



VACANCY NOTICE

Chief Financial Officer (ref VN210)

Duration: 4-years– Temporary Agent – AD12

The SESAR Joint Undertaking has set up a recruitment procedure that aims to establish a reserve list for **1 position of Chief Financial Officer**. 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 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 recently endorsed European ATM Master Plan 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 huge and ambitious programme, a legal entity was created under European Union law. The SESAR Joint Undertaking (“SESAR JU”), was established under Council Regulation (EC) 219/2007 of 27 February 2007, Regulations as modified by Council Regulation (EC) 1361/2008 (SESAR JU Regulation) and last amended by the Council Regulation (EU) 721/2014 of 16 June 2014.

The SESAR JU is henceforth responsible for “carrying out specific activities aimed at modernising 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 European ATM Master Plan, the SESAR JU 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 SESAR JU 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. KEY ACCOUNTABILITIES

The Chief Financial Officer will be managing the SESAR JU 's financial appropriation as a principal administrator, team leader. The Chief Financial Officer will contribute to the strategic decisions of the SESAR JU as an expert to advise the senior management team. He will directly report to the Executive Director. Under the responsibility and the supervision of the Executive Director, the Chief Financial Officer shall:

- Manage the budgetary, financial and accounting processes of the organisation. He will lead the finance and planning teams in the following tasks:
 - Prepare the annual and multi-annual planning and monitoring of the SESAR JU financial resources for the intended purposes (budget request and SPD) in coordination with the relevant EC services;
 - Plan, monitor and control the SESAR JU financial and budgetary operations in compliance with the SESAR JU financial rules and the internal control system;
 - Ensure the supervision of the local accounting and treasury services and provide information to the Accounting Officer (DGBUDG) in view of the preparation of the annual accounts;
 - Ensure the implementation of commitment and payment appropriations in accordance with its annual budget and in light of the multi-annual estimates;
 - Liaise with the Administrative Board, European Commission and the European Court of Auditors on budgetary, financial, planning and reporting matters, as well as audits on financial matters.
- Coordinate the JU's inputs to ensure establishment, content consistency, and compliance with deadlines for the Single Programming Document as well as its updates as needed
- Coordinate the JU's input to ensure establishment, content consistency, and compliance with deadlines for the Consolidated Annual Activity Report of the organisation
- Monitor the execution of the audit recommendations and/or action plans on financial matters, in close coordination with the Internal Audit Capability and in collaboration with the relevant processes and actions owners

3. ELIGIBILITY CRITERIA

Candidates will be considered for the selection phase on the basis of the following criteria to be fulfilled by the deadline of submission of applications.

3.1 Minimum Qualifications Required

A level of education which corresponds to completed university studies 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 when the normal period of university education is three years and, after having obtained the university degree, at least one year of appropriate professional experience.

3.2 Minimum Professional experience Required

At least **15 years** of proven professional experience gained after obtaining the minimum qualifications required.

3.3 Language Skills Required

Thorough knowledge of one of the languages of the European Community and a satisfactory knowledge of another language of the European Community 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
- Have fulfilled any obligation imposed by the laws on military service
- Be entitled to full rights as citizen¹
- Produce the appropriate character references as to his/her suitability for the performance of the duties related to the post
- Be physically fit to perform the duties linked to the post²

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

² Before being engaged the candidate will be medically examined in order that the SESAR JU 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 will have to show initiative and professionalism and be highly motivated. He/She should be able to work proactively, under pressure and to tight deadlines, both individually and in a team. The SESAR JU 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.

Essential Selection Criteria

- Excellent knowledge of the European Union Institutional setting and its different Financial Frameworks (H2020, CEF, assigned revenues)
- Strong knowledge of the expenditure lifecycle at national or international level
- Demonstrated financial expertise and experience in a large and complex project-orientated setting
- Good analytical and organisational skills and ability to work under pressure and tight deadlines
- Strong problem solving and ability to make analytical decisions based on accurate and timely analysis
- To meet the needs of the service, an excellent working knowledge of written and spoken English is essential
- Good communication (written and oral) and presentation skills

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 SESAR JU has its headquarters and where the place of employment is. The date of the test and/or interview session has tentatively been set during the second part of September 2019 (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 SESAR JU 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 SESAR JU and shall be valid until 31st December 2021 (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 4 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 AD12**. The basic monthly salary before any deductions or allowances for the grade AD12 (step 1) is 11.363,30 EUR. 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://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

8. SUBMISSION OF APPLICATIONS

8.1 Procedure of Applications

Candidates must submit by email to the functional mailbox recruitmentVN210@sesarju.eu a **SINGLE A4-sized Adobe Acrobat PDF file (size: max. 5MB) 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 SESAR JU if selected
- A duly completed and signed declaration of honor with regard to the eligibility and selection criteria (downloadable from our website)

The single A4-sized Adobe Acrobat PDF application file shall be named as follows: [FAMILY NAME_First Name_VN210.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 SESAR JU.

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 deadline for submission of applications has been extended until 23/08/2019 at 23:00 Brussels 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.

8.3 Promotion of Equal opportunities

The SESAR JU 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

All applications are filed and processed by SESAR JU as controller of the data, according to Regulation (EC) N° 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Please note that by sending your application, you consent to the processing of your personal data necessary for the review of your application. You nevertheless have the right to withdraw consent at any time by sending an email to the same email address; should you exercise withdrawal of consent, the lawfulness of the processing of your personal data prior to such a withdrawal will not be affected.

More information about the data protection policy at SESAR JU and, in particular on the exercise of your rights as data subject (including the right to rectification, erasure, restriction of processing, the right to object and the right to data portability), can be found in our public website at this <https://www.sesarju.eu/legal-notice>. You can also consult the privacy statement on selection of staff at the following [link](#). In addition, you can always contact SESAR JU's Data Protection Officer at sju.data-protection@sesarju.eu.

APPROVAL FOR PUBLICATION
F. Guillermet – Executive Director