



## European Global Navigation Satellite Systems Agency

For more information on GSA please consult our website:

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

The European Global Navigation Satellite Systems Agency (GSA) has set up a selection procedure that aims to establish a reserve list for:

## Head of the Galileo Security Monitoring Centre (GSMC)

(Vacancy Reference Number: GSA/2017/530)

<b>Date of Publication:</b>	24/01/2017	<b>Deadline for applications:</b>	23/02/2017 23:59 hours (CET)
<b>Type of Contract:</b>	Temporary Agent	<b>Grade/Function Group:</b>	AD 11
<b>Place of employment<sup>1</sup>:</b>	Saint-Germain-en-Laye (France)		
<b>Contract Duration<sup>2</sup>:</b>	5 years with possibility of renewal	<b>Desired Start Date:</b>	01/05/2017
<b>Organisational Department:</b>	Galileo Security Monitoring Centre	<b>Reporting to<sup>3</sup>:</b>	GSA Executive Director, subject to likely re-organisation
<b>Number of vacant posts to be filled:</b>	1 post and establishment of a reserve list	<b>Possible reserve list valid until:</b>	31/12/2018 with possibility of extension
<b>Level of security clearance<sup>4</sup>:</b>	SECRET UE / EU SECRET COMSEC (Crypto)		

<sup>1</sup> The place of employment of the Staff Member shall be at the Agency office in Saint- Germain- en- Laye (FR), subject to changes in the interest of the service and always under due consideration of the Staff Member's interests.

<sup>2</sup> Five-year contract with the possibility of a renewal for a fixed period and a further renewal for an indefinite period on the conditions set out in the Staff Regulations and in the Conditions of Employment for Other Servants.

<sup>3</sup> The hierarchical reporting line is likely to change in line with the developments of the GSA and department's organisation.

<sup>4</sup> 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.



## 1. GALILEO SECURITY MONITORING CENTRE (GSMC)

### GALILEO

Galileo is European Union's autonomous Global Navigation Satellite System (GNSS) designed to be interoperable with other existing GNSS systems, in particular the United States Global Positioning System (GPS).

The main services that have already been specified for Galileo are the following:

- Open Service (OS) - provides position and timing signals, free of user charge. Performance will be competitive with, but complementary to, GPS to enable dual constellation use.
- Public Regulated Service (PRS) - provides position and timing to specific government-designated users requiring a high continuity of service. Access to this service will be controlled with the encryption of the space signals and use of approved receivers that have the signal decryption keys.
- Search and Rescue Services (SAR) - Galileo will improve the time to detection and the accuracy of location of distress beacons over the current Search and Rescue services provided by COSPAS-SARSAT. It will also provide an acknowledgement to the user of receipt of the distress message.

### GSMC

The GSMC, which forms an integral part of the GSA, will ensure that sensitive information relating to the use of PRS is suitably managed and protected and not exposed to Galileo Control Centres. The GSMC will also allow the GSA to continuously monitor the security-related status and performance of the elements of EGNOS and Galileo and of the operation of the PRS.

The GSMC is an integral part of the Galileo infrastructure. It undertakes the following missions:

- **Galileo security and system status monitoring:** monitoring and taking action regarding security threats, security alerts and operational status regarding systems components
- **Management of PRS access:** the GSMC shall ensure that sensitive information relating to the use of PRS is suitably managed and protected and is not exposed to Galileo Control Centres. The GSMC shall be an interface with governmental entities (through computerised 'Point of Contact Platforms': POCs) for request of cryptographic keys and with Galileo core components to manage the content of security messages broadcast by Galileo satellites
- **Implementation of Council Decision 496 ("Joint Action") instruction:** in the event of a threat to the security of the European Union or of a Member State arising from the deployment, operation or use of the European Global Navigation Satellite System, in particular as a result of an international situation requiring action by the European Union or in the event of a threat to the operation of the system itself or its services, the Council shall decide on the necessary instructions to the GSA
- **Provide PRS and Galileo security expertise** and analysis on request

More information is available at: <http://www.gsa.europa.eu/security/gsmc>

The GSMC is currently composed of two teams working under the leadership of Head of GSMC:

- The Operational Team (GSMC/OPS), led by the GSMC Operations Manager. The team's primary missions are to (1) perform continuous security monitoring operations (24 hours, 365 days a year) and (2) to provide PRS access, next to contributing to other GSMC missions.
- The Technical Team (GSMC/TEC), led by GSMC Technical Manager. Its primary tasks are to (1) prepare for, ensure and maintain technical operations support, aiming at providing site hosting and ICT means necessary for the core missions of the GSMC and in support to staff; (2) prepare for, ensure and maintain local security

operations support, aiming at protecting EU classified information present on the GSMC site and its assets, in coordination with the GSA Security Department.

GSA Administration staff also provide support to and within the GSMC.

**Location:**

GSMC building facilities and Galileo related information technology equipment are located on two sites:

**GSMC FR:** located in Saint-Germain-en-Laye, France. The GSMC has a dedicated building and area. The site itself is situated within the military base of ‘Camps des Loges’. The GSMC FR is the main site of the GSMC Operations.

**GSMC UK:** located in Swanwick, United Kingdom. The GSMC is part of a building of NATS (UK’s air traffic control operator). The GSMC UK is a backup site for the GSMC Operations and is supporting GSMC Operations engineering and GSMC equipment Assembly, Integration, Validation and Qualification (AIVQ) under the supervision of ESA.

## 2. TASKS AND RESPONSIBILITIES

The Head of GSMC is responsible for all activities and services of the Galileo Security Monitoring Centre, including availability, performances, operational and cost effectiveness. He/she will work under the guidance and supervision of the GSA Executive Director or his assignee and shall carry out the tasks that will be assigned to him/her, which in principle shall include, without limitation, directly or indirectly, under applicable supervision/coordination and in due cooperation with other relevant GSA departments/functions:

- **GSMC Management**

- Define GSMC objectives to implement GSA strategies
- Coordinate the activities within and between the teams
- Develop GSMC services in line with the evolution of service description and service implementation plan
- Ensure GSMC services availability and continuity in a reduced functionality mode, in case of a service breach
- Prepare and implement the GSMC operations by scheduling the milestones and their main activities in order to provide a long-term global overview to steer GSMC activities
- Identify and deal with potential events that could impact the proper functioning of the GSMC, and undertake the relevant actions in order to correct and/or prevent them through Anomaly Review Boards
- Identify potential risks that could impact the proper functioning of the Galileo/EGNOS Programmes, and undertake the relevant actions in order to mitigate them
- Undertake responsibilities and promote policies for health and safety at work on GSMC sites, in cooperation with GSA’s Administration
- Ensure that documents are drawn up and managed in accordance with the applicable Integrated Management System
- Ensure the development and ongoing implementation of project management processes, methodologies, tools and reporting in cooperation with other relevant GSA departments
- Ensure effective management of financial and human resources dedicated to GSMC and compliance with legal and procurement requirements – in cooperation with other relevant GSA departments
- Ensure the GSMC meets applicable standard requirements and processes are documented, monitored and audited
- Develop fruitful and effective working relationships with senior management of the GSA and promote and implement GSA values
- Contribute to other tasks of the Agency

- **In relation to GSMC Operations**

- Ensure access to PRS for authorised stakeholder is granted, in compliance with PRS access rules
- Ensure the lifecycle of PRS is managed, in order to ensure service continuity and communication interfaces
- Ensure security and health status of the system is monitored, reacting to security incidents
- Manage specific activities and configuration of the GSMC needed to respond to potential crises affecting the Galileo system, including supporting Council decision (Joint action) process activated under specific conditions

- **In relation to GSMC Operations Engineering**

- Ensure the design of operations, and all documents necessary for operations, trainings and maintenance, are validated including concept of operations and all operations procedures in order to satisfy operations requirements
- Ensure flow-down of the requirements that could impact the GSMC operations and the maintenance of the applicable baseline
- Ensure and report on GSMC compliance to Programme requirements
- Manage technical processes lifecycle that lead to the in-production setting of new technical supporting assets and processes, when necessary

- **In relation to GSMC Hosting Services the Head of GSMC has to ensure:**

- COMSEC Management
- Crypto Account Management
- Crypto Operations
- Facilities Management
- GSF equipment management (general technical operations)
- Local Security Operations
- Registry Control Management
- Preparation of security accreditation files for sites and GSMC equipment
- Supporting IT Systems (operational systems first line maintenance)

The location for the post of Head of the Galileo Security Monitoring Centre is foreseen in Saint-Germain-en-Laye (France), subject to change. Regular to frequent missions are foreseen for this post, in particular to Swanwick (UK) and Prague (Czech Republic).



### 3. PROFESSIONAL QUALIFICATIONS AND OTHER REQUIREMENTS

#### A. ELIGIBILITY CRITERIA

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

1. A level of education which corresponds to completed university studies<sup>5</sup> attested by a diploma 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 and at least one year of appropriate professional experience when the normal period of university education is three years
2. In addition to the above, appropriate professional experience<sup>6</sup> of at least **fifteen years**
3. Be a national of a Member State of the European Union or Norway
4. Be entitled to his or her full rights as citizen
5. Have fulfilled any obligations imposed by the applicable laws concerning military service
6. Meet the character requirements for the duties involved<sup>7</sup>
7. Have a thorough knowledge of one of the languages of the European Union<sup>8</sup> and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of his/her duties
8. Be physically fit to perform the duties linked to the post<sup>9</sup>

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<sup>5</sup> Only study titles that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.

<sup>6</sup> Only appropriate professional experience acquired after achieving the minimum qualification stated in A.1 shall be considered. Where additional periods of training and study are accompanied by periods of professional activity, only the latter shall be considered as professional experience. Compulsory military service or equivalent civilian service accomplished after achieving the minimum qualification stated in A.1. Shall be taken into consideration. Internships will be taken into consideration if they are paid. Professional activities pursued part-time shall be calculated pro rata, on the basis of the percentage of full-time hours worked. A given period may be counted only once.

<sup>7</sup> Prior to the appointment, the successful candidate will be asked to provide a Police certificate confirming the absence of any criminal record.

<sup>8</sup> The languages of the EU are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish, and Swedish.

<sup>9</sup> 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 Union.



## **B. SELECTION CRITERIA**

All eligible applications, according to the afore-mentioned criteria (part A), will be assessed against the requirements listed below. The Selection Board responsible for this selection will determine the criteria to be assessed in the various phases of the selection procedure (assessment of the application forms, interview and written test) prior to being granted access to the names of the applicants.

At least all essential criteria will be assessed during the applications evaluation phase. Please note that non-compliance with any of the Essential requirements (B.1) will result in the exclusion of the candidate from the selection process.

Advantageous requirements (B.2) constitute additional assets and will not result in exclusion, if not fulfilled.

### **1) Essential qualifications and experience**

- i. University degree in the exact sciences, such as engineering, physics, mathematics or computer science
- ii. Experience in leading diverse teams
- iii. Expertise and background in satellite operations
- iv. Experience in working with classified information
- v. Experience in project management and/or industrial procurement activities
- vi. Excellent knowledge of written and spoken English

### **2) Advantageous qualifications and experience**

- vii. Experience and/or knowledge of Global Navigation Satellite Systems, Galileo System or PRS
- viii. Experience and background in space systems service provision
- ix. Experience and background in systems security operations
- x. Knowledge (by training or experience) of the institutional framework and functioning of the European Union
- xi. Knowledge of written and spoken French

### **3) Behavioural competences**

- xii. Motivation
- xiii. Leadership and people management skills
- xiv. Communications skills
- xv. Service mind-set and collaborative, result-oriented approach
- xvi. Ability to manage stress, to prioritise and to take appropriate and timely decisions

## **4. 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 Board based on the selection criteria defined in this vacancy notice.
- The best-qualified candidates, 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 Board will examine each candidate's profile and will assess their relevancy for this post. In order to support the evaluation via interview, shortlisted candidates will be required to undergo computer-based written test relevant to the job content (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.
- Candidates will be requested to bring with them on the day of the interview photocopies of all the supporting documents for their educational qualifications and employment necessary to prove that they meet the eligibility criteria. GSA has the right to disqualify applicants who fails to submit all the required documents.
- As a result of the interviews, the Selection Board will recommend the most suitable candidate(s) for this post to be placed on a reserve list. The minimum threshold to be placed on the reserve list is 65% of the total points.
- Candidates selected on the basis of the outcome of GSA interviews will be invited to an assessment centre, run by external consultants, and for an interview with the Appointing Authority. The interview will focus on the overall suitability of the candidate for the post covering motivation, relevant technical and behavioural competencies, in line with the selection criteria established in the vacancy notice.
- The Appointing Authority may ultimately decide on the successful candidate to be appointed to the post.
- The established reserve list may also be used for recruitment of similar posts depending on the Agency's needs. Where a similar post becomes available, the Appointing Authority may select applicants from the list according to their profile in relation to the specific requirements of the post to be filled. However, inclusion on the reserve list does not guarantee recruitment.
- 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.

<b>Indicative date for the interview and written test<sup>10</sup>:</b>	February/March 2017
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**Candidates are strictly forbidden to make any contact with the Selection Board members, either directly or indirectly. Any infringement of this rule will lead to disqualification from the selection procedure.**

## 5. APPLICATION PROCEDURE

For applications to be considered valid, candidates must submit an email to [jobs@gsa.europa.eu](mailto: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/gsa/job-opportunities>).

This 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.2016.123)

<sup>10</sup> The date might be modified depending on the availability of the Selection Board members.



The application will be rejected if it is not duly completed and signed.

**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](mailto: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.**

**Applications sent after the deadline will not be considered.**

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.

## 6. 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 candidate is notified of the action adversely affecting him/her.

- 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/](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.

## 7. SUMMARY OF CONDITIONS OF EMPLOYMENT

### I. FINANCIAL ENTITLEMENTS

The remuneration consists of a basic salary<sup>11</sup> and, where applicable, additional allowances<sup>12</sup>, paid on a monthly basis and reimbursements<sup>13</sup>, paid upon their evidenced occurrence.

The sum of the basic salary and the applicable additional allowances is weighted by the correction coefficient applicable for the location of the post<sup>14</sup>. The sum of usual social deductions from salary at source is subtracted from the weighted amount<sup>15</sup>. The full pay is exempted from the national income tax, but is subject to the internal income tax and the solidarity levy<sup>16</sup>.

Examples of net monthly salaries as currently applicable in Saint-Germain-en-Laye (France) are presented below:

AD11 (less than 18 years of work experience) <sup>17</sup>		
a) Minimum final net salary (without any allowances) <sup>18</sup>	b) Final net salary with expatriation allowance <sup>18</sup>	c) Final net salary with expatriation, household and 1 dependent child allowance <sup>18</sup>
7,999.02 EUR	9,844.99 EUR	11,266.06 EUR

<sup>11</sup> As per Articles 92 and 93 CEOS.

<sup>12</sup> **Household allowance** (e.g. if you have a dependent child or you are married and your spouse's income is below a defined threshold); **Dependent child allowance** (e.g. if you have a child under the age of 18 or between 18 and 26, if in specified training programme); **Education allowances** (in very specific cases) or **Payment of the education fees** applicable to the educational institutions GSA has an agreement with (currently more than 17 international schools in the Czech Republic and France); **Expatriation allowance** (16% of the sum of basic salary and other applicable allowances).

<sup>13</sup> If staff member is requested to change the residence in order to take up duties, s/he will be entitled to: **reimbursement of the travel costs**; **temporary daily subsistence allowance** (e.g. EUR 40.43 for up to 10 months or EUR 32.59 for 120 days, if no dependents); **installation allowance** (depending on personal situation, 1 or 2 months of the basic salary – paid upon successful completion of the nine- months probationary period).

<sup>14</sup> Currently **correction coefficients** for the GSA duty locations are: 73.2% for CZ, 113.8% for FR, 141.8% for UK, 108% for NL. The coefficient is updated every year, with retroactive effect from 1 July.

<sup>15</sup> Pension (10.10%); health insurance (1.70%); accident cover (0.10%); unemployment insurance (0.81%).

<sup>16</sup> Currently: income tax: tax levied progressively at a rate of between 8% and 45% of the taxable portion of the salary; solidarity levy: 6%.

<sup>17</sup> Kindly note that the numbers in examples b) and c) are indicative and net monthly remuneration varies depending on the personal, life and social situation of the incumbent. **The various components of the remuneration are updated every year, with retroactive effect from 1 July.**

<sup>18</sup> Including **management allowance** granted upon completion of the 9 months probationary management period.



## II. LEAVE ENTITLEMENTS

Staff is entitled to annual leave of two working days per each complete calendar month of service plus additional days for the grade, age, home leaves for expatriates and an average of 16 GSA public holidays per year.

Special leave is granted for certain circumstances such as marriage, moving, elections, birth or adoption of a child, serious sickness of spouse, etc.

## III. SOCIAL SECURITY

The pension scheme provides a very competitive pension after a minimum of 10 years of service and reaching the pensionable age. Pension rights acquired in one or more national schemes before starting to work at GSA may be transferred into the EU pension system.

GSA's benefits include an attractive Health insurance: staff is covered 24/7 and worldwide by the Joint Sickness Insurance Scheme (JSIS). Staff is insured against sickness, accident and occupational disease, and could be entitled to unemployment and to invalidity allowances.

## IV. PROFESSIONAL DEVELOPMENT AND BENEFITS CONTRIBUTING TO WORK-LIFE BALANCE

GSA aims at creating and maintaining a supportive and healthy work environment that enables staff members to have balance between work and personal responsibilities, for example through flexible working time arrangements.

GSA also offers a wide range of training courses to develop staff members' personal skills and keep in touch with the latest developments in their field. The training and professional development opportunities are attuned to the career plan and requirements of the departments.

## 8. COMMITMENT

### Declaration of commitment to serve the public interest independently:

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.

The jobholder will be required to carry out his/her duties and conduct him/herself solely with the interests of the European Union in mind; he/she shall neither seek nor take instruction from any government, authority, organisation or person outside his/her institution. He/she shall carry out the duties assigned with objectivity, impartiality and loyalty to the European Union.

### 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.



## 9. DATA PROTECTION

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>

The purpose of processing personal data which candidates submit is to manage applications in view of possible pre-selection and recruitment at GSA. 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 GSA.

Applicants have a right to access their data. They have a 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](mailto:EDPS@edps.europa.eu)) if they consider that their rights under Regulation (EC) No 45/2001 have been infringed as a result of the processing of their personal data by the GSA.