



## RECRUITMENT

Administrative Assistant

(ref. VN016)

Temporary Agent (5 years contract – AST 1)

The SESAR Joint Undertaking has set up a recruitment procedure that aims to establish a reserve list for **1 position of “Administrative Assistant - Facility Coordinator”**. The SESAR Joint Undertaking (SJU) was established by European Council Regulation (EC) No 219/2007 (JO L64 of 02/03/2007). The duty station is in Brussels, Belgium where the SESAR Joint Undertaking has its headquarters and where the place of employment is.

### 1. INTRODUCTION

#### 1.1 The SESAR Programme

The SESAR (Single European Sky ATM Research) Programme has been launched as a critical part of the Single European Sky initiative (SES). This programme represents the technological pillar of the SES and aims at developing a modernised and high-performance air traffic control infrastructure which will enable the safe and environmentally friendly development of air transport.

#### 1.2 The SESAR Joint undertaking

In order to properly manage the development phase of this huge and ambitious project, a legal entity was created, under European Union law, on 27th of February 2007: the SESAR Joint Undertaking (SJU).

The mission of the SJU is thus to ensure the modernisation of the European air traffic management system by coordinating and concentrating all relevant research and development efforts in the EU. It is responsible for the execution of the EU ATM Master Plan resulting from the definition phase and in particular for carrying out the following tasks:

- organising and coordinating the development activities of the SESAR programme, in accordance with the EU ATM Master Plan by combining and managing under a single structure public and private sector funding;
- ensuring the necessary funding for the development activities of the SESAR programme in accordance with the EU ATM Master Plan;
- ensuring the involvement of the stakeholders of the ATM sector in Europe, in particular: air navigation service providers; airspace users; professional staff associations; airports; and manufacturing industry; as well as the relevant scientific institutions or the relevant scientific community;
- organising the technical work of research and development, validation and study, to be carried out under its authority avoiding fragmentation of such activities;
- ensuring the supervision of activities related to the development of common products duly identified in the EU ATM Master Plan and if necessary, to organise specific invitations to tender.

Further information on the activities of the SESAR JU is available at: <http://www.sesarju.eu>.

## 2. Job description

### 2.1 Scope

The jobholder will work directly under the responsibility of the Head of Corporate Support ensuring that the SJU benefit of the most appropriate corporate support for the smooth functioning of the organization, as described hereinafter. The successful candidate will be assigned to specific activities as required and operate as a mobile resource within the Corporate Support team. He/She shall act as a backup to Operational Initiating Agents in the Corporate Support in their absence regarding the activities related to “Missions & Support Services” and to “Expert & Insurance Services”.

### 2.2 Key Accountabilities

He/she shall carry out various administrative tasks related to work in the area of “Facilities”, in particular:

- Define, coordinate and deliver the SJU facility services and related support in accordance with the needs of the SJU;
- Act as Operational Initiating Agent in the following areas:
  - Buildings Services – Including: Accommodation Planning, Safety, Security, (badging, surveillance & guard services), Cleaning, Office Supplies, Courier, etc.
  - Logistics Services - Including: Reception, Registrations & Hospitality Management
- Monitor Inventory
- Act as a process owner regarding the stocktaking
- Providing administrative support: drafting routine correspondence, memos, minutes and editing/formatting other administrative documents;
- Updating timetables/schedules, databases and reporting documents.

## 3. ELIGIBILITY CRITERIA REQUIRED

Candidates will be considered for the selection phase on the basis of the following criteria to be fulfilled by the deadline for submission of applications set on the **16<sup>th</sup> March 2015**.

### 3.1 Minimum Qualifications Required

A level of post-secondary education attested by a diploma,  
OR

A level of secondary education attested by a diploma giving access to post-secondary education, and a professional experience of at least three years gained in a field related to the nature of the accountabilities described under the corresponding heading.

### 3.2 Minimum Professional experience

At least **2 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 a research environment.

### 3.3 Minimum Language Skills Required

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 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 or of the European Organisation for the Safety of Air Navigation (Eurocontrol);
- Have fulfilled any obligation imposed by the laws on military service;
- Be entitled to full rights as citizen<sup>1</sup>;
- Be physically fit to perform the duties linked to the post<sup>2</sup>.

<sup>1</sup> Prior to the appointment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.

<sup>2</sup> Before being engaged the candidate will be medically examined in order that the SJU 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 independently, under pressure and to tight deadline

### 4.1. Essential Selection Criteria

- Out of 2 years of professional experience required in accordance with 3.2 above, minimum of 6 months experience in the European institutions under an assistant role;
- Knowledge of the workings and the procedures of the Commission;
- Excellent organizational skills and ability to set priorities and to adapt to a variable workload within deadlines;
- Financial awareness and competence demonstrated through previous accountable experience;
- Strong communication (written and oral) and presentation skills;
- In-depth knowledge of the IT support tools typically used in support services;
- Excellent interpersonal skills (flexibility, service oriented attitude);
- To meet the needs of the service, an excellent working knowledge of written and spoken English is essential.

### 4.2. Advantageous Selection Criteria

- Knowledge of French;
- Post-secondary education;
- Relevant work experience in an EU Agency.

## 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 SJU has its headquarters and where the place of employment is. The dates of the test and/or interview session(s) have provisionally been set to the **21/04/2015 and/or 22/04/2015** (until further notice and depending on the number of candidates). The applicants will be informed of the date with at least 15 days notice.

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 SJU with original or certified copies of all relevant documents proving the eligibility requirements.

As a result of the interviews, the Selection Panel recommends 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 SJU and shall be valid until 30<sup>th</sup> June 2017 (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 **AST1**. The basic monthly salary before any deductions or allowances for the grade AST1 (step 1) is **€ 2.675,40**. 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://ec.europa.eu/civil\\_service/docs/toc100\\_en.pdf](http://ec.europa.eu/civil_service/docs/toc100_en.pdf).

## 8. SUBMISSION OF APPLICATIONS

### 8.1 Procedure of Applications

Candidates must submit by email to the functional mailbox [recruitmentVN016@sesarju.eu](mailto:recruitmentVN016@sesarju.eu) a **SINGLE A4-sized Adobe Acrobat PDF file 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 one page, explaining why the candidate is interested in the post and what would be his/her added value to the SJU if selected;
- A duly completed and signed declaration of honor with regard to the eligibility and selection criteria (downloadable from our website).

**The A4-sized Adobe Acrobat PDF application file shall be named as follows: [Lastname Firstname VN016.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 SJU.

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 16<sup>th</sup> March 2015 at 23:00 local 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](mailto:hr@sesarju.eu).

## 8.3 Promotion of Equal opportunities

The SJU 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 SJU. The personal information the SJU 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. This applies in particular to the confidentiality and security of such data. 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 SJU. Should the candidate have any query concerning the processing of his/her personal data, he/she shall address them to the SJU Data Protection Officer, [sju.data-protection@sesarju.eu](mailto:sju.data-protection@sesarju.eu).

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*APPROVAL FOR PUBLICATION*  
*F. Guillermet – Executive Director*

*[signed 20/02/2015]*