



## 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:

### Deputy Local Security Officer (DLSO)

(Vacancy Reference Number: GSA/2018/501)

<b>Date of Publication:</b>	03/08/2018	<b>Deadline for applications:</b>	31/08/2018 11:59 a.m. (GMT+2) Extended until: 27/09/2018 11:59 a.m. (GMT +2)
<b>Type of Contract:</b>	Contract Agent	<b>Grade/Function Group:</b>	FG IV
<b>Place of employment<sup>1</sup>:</b>	Prague (Czech Republic)		
<b>Contract Duration<sup>2</sup>:</b>	3 years with possibility of renewal	<b>Desired Start Date:</b>	As soon as possible
<b>Organisational Department:</b>	Security Department	<b>Reporting To<sup>3</sup>:</b>	Central Security Office Manager
<b>Number of vacant posts to be filled:</b>	1 post and establishment of a reserve list	<b>Possible reserve list valid until:</b>	31/12/2019 with possibility of extension
<b>Level of security clearance<sup>4</sup>:</b>	SECRET UE / EU SECRET		

<sup>1</sup> The **place of employment** of the Staff Member shall be at the offices of the Agency in Prague, Czech Republic, subject to changes in the interest of the service and always under due consideration of the Staff Member's interests

<sup>2</sup> **Three 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** may 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. THE GSA AND THE SECURITY DEPARTMENT

The European GNSS Agency (GSA) is responsible for the operations and service provision for the European Global Navigation Satellite Systems (GNSS) EGNOS and Galileo. By developing a new generation of GNSS, Europe is laying the foundation for new high-technology industry development, leading to job creation and economic growth. These European flagship space programmes, which embody what can be achieved when Europe works together, are already bringing real benefits to people and business in Europe and around the world.

The GSA's core mission is to ensure that European citizens get the most out of Europe's satellite navigation programmes. The Agency does this by:

- Designing and enabling services that fully respond to user needs, while continuously improving the European GNSS services and infrastructure
- Managing the provision of 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 technology that promote the achievement of full European GNSS adoption
- Ensuring that European GNSS services and operations are thoroughly secure, safe and accessible

In this context, the Security Department proactively contributes to the fulfilment of GSA missions by providing the security expertise and support in order to (1) achieve successful security accreditation of the systems, (2) secure programmes' implementation and exploitation and (3) ensure a wide, secure and sustainable use of the Public Regulated Service (PRS).

Among others, the Security Department has the responsibility of the following tasks:

- **Galileo Security Accreditation:** The Accreditation Team of the Security Department supports the GSA Security Accreditation Board (SAB) for the European GNSS. The GSA chairs and supports also the SAB subordinates bodies like the Galileo Security Accreditation Panel (GSAP) and the Crypto Distribution Authority (CDA).
- **GNSS Security Requirements and Standards:** Defining the security requirements and following up on their implementation in all GSA contracts related to Galileo and EGNOS exploitation activities. This also includes the preparation of the security accreditation files for the system and services to be submitted to the GNSS Security Accreditation Authority (SAB). The task is performed by a specific team in close collaboration with the GSA Galileo and EGNOS Exploitation teams.
- **PRS User Segment:** The GSA supports the development of the PRS User Segment with specific technological projects. The Agency also collaborates with the European Commission in technical and secretariat activities related to the management of the Working Groups established by the European GNSS Security Board.
- **Central Security Office:** The Central Security Office (CSO) implements (and monitors the correct implementation of) the European Commission's internal security rules applicable to the GSA, as laid down in Commission Decision (EU, Euratom) 2015/444. This office also assumes the functions of the Agency's Central EU Classified Information (EUCI) Registry, and supports the other teams of the Security Department, as well as the whole Agency, in the handling of EUCI and in maintaining the accreditation of the internal Agency's infrastructure and IT assets. The CSO oversees the implementation of the security rules in the GSA Headquarter located in Prague (Czech Republic) as well as other GSA facilities.

For more information on the GSA and the European satellite navigation programmes, click [here](#).



## 2. TASKS AND RESPONSIBILITIES

The Deputy Local Security Officer (DLSO) will actively contribute to the fulfilment of the Agency's duties related to ensuring the protection of EU Classified Information (EUCI) in compliance with the relevant legislation and by managing the overall GSA security including physical security, document security and personnel security.

The tasks and responsibilities will in principle include (without limitation):

- Ensuring that **good security practices** are in place at all times by promoting the GSA Security culture with the ultimate scope of protecting the GSA staff, assets and information
- Contributing to the establishment, maintenance and execution follow-up of the **security procedures** jointly with the parties hosting the GSA facilities as well as relevant security authorities regarding:
  - The use and access policies of any security related systems (e.g. access control systems, CCTV monitoring systems, badges, etc.)
  - The use and activities of the guards whenever needed to maintain solid security environment of the premises
- Arranging necessary steps for Personnel Security Clearance requests for the GSA staff
- Reporting security incidents, both breaches of security (regarding infrastructure, equipment and personnel) and compromises of EU Classified Information (EUCI)
- Handling the security incident register and database
- **Managing the guarding contract**
  - Drafting terms of reference for each specific contract and managing such contracts services (approving invoices, and managing budget planning and use)
  - Ensuring regular reporting and action tracking
  - Supporting the guarding contracts management at other GSA sites
- Managing security keys and combinations, ensuring the proper handling, storage and audit of (physical) security keys
- **Contributing to the security training/awareness briefings:** providing regular update briefings for personnel authorised on the site and the induction security briefings to newcomers
- Promoting security awareness: both general and related to physical security, document security and personnel security
- Maintaining the legal framework for, and organising the transfer of the EU classified information (EUCI) needed by the GSA
- Developing and maintaining GSA contingency and destruction plans
- Monitoring the implementation of any recommendations made by the European Commission Security Directorate inspectors and security supervisors following security audits/inspections of the GSA
- Performing audits of the GSA EUCI registry and other security systems under his/her responsibility
- The DLSO **shall be available for regular on-call duties outside normal working hours** (availability by phone with readiness to come back to the site within predefined elapsed times that will be established to meet operational external requirements). The duties associated with such 'on-call' shall be of a nature similar to those of the main duties of the post, but will also include a wider set of activities aimed at ensuring the



security and technical availability of the site focussing on feared events and their related initial reaction procedures

- Monitoring the physical security of the communications infrastructure, network assets and database infrastructure for indications of internal or external violation of the system
- Providing support to classified meetings hosted at the GSA premises
- Ensuring the maintenance of the GSA databases of:
  - Personal security clearance authorisations validity for GSA staff, as well as the list of posts requiring the GSA's security authorisation
  - Visits requests and visits
  - List of the site personnel authorised on site and their badges configurations
- **Liaising with relevant authorities and partners, in particular with:**
  - Deputy Local Security Officers at other GSA sites
  - Ministry of Finance of the Czech Republic, owner of the GSA HQ building
  - Police, Fire brigade, Municipality, Local Security Accreditation Authority and similar authorities that are supporting the GSA or with whom the GSA has to interface in case of security incidents and for the implementation of the 'Critical National Infrastructure' status of the GSA
  - The GSA Data Protection Officer (DPO) and the European Data Protection Supervisor (EDPS)
  - The Local Informatics Security Officer and Registry Control Officer

**Other relevant duties as required:**

- The DLSO may act temporarily, while maintaining his/her DLSO duties, as a backup for any other post of the Central Security Office in relation to security
- Contributing to the business continuity plans of the GSA in areas related to his/her responsibilities
- He/she may be designated as local Fire safety officer and/or contributor to the fire immediate response teams
- Representing the GSA by participating in security related working groups, boards and panels
- Participating in security accreditation tasks, especially reviews/audits/inspections carried out by the GSA Accreditation Panel for Internal Systems (APIS)
- Contributing to the GSA Risk management activities
- Supporting the other GSA personnel in preparing and implementing the GSA Information Security Management System, as defined by the ISO standard 27001
- Providing support/back-up to Chiasmus for Windows (CfW) keys distribution and generation (or any other similar crypto tool)
- Preparing security annexes to GSA industrial contracts and contributing to the maintenance and evolution of the European GNSS Industrial Security Framework (e.g. the European GNSS Programmes' Security Instructions)
- Keeping himself/herself informed of the technologic development in the field of security
- Performing other relevant duties as required

Language use: The above tasks and responsibilities will be conducted in the English language.



### 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. Have a level of education which corresponds to completed university studies<sup>5</sup> of at least three years attested by a diploma and appropriate professional experience<sup>6</sup> of at least one year after obtaining the final diploma
2. Be a national of a Member State of the European Union
3. Be entitled to his or her full rights as citizen
4. Have fulfilled any obligations imposed by the applicable laws concerning military service
5. Meet the character requirements for the duties involved<sup>7</sup>
6. 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
7. 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, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish, 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 Communities.



## **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 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. Proven experience relevant to the above described tasks and responsibilities, such as ensuring appropriate security practices and procedures, handling classified material, dealing with protection of people, assets and information, managing guarding and security stakeholders contracts, contributing to security awareness and training
- ii. Experience in defining and enforcing industrial security rules and associated legal matters
- iii. Experience in security investigation, audits or inspections
- iv. Excellent command of both written and spoken English

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

- v. Valid Personnel Security Clearance Certificate at or above the EU SECRET level
- vi. Experience and/or knowledge of the institutional framework and functioning of the European Union, in particular with regard to security regulations and GNSS
- vii. Basic knowledge of Czech language
- viii. Experience in anti-fire, health and safety matters

### **3) Behavioural competences**

- ix. Motivation
- x. Excellent communication skills
- xi. Problem-solving approach and delivery of quality results
- xii. Working with others
- xiii. Ability to work under pressure and prioritise tasks in a fast paced and technically challenging environment



#### 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 candidates whose applications rank among the best-qualified in accordance with the selection criteria, may be contacted in order to verify (through an oral or written test) their studies, professional experience and/or other knowledge and competencies as indicated in their application form. This contact would be an intermediate step in pre-selecting the most suitable candidates. It does not however entitle candidates to be invited for an interview. 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 a 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. All candidates short-listed for an interview will also be requested to complete an online Business Attitude Questionnaire.
- Candidates will be requested to send prior to 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.
- The Appointing Authority will ultimately decide on the successful candidate to be placed on the reserve list and 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>	October 2018
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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.**

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



## 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' 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.2018.123)

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 Prague) are presented below:

FG IV 13 (less than 8 years of work experience after the relevant diploma) <sup>17</sup>		
a) Minimum final net salary (without any allowances)	b) Final net salary with expatriation allowance	c) Final net salary with expatriation, household and 1 dependent child allowance
2,249.15 EUR	2,602.06 EUR	3,255.14 EUR
FG IV 14 (more than 8 years of work experience after the relevant diploma) <sup>17</sup>		
a) Minimum final net salary (without any allowances)	b) Final net salary with expatriation allowance	c) Final net salary with expatriation, household and 1 dependent child allowance
2,439.28 EUR	2,921.81 EUR	3,590.89 EUR

### 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.

<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 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 their residence in order to take up the duties, s/he will be entitled to: **reimbursement of the travel costs**; **temporary daily subsistence allowance** (e.g. EUR 42.39 for up to 10 months or EUR 34.18 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-month probationary period).

<sup>14</sup> Currently correction coefficients for the GSA duty locations are: 78.3% for CZ, 114.8% for FR, 133.5% for UK, 108.3% for NL. The coefficient is updated every year, with retroactive effect from 1 July.

<sup>15</sup> Pension (9.8%); 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.**



### 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.

<https://www.gsa.europa.eu/privacy-policy>