



VACANCY NOTICE

Legal & Procurement Officer (ref VN221)

Duration: 4 Years – Temporary Agent – AD5

The SESAR Joint Undertaking has set up a recruitment procedure that aims to establish a reserve list for the position of **Legal and Procurement 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 (“SJU”), was established under Council Regulation (EC) 219/2007 of 27 February 2007, Regulations as modified by Council Regulation (EC) 1361/2008 (SJU Regulation) and last amended by the Council Regulation (EU) 721/2014 of 16 June 2014.

The SJU 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 Jobholder will report to the SESAR Joint Undertaking Chief Administration Affairs. His/ her Line Manager will be the Head of Legal Affairs & Procurement. Under his/her responsibility, the Legal & Procurement Officer will actively contribute to the fulfilment of SJU by:

1. Provision of legal advice

- drafting opinions, reports and working documents on any legal problem arising in the SJU's day-to-day operations and in the implementation of applicable rules and policies
- analysing legal documentation and conducting studies/analysis on the relevant legal and regulatory environment in which the SJU carries out its activities
- providing support in the preparation of the SJU's legal instruments
- providing legal advice on the formulation and interpretation of the SJU's Rules (in particular Financial Rules)

2. Management of calls for tenders (procurement)

- drafting, advising on or helping coordinating calls for tenders in line with the applicable legislation and standard best practices
- managing calls for tenders (e.g. publication, organisation of and assistance to evaluation boards, selection process, contract award and signature)
- interfacing with relevant stakeholders, including project officers, finance team, economic operators, auditors

3. Support in the management of calls for proposals (grants)

- advising on or helping coordinating and managing complex calls for proposals upon request from the dedicated Grant Management team
- interfacing with relevant stakeholders, including project officers, grant managers, finance department, auditors

4. Contract drafting and management

- drafting agreements (MoCs, NDAs, etc.)
- following up on contract/agreement interpretation, implementation, performance and enforcement
- assisting project officers with issues in contract/agreement lifecycle
- Carrying out any other tasks requested by line management in the interest of the service

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 in law 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 in law 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 **5 years** of proven professional experience gained after obtaining the minimum qualifications required.

3.3 Language Skills Required

Thorough knowledge of one of English and a satisfactory knowledge of another language of the European Community to the extent necessary for the performance of his/her duties are mandatory.

3.3 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

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.

4.1. Essential Selection Criteria

- Experience in legal practice and public procurement practice
- Experience in the interpretation and implementation of EU Financial Regulations
- Experience of work in a multi-cultural environment and ability to command trust among peers
- Good analytical skills and the ability to find and develop solutions to complex legal issues
- To meet the needs of the service, an excellent working knowledge of written and spoken English is essential
- Capacity to deliver both in a client oriented and structured way
- Strong communication (written and oral) and presentation skills

4.2. Advantageous Selection Criteria

- Work experience in an EU institution/agency/body or international organization
- Advanced studies in EU and/or contract law
- Knowledge of Horizon 2020 rules and processes
- Knowledge of Intellectual Property law is an asset
- A good knowledge of another European Language, French in particular, is an asset

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 date of the test and/or interview session has tentatively been set during the second part of July 2019 (until further notice

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 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.

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 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 AD5**. The basic monthly salary before any deductions or allowances for the grade AD6 (step 1) is 4.783.36 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 recruitmentVN221@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 SJU 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_VN221.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 01 July 2019 at 13:00 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 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

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.