



SECONDMENT NOTICE

Expert for Regulatory Affairs (ref. SN007)

Seconded National Expert (2 years renewable)

Applications are invited for the secondment of a national expert as an “Expert for Regulatory Affairs” within the SESAR Joint Undertaking established by European Council Regulation (EC) No 219/2007 (JO L64 of 02/03/2007). The Duty station is in Brussels, Belgium where the SJU has its headquarters.

1. INTRODUCTION

1.1 The SESAR Programme

The SESAR (Single European Sky ATM Research) Programme has been launched as a critical part of the Single European Sky initiative (SES). This programme represents the technological pillar of the SES and aims at developing a modernised and high-performance air traffic control infrastructure which will enable the safe and environmentally friendly development of air transport.

The SESAR Programme is composed of three phases:

- Definition phase (2004-2008), which delivered an ATM Master Plan for 2020 and beyond, defining the content of the next generation of ATM systems, and identifying the necessary elements for its realisation. The Definition Phase resulted in 6 main Deliverables;
- Development phase (2008-2013), which will develop the necessary elements on the basis of the Definition phase findings;
- Deployment phase (2014-2020), through which there will be large scale production and implementation of the new air traffic management infrastructure, composed of fully harmonised and interoperable components which guarantee high performance air transport activities in Europe.

1.2 The SESAR Joint undertaking

In order to properly manage the development phase of this huge and ambitious project, a legal entity was created, under European Community law, on 27th of February 2007: the SESAR Joint Undertaking (SJU).

The mission of the SJU is thus to ensure the modernisation of the European air traffic management system by coordinating and concentrating all relevant research and development efforts in the Community. It is responsible for the execution of the ATM Master Plan resulting from the definition phase and in particular for carrying out the following tasks:

- organising and coordinating the development activities of the SESAR project, in accordance with the ATM Master Plan by combining and managing under a single structure public and private sector funding;
- ensuring the necessary funding for the development activities of the SESAR project in accordance with the ATM Master Plan;
- ensuring the involvement of the stakeholders of the ATM sector in Europe, in particular: air navigation service providers; airspace users; professional staff associations; airports; and manufacturing industry; as well as the relevant scientific institutions or the relevant scientific community;
- organising the technical work of research and development, validation and study, to be carried out under its authority avoiding fragmentation of such activities;
- ensuring the supervision of activities related to the development of common products duly identified in the ATM Master Plan and if necessary, to organise specific invitations to tender.

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

2. KEY ACCOUNTABILITIES

Under the responsibility of the Chief Regulatory Affairs, the Expert for Regulatory Affairs will be responsible for the execution of the following tasks:

- Analyze those deliverables coming from any SESAR Work Package that could be subject to regulatory review from the relevant Authorities (such as safety cases, security assessments, interoperability studies, environmental impact analysis, and cost -benefit analysis). Issue reports on such analysis.
- For those deliverables which the SJU decides to submit to the relevant Authorities for regulatory opinion, prepare, submit and follow up in a timely manner the correspondent file.
- Follow up of any technical/operational initiative assigned to the Chief Regulatory Affairs under SJU contractual arrangements. Analysis of the deliverables coming from these initiatives. Issue of reports on such deliverables with a view to give conformity to the results of the initiative.
- Assist the SJU Executive Director and/or SJU Executive Team within the matters of her/his competence.

3. REQUIREMENTS

Seconded National Experts 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 when the normal period of university education is at least three years.

3.2 Minimum Professional experience Required

A professional experience of 3 years gained after obtaining the minimum qualifications required in a field related to the nature of the accountabilities described under the corresponding heading.

3.3 Language Skills Required

The main working language in the field of Air Traffic Management is English. Candidates must therefore have a thorough knowledge of both spoken and written English with a satisfactory knowledge of at least one other official language of the European Union to the extent necessary for the performance of the above mentioned duties.

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;
- Be physically fit to perform the duties linked to the post.

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

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4. SELECTION CRITERIA

The successful seconded national expert will have to show initiative and imagination and be highly motivated. He/She should be able to work under pressure and to tight deadlines, both individually and in a team, and to adjust to a multicultural environment.

4.1. Essential Selection Criteria

- Experience - based knowledge of European regulatory issues, in the sector of aviation;
- Experience - based knowledge of business of airports and/or airspace users and/or aeronautical manufacturing industry, in particular through experience in the elaboration of study cases (safety, security, capacity, economic) for any related business.
- Good knowledge of the mission and the tasks of the JU;
- Ability to cope concurrently with a large number of tasks and to work under time pressure;
- Strong analytical, presentation and communication skills, including ability to write clear and concise reports.

4.2. Advantageous Selection Criteria

- A good knowledge of French would be an asset;
- Ability to command trust among stakeholders;
- Good organisational and inter-personal skills;
- Professional experience in a multicultural environment.

5. SELECTION PROCEDURE

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 will be assessed to ascertain their eligibility according to the requirements detailed 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 the secondment. 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).

Applicants 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.

6. DECLARATION OF COMMITMENT TO SERVE PUBLIC INTEREST INDEPENDENTLY

The selected seconded national expert 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. SECONDMENT AND CONDITIONS OF EMPLOYMENT

The successful national expert is expected to be seconded for a 2-year period (renewable).

For information on working conditions of SNEs please see:

http://ec.europa.eu/civil_service/job/sne/index_en.htm.

8. SUBMISSION OF APPLICATIONS

8.1 Eligibility of Applications

Applications must be sent through the Permanent Representations only.

Please find by clicking on the link below the addresses of the permanent representations:

<http://europa.eu/whoiswho/public/index.cfm?fuseaction=idea.hierarchy&nodeid=3780>.

For applications to be valid and eligible for consideration, applicants must submit a file containing the following 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 applicant is interested in the secondment and what would be his/her added value to the SJU if seconded;
- A duly completed and signed declaration of honor with regard to the requirements and selection criteria.

Candidates are invited to apply in English, to facilitate the selection process.

The title and the exact reference of the secondment notice should be indicated. Applications where the format and/or content of the Europass CV have been modified will be deemed void. Copies of diplomas and reference documents should not be submitted with the application. These supporting documents showing evidence of the information given in the CV shall be requested at a later stage.

No correspondence will be exchanged on the status of the application except in the case of a final decision, positive or negative. Applicants 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 31st January 2010 at 23:00 (Local time, GMT +1).

8.2 Promotion of Equal opportunities

The SESAR Joint Undertaking is an equal opportunity employer and strongly encourages applications from all applicants who fulfil the 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.

8.3 Personal Data Protection

Please note that applications will not be returned to applicants but will be kept on file by the SESAR JU. 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 secondment 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 HR Officer at the following email address: patrick.courtois@sesarju.eu.
