



VACANCY NOTICE

HR & Support Services Coordinator (ref VN225)

Administrator - TA 2(f) – AD7

The SESAR 3 Joint Undertaking has set up a selection procedure to establish a reserve list for the position of **HR & Support Services Coordinator (TA 2(f) – AD7)**. The duty station is in Brussels, Belgium where the SESAR 3 Joint Undertaking has its headquarters and where the place of employment is.

1. INTRODUCTION

1.1 SESAR

SESAR is the technological pillar of the EU's Single European Sky policy and a key enabler of the European Commission's Sustainable and Smart Mobility Strategy. SESAR defines, develops and deploys technologies to transform air traffic management in Europe.

1.2 The SESAR 3 Joint Undertaking

The SESAR 3 Joint Undertaking (SESAR 3 JU) is established under Council Regulation (EU) 2021/2085 as an institutionalised European partnership between private and public sector partners to accelerate through research and innovation the delivery of the Digital European Sky. To do so, it is harnessing, developing and accelerating the take-up of the most cutting-edge technological solutions to manage conventional aircraft, drones, air taxis and vehicles flying at higher altitudes.

1.3 Digital European Sky Programme

The SESAR 3 JU is responsible for the ongoing SESAR 2020 Programme and operates an innovation pipeline towards deployment, by also demonstrating the viability of the technological and operational solutions, in larger and more operationally-integrated environments.

The new Strategic Research and Innovation Agenda (SRIA) for the SESAR 3 JU presents the strategic research and innovation (R & I) roadmaps for the years 2021 to 2027 to deliver on the implementation of the Digital European Sky by delivery of a Programme of the same name (i.e. fully scalable services supported by a digital ecosystem minimising the environmental footprint of aviation), including the integration of drones, matching the ambitions of the 'European Green Deal' and the 'Europe fit for the digital age' initiative. The activities outlined in the SRIA to build a digitalised infrastructure are also critical for a post-COVID recovery, enabling aviation to become more scalable, economically sustainable, environmentally efficient and predictable.

To achieve the Digital European Sky (Phase D of the European ATM Master Plan), nine research and innovation flagships (referred to as "Destinations" in Horizon Europe) have been identified in the SRIA with their underlying R & I needs/challenges. These will be the basis for identifying future SESAR Solutions, and are the subject of the Digital European Sky Programme. The nine innovation flagships are: Connected and Automated ATM, Air-ground integration and autonomy, Capacity-on-demand and dynamic airspace, U-space and urban air mobility, Virtualisation and cyber-secure data sharing, Multimodality and passenger experience, Aviation Green Deal, Artificial intelligence (AI) for aviation, and Civil/Military interoperability and coordination.

With the Digital European Sky comes the promise of making Europe's airspace the most efficient and environmentally-friendly sky to fly in the world. www.sesarju.eu

EUROPEAN PARTNERSHIP



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2. KEY ACCOUNTABILITIES

The Jobholder reports to the SESAR 3 Joint Undertaking Chief Administration Affairs.
The tasks and responsibilities of the Jobholder shall include:

In the HR domain:

- In close coordination with the HR Legal Officer, develop the legal aspects of the implementation of the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities, in particular:
 - Adoption/opt-out of Implementing Rules (IR) and Commission Decisions (EC(D)) within the established timeframe, including their adaptation to the SESAR 3 JU context
 - Assessment of the existing Governing Board decisions (GB(D)) or Executive Director decisions (ED(D)), Information Circulars (IC), and other HR documents in the light of the existing or upcoming IRs and EC(D)s, and adapting them as necessary, including the review of their drafting
 - Provide HR advice, including when necessary any interaction with other external bodies, in particular DG HR
 - Establish and manage contacts/agreements/SLAs with the Commission and other agencies or joint undertakings in the HR domain
- In close coordination with the HR officer, develop the activities related to the continuous HR management of SESAR 3 JU staff, in particular:
 - Review the drafting of staff HR documents, such as contracts, letters and notifications;
 - Provide guidance to staff on the application of the Staff Regulations, IRs, EC(D)s, GB(D)s, ED(D)s, ICs, and other HR documents, such as working conditions, leave, health and safety, sickness and absenteeism policy, rights and obligations of former staff and their entitlements, implementation of the Protocol of Privileges and Immunities
 - Organize the selection, recruitment, and career related procedures, such as probationary periods, appraisal and reclassification exercises
 - Coordinate the execution of the Learning and Development Policy and develop tools to monitor the execution of the Learning and Development Policy
 - Develop a procedure to assess periodically the needs of SESAR 3 JU in terms of staffing, including tools when adequate
 - Follow up of the use, maintenance and upgrading of SYSPER and develop a procedure to monitor the HR indicators, such as statistics on absenteeism, actual FTEs available, presence in the premises, using as far as possible SYSPER functionalities

In the Support Services domain:

- In close coordination with the Facility Coordinator, develop the activities related to the use of SESAR 3 JU premises, in particular:
 - Develop in cooperation with EUROCONTROL any procedure to ensure compliance with the SESAR 3 JU - EUROCONTROL Administrative in this domain
 - Liaise with other tenants/occupants of the building to coordinate towards the building owner and/or manager on common topics
 - Supervise the functioning of the SESAR 3 JU premises and related services, such as rental, maintenance, parking, heating & cooling, power supplies, reception services, cleaning, cafeteria equipment, office supplies, furniture, signage, flooring, decoration and plants, bathroom equipment
 - Supervise the compliance of SESAR 3 JU premises with health & safety, prevention and protection at work requirements, in accordance with OIB rules and recommendations
 - Coordinate with ICT coordination services the procedures for arrivals and departures
 - Supervise the compliance of SESAR 3 JU premises with physical security requirements, in accordance with DG HR-Security Directorate (DS) rules and recommendations
 - Organize yearly evacuation exercises and physical security trainings
 - Maintain updated the Physical Security SESAR 3 JU policy, in full coordination with the entities responsible for information security and with EUROCONTROL

- Organize and supervise a yearly asset/inventory exercise including ABAC Assets Goods receipt & retirement
- In close coordination with the Mission Coordinator
 - follow up of the management of missions
 - coordinate the implementation of MIPS
 - develop tools to plan and monitor missions, including budget execution

In relation to specific functions, the Jobholder will:

- Act as OVA for any HR related contract in coordination with the Legal and Procurement sector, and the Finance and Budget sector in accordance with the SESAR 3 JU Financial matrix for the subject area
- Act as OVA for any contract related to the SESAR 3 JU premises, in coordination with the Legal and Procurement sector, and the Finance and Budget sector in accordance with the SESAR 3 JU Financial matrix for the subject area. Where appropriate, this function will be performed in full cooperation with EUROCONTROL as derived from the SESAR 3 JU - EUROCONTROL Administrative Agreement
- Act as Local Security Officer in case of appointment

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,
Or

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 three years and, after having obtained the university degree, at least one year of appropriate professional experience.

3.2 Minimum Professional experience

At least 6 years of proven professional experience gained after obtaining the minimum qualifications required in a field related to the nature of the key accountabilities, preferably in an international research environment.

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

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 S3JU 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.

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 in a matrix organisation.

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:

- Proven professional experience gained in a field related to the nature of the key accountabilities
- At least 3 years of professional experience in an EU institution or agency in positions of similar content
- Proven working experience in the HR domain
- Practical knowledge in the physical security field
- Knowledge of the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities
- Knowledge of the Commission Decisions on Security
- Knowledge of Facility management
- Knowledge of MS Office and proven experience in its use, in particular Excel
- Sense of initiative and professionalism, highly organised, be a team player, flexible, highly motivated, proactive, and able to work autonomously under pressure and to tight deadlines
- Capacity to deliver both in a service oriented and structured way
- Strong capacity to perform duties autonomously
- Strong communication (written and oral) and presentation skills including the ability to prepare concise reports
- Good interpersonal skills and ability to integrate into an international and multicultural environment
- Ability to work in a team, to coordinate with different people and to manage contractors
- To meet the needs of the service, an excellent professional knowledge of written and spoken English is essential

4.2 Advantageous Selection Criteria

- Experience in Project Management
- Work experience as OIA/OVA
- Completed university education attested by a diploma in the legal field
- Additional studies or training in any technical field is advantageous
- Knowledge of corporate Commission systems such as SYSPER and MIPS
- Good knowledge of French is advantageous

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 SESAR 3 JU 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 January 2023** (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 SESAR 3 JU with original or certified copies of all relevant documents proving the eligibility requirements.

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 SESAR 3 JU and shall be **valid until 31st December 2025** (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 6.568,39 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 recruitmentvn225@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 two pages, explaining why the candidate is interested in the post and what would be his/her added value to the SESAR 3 JU if selected
- 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_VN225.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 SESAR 3 JU.

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 20 November 2022 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 SESAR 3 JU 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 SESAR 3 JU. The personal data the SESAR 3 JU 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 SESAR 3 JU. Should the candidate have any query concerning the processing of his/her personal data, he/she shall address them to the SESAR 3 JU Data Protection Officer, sju.data-protection@sesarju.eu. Detailed information on the processing of personal data can be found in the relevant [privacy notice](#).