



ANNEX I

CALL FOR EXPRESSION OF INTEREST Ref. SJU/LC/0296-CFP

**Call for expression of interest addressed to the SESAR Joint Undertaking
Members for the establishment of a reserve list of candidates for the
position “Airport and ATC Systems Engineer”**

1. INTRODUCTION

1.1 The SESAR Programme

The Single European Sky Air Traffic Management Research and Development (“SESAR”) Programme aims to modernise the air traffic management (“ATM”) in Europe and represents the technological pillar of the Single European Sky.

The SESAR Programme comprises three interrelated, continuous and evolving collaborative processes: (1) the definition of the content and priorities, (2) the development of new technological systems, components and operational procedures of the SESAR concept and (3) the deployment plans of the next generation of ATM systems contributing to the achievement of the Single European Sky performance targets.

The definition process delivered the first edition of the European ATM Master plan (“ATM Master Plan”). The European ATM Master Plan 2012 is governing the different activities performed in the context of the overall SESAR Programme.

1.2 Purpose of the SESAR Joint undertaking

The purpose of the SESAR Joint Undertaking (“SJU”) created under Article 187 of the Treaty on the Functioning of the European Union, is to ensure the modernisation of the European air traffic management system through the coordination and concentration of all relevant research and development efforts.

The SJU was set up by Regulation (EC) No 219/20073 of 27 February 2007, for the purpose of managing the activities of the development process of the SESAR Programme under the European Union’s 2007-2013 financial perspectives.

The SJU is responsible for the implementation of the European ATM Master Plan and for carrying out specific activities aimed at the development of a new generation of air traffic management system capable of ensuring the safety and fluidity of air transport. Further information on the activities of the SJU is available at www.sesarju.eu.

The SJU work programme, covered by the European Union’s 2007-2013 financial perspectives, addresses all elements of Step 1 and approximately 80% of Step 2 of the ATM Master Plan. The related activities should be completed by 2016 while the remaining activities of Step 2 and those related to Step 3 should start in 2014 under the Union’s 2014-2020 financial framework Contractual rules governing the SESAR Programme

The SJU is a partnership combining public and private sector funding provided by its Members and in particular by using their experience and expertise.



2. OVERVIEW OF THIS CALL FOR EXPRESSION OF INTEREST

2.1 Description of the call

In accordance with Article 8 of the SJU Statutes and in order to allow the SJU to benefit of the most adequate experience to carry out activities planned in the SESAR Work Programme, the members of the SJU may propose to the Executive Director the secondment of members of their staff to the SJU. The purpose of this call is to establish a reserve list of candidates available to be seconded by the SJU's members to the SJU in order to fulfil the position described in Section 3 of this document or future needs in the domains of activity of the SJU. In the latter case, the specific task descriptions will be published by the SJU and made available to the SJU members.

This call is only open to Members of the SJU as defined in Article 1.2 of the SJU statutes¹.

The conditions governing secondment and in particular the eligibility of the costs incurred by the SJU Members for this secondment are laid down in Section 5.

2.2 Eligibility Criteria & Requirements

2.2.1 Qualifications

A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is at least three years or equivalent experience.

2.2.2 Professional experience

A Professional experience of 5 years minimum gained after obtaining the diploma in a field related to the nature of the accountabilities described under the corresponding heading would be an asset.

2.2.3 Language Skills

The working language of the SJU is English. Therefore a thorough knowledge of English and a satisfactory knowledge of another language of the European Community to the extent necessary for the performance of the duties are mandatory.

2.2.4 Employment

The seconded staff shall be a full-time staff member of any SJU Member.

2.2.5 Verification

The SJU reserves the right to request any original documentary evidence it deems necessary in order to verify candidates' skills, knowledge and qualifications.

2.2.6 Requirements

The SJU places particular importance on the ability to grasp problems of all kinds, often complex in nature, to react rapidly to changing circumstances and to communicate effectively. Seconded staff should be able to work under pressure and to tight deadlines, both individually and in a team, and to adjust to a multicultural environment.

¹ As annexed to the amended Council Regulation (EC) No 219/2007 of 27 February 2007 on the Establishment of a Joint undertaking to develop the new generation European air traffic management system (SESAR).





3. TERMS OF REFERENCE “AIRPORT AND ATC SYSTEMS ENGINEER”

3.1 Role

The Airport and ATC Systems Engineer is the technology specialist responsible for leading aspects of the Airport and ATC system developments for SESAR within the SJU. He/she will report to the SESAR JU Head of ATM Systems and will make up part of the team working under the Chief ATM.

3.2 Key Accountabilities

Under the responsibility of the Chief ATM, the Airport and ATC Systems Engineer shall carry out the tasks that will be assigned to him/her, in particular:

- Be the point of contact for defined aspects of Systems and Technology supporting Air Traffic Management (ATM) in the SESAR Programme with a particular focus on Airport and ATC systems;
- Provide clear and result oriented leadership in guiding the work programme on the development of fit for purpose technologies and architectures that integrate and develop the SESAR CONOPS towards the SESAR targets;
- Lead the development of effective technology across the SESAR Work programme and co-ordinate this with other technology/system Experts;
- Maintain an awareness of a broad range of technological innovation for this technology area;
- Act as the Work Programme technical point of contact with SESAR partners for a number of key Workpackages;
- Communicate clearly in both written and verbal material (technical reports);
- Interface with external organisations and SESAR partners as delegated from the SESAR JU Chief ATM;
- Represent the SJU in the relevant international and European forums as delegated from the SESAR JU Chief ATM.

3.3 Essential Selection Criteria

- Be employed by an SJU Member for at least 3 years²;
- A thorough understanding of the technical aspects of the systems used in Airport and ATC systems for Air Traffic Management (ATM);
- Extensive knowledge of the capabilities of technical system architectures relating to ATM operational needs;
- Extensive knowledge and credibility in Air Traffic Management in Europe and previous responsibility for Airport and/or ATC systems development and architecture;
- Proven experience in managing groups of Experts in an international environment;
- Familiarity with European and global regulation and standardisation activities;
- To meet the needs of the service, a thorough knowledge of English is essential;
- Strong analytical, communication (written and oral) and presentation skills;
- Produces the appropriate character references as to his/her suitability for the performance of the duties related to the post with a strong emphasis on flexibility and team working.

² Up to 24 months of professional experience gained among a SJU Member under contractual arrangements including consultancy shall be considered as relevant with regard to the 3 years professional experience requirement under heading 3 “Terms of Reference” of the call for interest Ref. SJU/LC/0165-CFP



3.4 Preferred Selection Criteria

- An extensive depth of knowledge and demonstrable understanding through experience in the field of Information management Systems and services (and SWIM) would be an asset.
- An understanding of ATM in Europe, and the technologies in service, being deployed and under development;
- To meet the needs of the service, a good knowledge of French would be an asset.
- Knowledge of the SESAR Master Plan.

4. SELECTION PROCESS

The selection process will be carried out by a Selection Panel with the support of the Human Resources Sector of the SJU.

The applications proposed by a SJU's Member for any of the positions listed above, will be assessed to ascertain their eligibility according to the requirements detailed for each post under Section 3 above.

The Selection Panel will invite eligible applicants to an interview in English and in the second language indicated by the candidate at the SJU headquarters. The Selection Panel can consider complementing the interview with a presentation or a written test. The applicants will be informed of the date with at least 15 days notice.

The Selection Panel will submit to the SJU's Executive Director the list of successful candidates in decreasing order to be retained for secondment for a specific position. This reserve list may be used for requesting the secondment of the applicants for similar post depending on the needs of the SJU, and will be valid for 12 months from the date of its establishment (the validity of the reserve list may be extended).

Candidates shall note that the inclusion on a reserve list does not constitute a commitment from the SJU to accept the secondment nor any guarantee of secondment.

Please note that the Selection Panel's work and deliberations are strictly confidential and that any contact with its members is strictly forbidden.

5. CONDITIONS OF THE SECONDMENT

This Section sets forth the terms and conditions according to which the SJU's Members may propose the secondment of their staff to the SJU.

5.1 Agreement

The secondment is subject to the signature of a specific agreement that will complement the Membership Agreement to the SJU and detail the Member's in-kind contribution under this secondment.



The secondment will be considered part of the Member's in-kind contribution and will be co-financed up to 100% of the eligible costs mentioned in Section 5.6. below.

The secondment agreement will enter into force upon signature of the SJU and the Member.

5.2 Duration of secondment

The secondment will be for an initial period of 2 years renewable for further period(s) of two years maximum and with an overall duration limited to the existence of the SJU.

5.3 Terms of reference

- 5.3.1 The terms of reference of the post for which a secondment is agreed shall be attached to the secondment agreement.
- 5.3.2 The seconded staff shall be responsible for the proper execution of tasks entrusted to him/her within the terms of reference. The SJU may give other tasks and responsibilities to the seconded staff if required by the internal organisation of the SJU.

5.4 Duty station

The duty station and place of work shall be in the SJU headquarters, located in Brussels, Belgium.

5.5 Legal status

- 5.5.1 The seconded staff will remain in the service of his/her employer throughout the entire duration of the secondment. Consequently, his/her employer will be responsible for paying his/her salary and the allowances, indemnities and benefits to which he/she is entitled according to his/her employment status and for his/her coverage by the social security and pension scheme to which he/she contributes over the duration of the secondment.
- 5.5.2 Any SJU Member willing to second one of its staff to the SJU shall ensure that any staff assigned to the SJU for the performance of this secondment has the professional qualifications and experience required for the execution of the tasks assigned to him/her.
- 5.5.3 The seconded staff will follow the working hours and public holidays applicable to the SJU and the SJU operating Rules and Regulations.
- 5.5.4 In the event of disruption, either involving the action of a seconded staff or due to the fact that the expertise of the staff does not correspond to the profile required by the SJU, the SJU shall have the right to request the replacement of any staff by stating in writing its reasons for doing so or to terminate the secondment with six months notice.
- 5.5.5 With respect to sick leave, annual leave and special leave, the relevant rules of the seconding SJU Member shall apply. Nevertheless, the SJU supervisor of the seconded staff shall be consulted before the seconding member authorizes these leaves.

5.6 Eligible costs

The Member seconding the staff shall receive a co-financing at the level of 100% of the eligible costs related to the secondment as listed here below, for the direct, actual, documented and auditable costs paid in relation to the secondment:

- 5.6.1 The salary, allowances, indemnities, benefits, Employer contributions to the social security and pension scheme paid to seconded staff at the moment of the secondment and their adjustments following the seconding Member staff rules and procedures;



- 5.6.2 Expatriation allowance - the gross amount corresponding to the maximum net amount 1.500,- EUR net per month paid to the staff member as expatriation allowance;
- 5.6.3 Una tantum installation allowance - the gross amount corresponding to the following maximum net amounts paid to the staff member as installation allowance:
- 4.000,- EUR in the case of a married staff with two or more children;
 - 3.000,- EUR in the case of a married staff with one child;
 - 2.000,- EUR in case of a single staff without children.
- 5.6.4 Travel allowance - the travel expenses for the seconded staff member, the spouse and dependants actually living in the household:
- On taking up his appointment, from the place where he/she was employed to the place where he/she is seconded;
 - On termination of secondment from the place where he is seconded to the place of origin;
 - Once a year a sum equivalent to the cost of travel from the place of secondment to the place of origin.
- These travel expenses shall be reimbursed following the SJU Mission Rules (see Annex).
- 5.6.5 Removal allowance - the expenses incurred in respect of removal of furniture and personal effects, including the cost of insurance against ordinary risks (breakage, theft, fire), from the place of origin to the place of secondment. The same at the moment of the termination of service. Such reimbursement shall not exceed the amount of an estimate approved in advance. Not less than two estimates shall be submitted to the appropriate services in the SJU, which may, if they consider the estimates to be excessive, select another removal firm. In the latter case, entitlement to reimbursement may be limited to the amount of that firm's estimate.
- 5.6.6 The expatriation allowance, installation allowance, travel allowance, and removal allowance can be considered eligible only in case the secondment location is in a different country from the place of origin and at least 200 KMS away from the place of origin or work location at the moment of the secondment.

The Member seconding the staff can alternatively opt for a maximum reimbursement rate of EUR 12.634,00 per month covering the costs under 5.6.1 and 5.6.2 above. The maximum reimbursement rate is not a flat rate and shall be auditable and justifiable.

5.7 Mission Expenses

The SJU will bear the expenses for duty travel of the seconded staff following the SJU Mission Rules (see Annex).

5.8 Payments

The Member seconding staff shall submit an audited cost breakdown form including the eligible costs related to the secondment once a year, as part of the annual Certificate on Financial Statements. The SJU will pay the Member in accordance with Article 11 of the Multilateral Framework Agreement ("Payments").

5.9 Financial Records

The Member seconding a staff member to the SJU shall keep record of the eligible costs co-financed by the SJU up to 5 years after the payment of the final balance.



5.10 Audit

The provisions of the Multilateral Framework Agreement signed by the Member are applicable to the secondment agreement.

5.11 Absence of Conflict of Interest

- 5.11.1 The SJU member seconding staff to the SJU shall take all necessary measures to ensure that the seconded staff carries out his/her functions with the necessary independence of action and is not subject to any direct or indirect pressure or influence from the seconding SJU Member or any third parties, that would prejudice the correct and efficient execution of his/her tasks.
- 5.11.2 Should any conflict of interest be reported to the seconding SJU Member or be potentially detected, the seconding SJU Member should immediately report it to the SJU Executive Director so as to commonly decide on the management of this situation.
- 5.11.3 Staff seconded to the SJU must disclose any direct or indirect personal interest in the outcome of the duties which are assigned to them.
- 5.11.4 So as to ensure the independence of seconded experts, they will be required to sign a declaration on independence, confidentiality and conflict of interest in accordance with the SJU Administrative Board Decision dated 1 December 2008 concerning the terms and conditions for internal investigations in relation to the prevention of fraud, corruption and any illegal activity detrimental to the Communities' interests.

6. SUBMISSION OF APPLICATIONS

6.1 Eligibility of Applications

For applications to be valid for consideration, they must be submitted by email by the SJU Members to the functional mailbox call0006@sesarju.eu and must consist, per candidate, of a single A4-sized Adobe Acrobat PDF file (size: max 5MB) containing all the following scanned documents:

- A presentation letter of the member proposing the secondment;
- 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 joining the SJU in that post and what would be his/her added value to the SESAR JU if selected;
- A duly completed and signed declaration of honor with regard to the eligibility criteria;
- A copy of the relevant documentation justifying the experience and demonstrating the eligibility to the secondment.

The title and the exact reference of the call should be indicated in the subject of the email. Applications where the format and/or content of the Europass CV and the declaration of honor 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.



Promotion of Equal opportunities

The SJU is an equal opportunity employer and strongly encourages the SJU Members to send applications from all candidates who fulfill 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.

6.2 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.