



RECRUITMENT

Grant Manager (ref. VN125)

Temporary Agent (5 years contract – AD6)

The SESAR Joint Undertaking has set up a recruitment procedure that aims to establish a **reserve list** for the position of **Grant Manager**. 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 (EC) 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 1 and SESAR 2020 Programme

The current SJU work programme (SESAR 1), 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 2015 under the extended programme, named SESAR 2020, funded under the Union’s 2014-2020 financial framework.

The SESAR 2020 Programme will generate an innovation pipeline towards deployment, by demonstrating the viability of the technological and operational solutions already developed within SESAR 1, in larger and more operationally-integrated environments. At the same time, the new Programme will prioritise research and innovation in a number of areas, namely: integrated aircraft operations, high capacity airport operations, advanced airspace management and services, optimised network service performance; and a shared ATM infrastructure of operations systems and services.

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

2. KEY ACCOUNTABILITIES

The Grant Manager is responsible for managing a portfolio of SESAR Grants. Under the responsibility of the Chief Development & Delivery and the coordination of the Call Coordinator, the Grant Manager shall:

1. Support call preparation, publication, evaluation, selection and award:
 - With the Call Coordinator and Programme Managers, ensure overall planning, coordination and preparation of calls for proposals in the fields of H2020 Exploratory Research, Industrial Research & Validation and Very Large Scale Demonstration for ATM and any other relevant parts of the programme;
 - In collaboration with the Call Coordinator, support the launching, managing and monitoring of the call for proposals including creation of expert contracts, legal entity validation and confirmation of expert contributions;
 - Ensure the planning and coordination of the selection or rejection of proposals, following calls for proposal for SESAR 2020, Exploratory Research, Industrial Research and Very large Scale Validation for ATM (i.e. organisation of the evaluation).
 - Support the Call Coordinator in the transition from evaluation/award to the grant preparation activities;
 - Lead the grant agreement preparation activities (H2020 GAP Phase) with support from the assigned Programme Manager and ensure the engagement of the necessary SJU ATM Experts as required, this also includes organising any independent ethics or other experts involvement;
 - During grant agreement preparation, seek advice from the Corporate Quality Planning & Reporting, Corporate Support, Legal and financial sectors when required.

2. Manage Grants (whole lifecycle):
 - Establish suitable reporting and monitoring arrangements for each grant, its payment plan and the pre-financing arrangements in compliance with applicable rules of H2020;
 - Ensure the maintenance of the Grant in H2020 systems with outcomes from Programme Management processes (e.g. Deliverable assessment, Gate report) and ensure the engagement of independent experts, when required;
 - Provide oversight of the amendment to Grant process in compliance with applicable rules of H2020 and in coordination with the accountable verification and SJU approval authority (e.g. alignment of change with overall SJU objectives & planning), and related Programme Manager (e.g. admissibility of the proposed changes, consideration of the SJU recommendations, implementation of the amendments);
 - Produce reports/minutes on meetings and provide support/briefings to other SJU staff on H2020 specialist knowledge;
 - Provide assistance in monitoring, quality auditing and evaluation of the programme, including the impact of SESAR activities;
 - In the jobholder's capacity as Operational Initiating Agent initiate the financial and budgetary aspects of grants carried out under his/her responsibility.

In addition to their responsibilities in relation to the management of SESAR Grants and depending on their relevant expertise, the Grant manager may be asked to contribute through functional reporting to the relevant Chief of Domain to other core activities of the SJU such as:

- ATM technical & operational steering;
- Transversal expertise on domains such as RPAS (Drones), Cyber-Security, Safety.

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.

3.1 Minimum Qualifications Required

A level of education which corresponds to completed university studies attested by a diploma in an appropriate field of study 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 an appropriate field of study 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

At least **5 years** (AD6) 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 citizen¹;
- Be physically fit to perform the duties linked to the post².

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 under pressure and to tight deadlines.

4.1 Essential Selection Criteria

- Proven work experience in the contractual management of projects in the context of EU Research, preferably in the context of H2020;
- Strong capacity to perform as a Grant manager / Project Officer;
- Strong planning, analytical and organizational skills combined with legal and administrative knowledge;
- Strong drafting skills;
- Ability to work in matrix organization;
- Experience of work in a multi-cultural environment and ability to command trust among peers;
- Knowledge of EU Institutions and of EU projects;
- To meet the needs of the service, an excellent working knowledge of written and spoken English is essential;
- Strong communication (written and oral) and presentation skills.

4.2 Advantageous Selection Criteria

- Experience in the usage of H2020 IT Tools;
- Knowledge of Air Traffic Management or transversal expertise on domains such as RPAS (Drones), Cyber-Security, Safety;
- Experience in EU Research Funding instruments (in particular H2020);
- A good knowledge of a third official European language would be an asset.

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.

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 provisionally been set during the last week of April 2016 (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(s) 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 2018 (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(s) 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(s) will be appointed by the Executive Director, upon recommendation of the Selection Panel, following the selection process and depending on the needs of the SJU in terms of human resources based on available positions in the SJU staff establishment plan.

Depending on the budgetary situation, the selected candidate(s) 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(s) will be recruited in grade **AD6**.
Basic monthly salaries before any deductions or allowances:
AD6 (step 1) is 5 079,70 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 recruitmentVN125@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), mentioning clearly the number of years of professional experience.

The single A4-sized Adobe Acrobat PDF application file shall be named as follows: [Lastname_Firstname_VN125.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 30th of April 2016 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 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.

APPROVAL FOR PUBLICATION
F. Guillermet – Executive Director
[signed]