



VACANCY NOTICE

Support Services Coordinator (ref VN222)

Temporary Agent – AST 3 – Duration: until 31/12/2023

The SESAR Joint Undertaking has set up a recruitment procedure that aims to establish a reserve list for the position of **Support Services Coordinator**. 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 reports to the SESAR Joint Undertaking Chief Administration Affairs. Under his/her responsibility, the Support Services Coordinator shall carry out the tasks that will be assigned to him/her, in particular:

- Overseeing the building rental contract to ensure charges are regular and checked before initiating requests for payment. Liaise with other tenants via the tenants meeting to coordinate relevant positions with the Landlord and Building Management Company.
- Overseeing the activities related to mission coordination and coordinate the work of the staff assigned to that function.
- Act as OIA for buildings, facilities and office supplies, including accommodation, maintenance and intervention for furniture, offices, plants, signage, flooring, decoration, cleaning, facility maintenance, cafeteria functions, bathrooms / drying room. Maintain effective control over snagging and fixing facility issues. Liaise with the Building Management Company for external services including access, parking, heating & cooling and power supplies.
- Develop, maintain and utilise a building occupancy tool to be able to manage SJU desk occupancy levels and confirm planning for new joiners and leavers with ICT and HR. Support process for newcomers & departures.
- Ensure the ongoing security arrangements (badging, remote, video surveillance, alarm surveillance & guard services & Doors & Keys) of the SJU premises within the building, coordinating with the Building Management Company and SJU Local Security Officer as needed.
- Act as OIA for security contracts.
- Manage on a daily basis the services provided by contractors for Reception and Facility Back-Office services, including delegation of tasks within scope of their respective contractual agreements with the SJU. The objective being to secure a reliable, efficient and knowledgeable focal point for both visitors and SJU staff requiring assistance.
- Perform asset/inventory management (incl. ABAC Assets Goods receipt & retirement).
- Maintain Health & Safety compliance to ensure adequate prevention and protection at work and liaise with the OIB and other bodies.
- Prepare or oversee the preparation of all procurement activities related to support services. In association with the Legal and procurement sector, and the Finance and Budget sector, perform the preparation of technical specifications and contracts, budget and financial reporting in accordance with the SJU Financial matrix for the subject area.

3. ELIGIBILITY CRITERIA REQUIRED

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

3.1 Minimum Qualifications Required

A level of post-secondary education attested by a diploma; or a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

3.2 Minimum Professional experience Required

A minimum of **6 years** of proven professional experience gained after obtaining the minimum qualifications required. For the purpose of compliance with this requirement, the completion of a Master or PhD degree will be considered as professional experience.

+3.3 Language Skills Required

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

3.3 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

- At least 1 year professional experience in an EU institution or agency in a similar position;
- Good knowledge of MS Office and proven experience in its use, in particular Excel;
- Experience in team work;
- Self-motivated and able to perform duties autonomously with speed and accuracy;
- Capacity to deliver both in a client oriented and structured way and to command trust among peers;
- To meet the needs of the service, an excellent working knowledge of written and spoken English is essential;
- Good knowledge of another European Language, French and/or Dutch in particular;
- Strong communication (written and oral) and presentation skills.

4.2. Advantageous Selection Criteria

- Completed post-secondary education attested by a diploma in the legal field;
- Good interpersonal skills and ability to integrate into an international and multicultural environment.

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 September 2020 (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 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 **reserve 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 2022** (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 direct or indirect contact with its members is strictly forbidden. The Authority Authorised to Conclude Contracts of Employment reserves the right to disqualify any candidate who disregards this instruction.

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 to ensure that he/she fulfils the requirements of Article 12 (2) (d) of the Conditions of Employment of Other Servants of the European Communities.

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 procedure.

The successful candidate will be recruited in the **grade AST 3**. The basic monthly salary before any deductions or allowances for the grade AST 3 (step 1) is **3.814,47 EUR**. In addition to the basic salary, staff members may be entitled to various allowances, such as, expatriation allowance, household 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 interested by applying to this position must submit by email to the functional mailbox recruitmentvn222@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_VN222.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 or letter.

The closing date for submission of applications is 30 June 2020 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

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
[signed]