



## CALL FOR EXPRESSION OF INTEREST

Call for Expression of Interest Ref. SJU/LC/135-CEI, addressed to the SESAR Joint Undertaking Selected Members, for the establishment of a reserve list of candidates for the position “ATM Expert”

### 1. INTRODUCTION

#### 1.1 The SESAR Programme

The Single European Sky Air Traffic Management Research and Development (“SESAR”) Programme aims modernising 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 ATM Master Plan as endorsed in 2015 is driving and steering the different activities performed in the context of the overall SESAR Programme.

#### 1.2 The SESAR Joint undertaking

In order to properly manage this ambitious programme, a legal entity was created under European Union law. The SESAR Joint Undertaking (“SJU”), was established under Council Regulation (EC) 219/2007 of 27 February 2007 and modified by Council Regulation (EC) 1361/2008 and Council Regulation (EU) 721/2014 (“SJU Regulation”).

In accordance to article 1.5 of the SJU Regulation, the SJU shall aim ensuring modernization of the European air traffic management system by coordinating and concentrating all relevant research and development efforts in the Community.

#### 1.3 SESAR 2020 Programme

Guided by the ATM Master Plan, the SJU is responsible for defining, developing, validating and delivering technical and operation solutions to modernise Europe’s air traffic management system and deliver benefits to Europe and its citizens. The SJU research programme, known as SESAR 2020, is delivering solutions through SESAR research projects that address **four key areas**, namely **airport operations**, **network operations**, **air traffic services** and **technology enablers**. Research projects are also categorised into three strands: **Exploratory research**, **Industrial research and validation** and **very large-scale demonstrations**. These strands have been designed as an innovation pipeline through which ideas are transformed into tangible solutions for industrialization.

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



## 2. OVERVIEW OF THIS CALL FOR EXPRESSION OF INTEREST

### 2.1 Description of the call

In accordance with Article 8 of the SJU Statutes, annexed to the SJU Regulation, and in order to allow the SJU to benefit of the most adequate experience to carry out activities planned in the SESAR Single Programming Document (or the “SPD” that includes the multi-annual and annual work programme of the SJU), any “*member of the Joint Undertaking may propose to the Executive Director the secondment of members of its staff to the Joint Undertaking in accordance with conditions provided for in the relevant agreement referred to in Article 1(3) of these Statutes. Staff seconded to the Joint Undertaking must act with complete independence under the supervision of the Executive Director*”.

The purpose of this call is to establish a reserve list of candidates available to be seconded by the SJU Selected Members to the SJU in order to fulfil the position described in Section 3 of this document.

### 2.2 Eligibility

**This call is only open to Selected Members of the SJU, i.e. entities selected as per SJU’s Administrative Board Decision ADB(D)02-2016 of 9 March 2017 and who have signed the SJU Membership Agreement Ref. SJU/LC/307-CTR.**

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.

## 3. TERMS OF REFERENCE FOR THE POSITION of “ATM Expert”

### 3.1 Eligibility Criteria

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

#### 3.1.1 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.

#### 3.1.2 Professional experience

A professional experience of 5 years minimum gained after obtaining the diploma in a field related to the nature of the accountabilities.

#### 3.1.3 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 Union to the extent necessary for the performance of the duties are mandatory.

#### 3.1.4 Employment

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



### 3.2 Role

The ATM Expert will be part of a team of specialists providing guidance on operational and technical developments performed as part of the SESAR Programme. He/she will be accountable to the Chief ATM.

### 3.3 Key Accountabilities

The job holder shall carry out the tasks that will be assigned to him/her, in particular:

- Provide advice in the area of ATM operations in En-route, TMA and Airport domains;
- Provide clear and result oriented leadership in guiding the content development of fit for purpose procedures and technologies;
- Be the point of contact for specific aspects of ATM Operations across the SESAR Programme;
- Analyse and assess the results of the validation activities, maintaining a vision on the main achievements;
- Contribute to the formal acceptance of the SESAR Programme deliverables;
- Provide operational and technical inputs to regulatory and standardisation activities;
- Communicate clearly in both written and verbal material (technical reports);
- Interface with external organisations and SESAR partners as delegated from the SJU Chief ATM;
- Represent the SJU in the relevant international and European forums as delegated from the SJU Chief ATM.

### 3.4 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.

### 3.5 Essential Selection Criteria

- Be employed by an SJU Selected Member for at least 3 years<sup>1</sup>;
- A knowledge of the mission and the tasks of the JU;
- A good knowledge of the European ATM Masterplan, the SESAR ConOps, and demonstrable understanding of ATM development work within the programme;
- Extensive knowledge and credibility in the operational and/or technical aspects of Air Traffic Management in Europe and previous responsibility for ATM development activities;
- To meet the needs of the service, a thorough knowledge of English is essential;
- Ability to cope concurrently with a large number of tasks and to work flexibly under time pressure;
- 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.

---

<sup>1</sup> Up to 24 months of professional experience gained among a SJU Selected Member under contractual arrangements including consultancy shall be considered as relevant with regard to the 3 years professional experience requirement.



### 3.6 Preferred Selection Criteria

- Direct operational experience in ATM;
- An understanding of European ATM in the global context;
- Familiarity with European and global regulation and standardisation activities;
- Proven experience in managing groups of Experts in an international environment.

## 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 SJU Selected Members for the position described above, will be assessed to ascertain their eligibility and relevancy according to the requirements detailed under Section 2 and 3 above.

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

The Selection Panel will submit to the SJU's Executive Director the list of successful candidates to be retained for secondment for a specific position. This reserve list will be valid for 24 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.

The Selection Panel's work and deliberations are strictly confidential and any contact with its members is strictly forbidden.

## 5. CONDITIONS GOVERNING THE SECONDMENT OF SJU SELECTED MEMBERS STAFF TO THE SJU<sup>2</sup>

Refer to Annex 1 of ADB(D)07-2017 adopted on 31<sup>st</sup> May 2017.

---

<sup>2</sup> When not defined in this Decision, terms identified with capital letters in this Decision shall refer to terms defined in the SJU Membership Agreement ref. SJU/LC/307-CTR



## 6. SUBMISSION OF APPLICATIONS

### 6.1 Admissibility of Applications

For applications to be admissible they must be submitted by email by the SJU Selected Members to the functional mailbox [Call135@sesarju.eu](mailto:Call135@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 from the Selected Member proposing the secondment;
- A Curriculum Vitae (CV) in the Europass format of the proposed candidate (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 SJU 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 position, i.e. “ATM Expert”, and the exact reference of the call, i.e. SJU/LC135-CEI, should be indicated in the subject of the email. Applications where the format/template and/or content of the Europass CV and the declaration of honor have been modified/manipulated 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, which will be communicated to the Selected Member.

### 6.2 Promotion of Equal opportunities

The SJU is an equal opportunity employer and strongly encourages the SJU Selected Members to send 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.

### 6.3 Personal Data Protection

Please note that applications will not be returned to candidates but will be kept 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).