**
- (3) Language skills: I 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 duties described in the secondment notice: **YES / NO**
- (4) I am a national of a Member State of the European Union: **YES / NO**
- (5) I am entitled to my full rights as citizen: **YES / NO**
- (6) I have fulfilled any obligations imposed by the applicable laws concerning military service: **YES / NO / NA**
- (7) I am physically fit to perform the duties linked to the post: **YES / NO**

#### **B. Selection Criteria**

(1 = slight; 2 = good; 3 = very good; 4 = excellent)

- (8) Knowledge of ATM Operations: **1 / 2 / 3 / 4**
- (9) Knowledge of the European ATM Master Plan and of SESAR: **1 / 2 / 3 / 4**

- (10) Knowledge of the mission and the tasks of the JU: **1 / 2 / 3 / 4**
- (11) Knowledge of English: **1 / 2 / 3 / 4**
- (12) Ability to cope concurrently with a large number of tasks and to work flexibly under time pressure: **1 / 2 / 3 / 4**
- (13) Strong analytical, presentation and communication skills, including ability to write clear and concise reports: **1 / 2 / 3 / 4**
- (14) Understanding of European ATM in the global context: **1 / 2 / 3 / 4**
- (15) Familiarity with European and Global regulatory and standardisation activities: **1 / 2 / 3 / 4**
- (16) Proven work experience in an international environment: **1 / 2 / 3 / 4**

**Date**

**Signature**