



European Global Navigations Satellite System Agency

For more information on GSA please consult our website:
<http://www.gsa.europa.eu/gsa/overview>

Applications are invited for a post of:

Contracts Officer

(Vacancy Reference Number: GSA/2013/320)

Date of Publication:	04/07/2013	Deadline for applications:	06/08/2013 by 23:59 hours (CET)
Type of Contract:	Contract Agent	Place of employment:	Prague
Grade/Function Group:	FG IV		
Contract Duration:	2 years	Monthly basic salary¹:	€ 3.145,45
Organisational Department:	Legal and Procurement Department and other GSA Departments/Units (e.g.: Finance Unit), according to the needs of the organisation		
Reporting To:	Head of Department	Possible reserve list valid until:	31/12/2014
Desired Start Date:	As soon as possible		
Level of security clearance²	Secret UE		

¹ Please note that salaries are adjusted based upon a correction coefficient as calculated by the Commission [Currently, 01 June 2012, the weightings are: 100% (BE), 84,2% (CZ), 116,1% (FR), 134,4% (UK)].

² The successful candidate must hold a valid **personnel security clearance** at the above defined EU level or be able and willing to apply for a security clearance immediately after the contract award. The procedure for obtaining a personnel security clearance shall be initiated on request of the employer only, and not by the individual candidate (Ref.: Council Decision 2011/292/UE and Commission Decision 2009/846/EC).

LEGAL AND PROCUREMENT DEPARTMENT

Among other tasks, the Legal and Procurement Department shall:

- ensure the overall follow-up of the GSA's legal activities;
- steer the legal dimension of all activities of the GSA;
- assist the heads of departments in matters such as contract preparation, negotiation and interpretation;
- manage procurements, contracts, grants and other agreements;
- be the secretariat to the GSA Administrative Board;
- ensure the protection of personal data and compliance with relevant legislation; and
- provide legal advice on the GSA's policies.

Ref.: <http://www.gsa.europa.eu/gsa/organisation>

TASKS AND RESPONSIBILITIES

The Contracts Officer will be responsible for one or more of the following tasks:

a) Grant management

Supporting the Department in performing tasks required for the grant management, in particular:

- Draft and implement GSA calls for proposals in relation with the GSA legal framework and Work Programme, ensuring the compliance with applicable regulations for grants;
- Prepare and manage grant agreements;
- Management of financial tasks related to grants (for example, financial initiation of grant agreements and payments, financial verification of payments, financial reporting on grants);
- Interact in a result-oriented way with beneficiaries and GSA operational teams before, during and after the procurement process in accordance with the GSA legal framework.

b) Procurement management

Supporting the Department in performing tasks required for the procurement management, in particular:

- Implement GSA procurement policies in relation with the GSA legal framework and Work Programme, ensuring the compliance with applicable regulations for public procurements;
- Be responsible for management of procurements (operational and/or administrative);
- Contribute to establishment of case-by-case procurement strategies in collaboration with GSA operational departments;
- Implement the resulting procurement actions, by providing appropriate translation of GSA needs into contractual, economic, business and financial

aspects vis-à-vis industry;

- Take part in the opening, evaluation and negotiation of the offers as well as the award of contracts in collaboration with operational teams;
- Interact in a result-oriented way with economic operators and GSA operational teams before, during and after the procurement process in accordance with the GSA legal framework;
- Carry out financial management related to procurement contracts (such as financial initiation of grant and contracts agreements and payments, financial verification of payments, financial reporting).

c) Contract management

Supporting the Department in performing tasks required for contract management process, in particular:

- Monitor and execute tasks related to contracts (grant and/or procurement related; with respect to the legal, administrative and financial aspects, in collaboration with GSA operational departments);
- Manage specific contracts;
- Interact in a result-oriented way with economic operators and GSA operational teams before, during and after the procurement process in accordance with the GSA legal framework;
- Carry out financial management related to procurement contract and grant agreement management tasks (such as financial initiation of grant and contracts agreements and payments, financial verification of payments, financial reporting on grants and contracts management).

PROFESSIONAL QUALIFICATIONS AND OTHER REQUIREMENTS

A. ELIGIBILITY CRITERIA

For your application to be considered by the Agency, you must meet the following criteria:

1. Have a level of education which corresponds to completed university studies of at least three years attested by a diploma and appropriate professional experience of at least one year after obtaining the final diploma;
2. Be a national of a Member State of the European Union;
3. Be able to serve a full 2 year-term before reaching the retirement age of 65;
4. Be entitled to his or her full rights as citizen³;
5. Have fulfilled any obligations imposed by the applicable laws concerning military service;
6. Meet the character requirements for the duties involved;
7. 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 his/her duties; and
8. Be physically fit to perform the duties linked to the post.⁴

B. SELECTION CRITERIA

If your application is eligible, you will be selected for an interview based upon the following criteria:

1) Qualifications and experience

Essential

- i. Proven experience in one or more tasks equivalent to the responsibilities mentioned in "Tasks and responsibilities" section above;
- ii. Experience and/or knowledge of EU contract management rules (EU Financial Regulations);
- iii. Experience in project management;
- iv. Very good command of both written and spoken English;

³ Prior to the appointment, the successful candidate will be asked to provide a Police certificate confirming the absence of any criminal record.

⁴ Before a successful candidate can be appointed, s/he will be medically examined by a selected medical service so that the Agency will be satisfied that s/he fulfils the requirement of Article 28(e) of the Staff Regulation of Officials of the European Communities.



Advantageous

- v. University degree in Law, Engineering, Economics, Finance, Business Administration or equivalent;
- vi. Proven experience in dealing with complex projects (e.g. high value, international, high-tech, industrial projects with multiple interfaces);
- vii. Proven experience in working in an international environment, in particular in EU bodies or agencies;
- viii. Practical experience/knowledge of ABAC.

2) Behavioural competences:

- ix. Motivation and knowledge of EU and GSA;
- x. Ability to work both autonomously and as part of a team;
- xi. Ability to work under conditions that require considerable flexibility and stress resistance;
- xii. Good analytical skills and good capacity to provide solution and report on results;
- xiii. Prioritising and organising;
- xiv. Excellent communication skills.

SELECTION PROCEDURE

The selection procedure includes the following steps:

- After registration, each application will be checked in order to verify that it meets the eligibility criteria;
- All eligible applications will be evaluated by a Selection Committee based on the selection criteria defined in this vacancy notice;
- The best-qualified candidates, all those who obtained the highest number of points within the evaluation, will be short-listed for an interview. The minimum threshold is 65% of the total points.
- During the interview, the Selection Committee will examine each candidate's profile and will assess their relevancy for this post. In order to support the evaluation via interview, shortlisted candidates may be required to undergo written tests relevant to the job content, to present the written test orally to Selection Committee (the minimum threshold for this test is 50% of the total points allocated for it) and to complete part of the process in their second EU language;
- As a result of the interviews, the Selection Committee will recommend the most suitable candidate(s) to be placed on a reserve list. The minimum threshold to be placed on the reserve list is 65% of the total points. This list may also be used for recruitment of a similar post depending on the Agency's needs. Inclusion on the reserve list does not guarantee recruitment.
- The reserve list will be presented to the Appointing Authority who may decide to convene a second interview and ultimately will appoint the successful candidate to the post.

Indicative date for the interview and written test⁵:	September 2013
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⁵ The date might be modified depending on the availability of the Selection Board members.

Candidates are strictly forbidden to make any contact with the Selection Committee members, either directly or indirectly. Any infringement of this rule will lead to disqualification from the selection procedure.

APPLICATION PROCEDURE

For applications to be considered valid, candidates must submit an email to jobs@gsa.europa.eu with a subject line of 'SURNAME_Name_Vacancy Reference Number' and which contains the Agency's approved application form (Download it here: <http://www.gsa.europa.eu/sites/default/files/uploads/GSAapplicationform2.doc>) The form must be:

- Completed in English;
- Fully completed, pointing out the professional experience relevant to this position (incl. calculation of years, months);
- Printed, signed and clearly scanned in (in one single document);
- Named as follows: SURNAME_Name_Vacancy Ref. number (e.g. SPENCER_Marc_GSA.2012.123);
- In Microsoft Word or Adobe Acrobat (pdf) format;
- Accompanied by a scanned national identity card and/or passport, and a copy of a diploma giving access to the grade/function group bearing a date of issue.

The application will be rejected if it is not duly completed, if it is not signed by hand or if it is not provided in the prescribed format.

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

No documents will be sent back to candidates.

Applications must be sent to "jobs@gsa.europa.eu" and received by the deadline listed on page 01 of this vacancy notice at the latest, clearly indicating the vacancy reference number in the subject line.

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.

APPEAL PROCEDURE

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can

- lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Communities, at the following address:

European GNSS Agency (GSA)
Human Resources Department



Janovského 438/2
170 00 Prague 7
Czech Republic

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure starts to run from the time the selection procedure for this post is declared as closed on the Agency webpage (<http://www.gsa.europa.eu/gsa/job-opportunities>).

▪ submit a judicial appeal under Article 270 of the Treaty on the Functioning of the EU (ex Art. 236 of the EC Treaty) and Article 91 of the Staff Regulations of Officials of the European Communities to the:

European Union Civil Service Tribunal
Boulevard Konrad Adenauer
Luxembourg 2925
LUXEMBOURG

For details of how to submit an appeal, please consult the website of the European Union Civil Service Tribunal: http://curia.europa.eu/jcms/jcms/Jo1_6308/. The time limits for initiating this type of procedure (see Staff Regulations as amended by Council Regulation (EC) No 723/2004 of 22 March 2004, published in Official Journal of the European Union L 124 of 27 April 2004 — <http://eur-lex.europa.eu>) start to run from the time you become aware of the act allegedly prejudicing your interests.

▪ make a complaint to the European Ombudsman:

European Ombudsman
1 avenue du Président Robert Schuman
CS 30403
67001 Strasbourg Cedex
FRANCE

<http://www.ombudsman.europa.eu>

Please note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the EU (ex Art. 236 TEC). Please note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

SUMMARY OF CONDITIONS OF EMPLOYMENT

1. Salaries are exempt from national tax; instead a Community tax at source is paid;
2. Annual leave entitlement of two days per calendar month plus additional days for the grade, for the distance from the place of origin and an average of 16 GSA public holidays per year;
3. General and applicable technical

Depending on the individual family situation and the place of origin, staff members may be in addition entitled to:

1. An expatriation or foreign residence allowance;
2. A household allowance;
3. A dependent child allowance;



<p>training plus professional development opportunities;</p> <p>4. EU Pension Scheme (after 10 years of service);</p> <p>5. EU Joint Sickness and Insurance Scheme, accident and occupational disease insurance coverage, unemployment and invalidity allowance and travel insurance;</p>	<p>4. An education allowance;</p> <p>5. An installation allowance and reimbursement of removal costs;</p> <p>6. An initial temporary daily subsistence allowance;</p> <p>7. Other benefits as provided by the Agency and the hosting country.</p> <p>For further information on working conditions of temporary staff please refer to the Conditions of Employment of Other Servants (CEOS): http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20110101:EN:PDF.</p>
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COMMITMENT	
<p>Declaration of commitment to serve the public interest independently:</p> <p>The jobholder will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to any interest that might be considered prejudicial to his/her independence.</p>	<p>Commitment to promote equal opportunities:</p> <p>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.</p>

DATA PROTECTION
<p>The personal information GSA 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</p> <p>The purpose of processing personal data which candidates submit is to manage applications in view of possible pre-selection and recruitment at GSA.</p>