

**Publication of a vacancy notice for an Executive Director Position of the SESAR Joint Undertaking, in Brussels  
(Temporary Agent - Grade AD 14)**

**Official Journal C 194 A of 5/07/2013**

**COM/2013/10337**

**We are:**

The SESAR Joint Undertaking (SJU), a public-private partnership in the form of an EU body, was created under European Union law on 27 February 2007 to efficiently manage the research, development and validation activities of the SESAR Project. The SJU plays a vital role in the SESAR project bringing new air traffic management (ATM) concepts from ideas to the appropriate level of maturity and deployment. Through its collaborative research, development and validation processes, it produces material for deployment and at the same time defines/refines the needs for further evolution of the Union's ATM system by updating the ATM Master Plan.

The mission of the SJU is to ensure modernisation of the European ATM system by coordinating and concentrating all relevant research and development efforts in the European Union. It is responsible for the execution and maintenance of the ATM Master Plan and in particular for carrying out the following tasks:

- organising and coordinating development activities of the SESAR project, in accordance with the ATM Master Plan by combining and managing public and private sector funding under a single structure;
- 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 studies 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, organising specific invitations to tender.

The SJU is based in Brussels and has two founding members: the European Union, represented by the European Commission; and the Eurocontrol Organisation, represented by its Agency. It also includes fifteen other members, including air navigation service providers, the ground and airborne manufacturing industry, aircraft manufacturers and airport operators.

Associate partners of the SJU members and Associate Partners of the SJU complement and complete the expertise brought by the SJU members in specific ATM fields. The SJU has a total of 41 staff. It manages a budget of EUR 2.1 billion. The SJU's work programme is currently covered by over 300 projects carried out by its members and associate partners.

The SJU is governed by an Administrative Board and the Executive Director. The current Executive Director will terminate his functions on 1 September 2013.

In accordance with its founding Regulation, the SJU shall cease its activities on 31 December 2016, unless an extension of its duration is decided by the Council. The European Commission will shortly submit a legislative proposal aiming at continuing the activities of the SESAR Joint Undertaking, with its current scope, under the Horizon 2020 Programme up to 31 December 2024. The final decision on the extension of the SJU is expected during the course of 2014, but full consultation on the principle of extension is already under way.

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

### **We propose:**

The Executive Director is the legal representative of the SJU and is accountable to the SJU Administrative Board. He/she will lead and manage the SJU and take overall responsibility for its operations ensuring the achievement of the SJU's objectives.

The Executive Director's specific responsibilities include:

- achieving the SJU's objectives established by the SJU Administrative Board,
- the day to day management of SJU activities, their organisation and supervision,
- employing, managing and supervising the SJU staff,
- submitting proposals to the Administrative Board concerning the organisation chart,
- drawing up and regularly updating the global and annual work programmes of the SJU, including an estimate of programme costs, and submitting them to the Administrative Board,
- drawing up the draft annual budget in accordance with the SJU's Financial Rules, including the staff establishment plan, and submitting them to the Administrative Board;
- ensuring that the obligations of the SJU with regard to the contracts and agreements it concludes are met;
- ensuring that the activities of the SJU are carried out with complete independence and without any conflict of interests;
- drawing up the annual report on the progress of the SESAR Project and its financial situation, and such other reports as may be requested by the Administrative Board, and submitting them to the latter;
- submitting to the Administrative Board any proposal involving changes in the design of the SESAR Project;

- establishing and facilitating close working relationships and cooperation with the SJU Founding Members and Members, Members States, third countries and stakeholders, as appropriate, in accordance with the SJU's work programme;
- communicating directly and indirectly with the public on all matters within the SJU's mission.

**We look for (selection criteria):**

Preference will be given to candidates who have:

*a) Management experience, and in particular:*

- a proven capacity in managing and monitoring large projects;
- a proven capacity to manage financial resources, ensure sound financial management and internal control in a national, European or international context;
- sound judgement and proven success in a management position, in particular the ability to lead, set objectives, motivate and develop teams to the best of their potential.

Experience gained in a multicultural and multilingual context would be an advantage.

*b) Technical knowledge, and in particular:*

- a very good understanding of the European Union institutions and how they operate and interact;
- a sound knowledge of, and experience with, European and international transport policy, in particular of the aviation policy;
- a good understanding of research and development in the field of ATM and developments in the international context would be an asset, in particular the SESAR project;
- an understanding of, and experience with, cooperation between public and private organisations and understanding stakeholders' business needs and constraints would also be an asset.

*c) Communication and negotiations skills, and in particular:*

- a proven ability to communicate efficiently and fluently at all levels, in a transparent and open manner, with stakeholders and with the public;

- excellent interpersonal, decision-making, organisational and negotiating skills and the ability to build trusted working relationships with the European Union’s institutions and with stakeholders;
- a thorough knowledge of written and oral English.

Knowledge of French and/or German would be an advantage.

**Candidates must (eligibility criteria):**

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

- *Nationality*: candidates must be a national of a Member State of the European Union or of Eurocontrol;
- *University degree or diploma*: Candidates must have either:
  - 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 and appropriate professional experience of at least one year when the normal period of university education is at least three years (this one year professional experience cannot be included in the postgraduate professional experience required below);
- *Professional experience*: candidates must have:
  - at least 15 years of postgraduate experience at a level to which the qualifications referred to above give admission;
  - of these 15 years of professional experience, at least 5 years must have been gained in a high level management function<sup>1</sup> and should have some direct experience in a field related to this post;
- *Languages*: have a thorough knowledge of one of the official Union languages<sup>2</sup> and a satisfactory knowledge of a second of these languages;

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<sup>1</sup> In their CVs applicants should indicate at least for these 5 years during which high level management experience has been acquired: (1) title and role of management positions held, (2) numbers of staff overseen in these positions, (3) the size of budgets managed, and (4) numbers of hierarchical layers above and below and number of peers.

<sup>2</sup> [http://ec.europa.eu/languages/languages-of-europe/eu-languages\\_en.htm](http://ec.europa.eu/languages/languages-of-europe/eu-languages_en.htm)

- *Age limit:* be able to complete, at the deadline for application, the full mandate of three years or at least up to the current expiry date of the SJU, before reaching retirement age. For temporary staff of the European Union, retirement age is defined as being the end of the month in which the person reaches the age of 65.

### **Independence and declaration of interests**

The Executive Director will be required to make a declaration of commitment to act independently in the public interest. Candidates must confirm their willingness to do so in their application.

Due to the particular nature of the functions, candidates must submit together with their application a declaration in relation to current or future interests which might be considered prejudicial to his/her independence.

### **Selection and appointment**

The Executive Director will be appointed by the Administrative Board of the SJU on a proposal from the European Commission.

The European Commission will set up a pre-selection panel, in which a representative of the Administrative Board of the SJU, other than the European Commission, will participate as an observer. This panel will analyse all applications and identify a number of candidates who have the best profile with regard to the selection criteria mentioned above. These candidates will be invited for an interview with the pre-selection panel.

Following the interviews, the pre-selection panel will draw up its conclusions and propose a list of candidates for further interviews with the European Commission's Consultative Committee on Appointments (CCA). Candidates called for an interview with the CCA will also be asked to participate in a full-day assessment centre run by external human resources experts. On the basis of the interview and results of the assessment centre report, the CCA establishes a shortlist of candidates it considers suitable to exercise the function of Executive Director.

This shortlist is submitted to the relevant Member of the European Commission who will interview these candidates.

The European Commission then adopts a shortlist of the most suitable candidates, which will be communicated to the Administrative Board of the SJU. The latter may interview the shortlisted candidates. It will subsequently nominate the Executive Director. Inclusion in the European Commission's shortlist does not guarantee appointment.

### **Equal opportunities**

The SJU applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations<sup>3</sup>.

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<sup>3</sup> OJ L 124, 27.4.2004, p. 1; [http://ec.europa.eu/civil\\_service/docs/toc100\\_en.pdf](http://ec.europa.eu/civil_service/docs/toc100_en.pdf)

## Conditions of employment

The Executive Director will be appointed at grade AD 14 as Temporary Agent, pursuant to Articles 2a and 10 of the Conditions of Employment of other servants of the European Union<sup>4</sup>. In accordance with the SJU Regulation, the duration of his/her mandate is for a three year period that may be renewed once for an additional four year period. However, unless the duration of the SJU is extended, the mandate of the Executive Director cannot go beyond the current duration of the SJU, which is fixed by the founding Regulation at 31 December 2016.

Candidates should note the requirement under the Conditions of Employment of Other Servants for all new staff to successfully complete a probationary period.

The place of employment is Brussels, where the SJU is based.

## Application procedure

*Before submitting your application, you should carefully check whether you meet all the conditions for eligibility criteria, in particular those regarding the required type of diplomas and professional experience.*

If you want to apply, you must **apply via the Internet** by going to the website

<https://ec.europa.eu/dgs/human-resources/seniormanagementvacancies/>

and follow the instructions there concerning the various stages of the procedure.

You have to complete your on-line registration in time<sup>5</sup>. We strongly advise you not to wait until the last few days before applying, since heavy Internet traffic or a fault with your Internet connection could lead to the on-line registration being terminated before you complete it, thereby obliging you to repeat the whole process. Once the deadline for submission of applications has passed, you will not be able to apply. Late registrations via normal e-mail will not be accepted as a general rule.

You need a valid e-mail address. This will be used to confirm the creation of your account and to keep you informed about the outcome of the selection procedure. Please, inform the European Commission about any change in your e-mail address.

You will have to upload a CV in WORD or PDF format and to enter, online, a motivation letter (maximum 8000 characters).

Both the CV and letter should be written in English, French or German.

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<sup>4</sup> OJ L 124, 27.4.2004, p. 1; [http://ec.europa.eu/civil\\_service/docs/toc100\\_en.pdf](http://ec.europa.eu/civil_service/docs/toc100_en.pdf)

<sup>5</sup> No later than 12.00 noon, Brussels time, on 05/09/2013.

On completion of your application, you will receive a registration number; please keep this number, since it will be used for further contacts during the selection procedure. When you receive this number, the application process is finished - it is the confirmation that you have registered your data correctly.

**If you do not receive a registration number, your application has not been registered!**

Please note that it is **not** possible to monitor progress of your application on-line. You will be contacted directly regarding the status of your application. The selection process, including correspondence with selection panels during this selection procedure will be carried out in English, French or German<sup>6</sup>.

*If you have a disability that prevents you from registering online, you may submit your application (CV and motivation letter) on paper by registered mail<sup>7</sup>, postmarked no later than the closing date for registration. All subsequent communication between you and the Commission will be by post. In this case, you must enclose with your CV and motivation letter, a certificate attesting your disability, issued by a recognised body. You should also set out on a separate sheet of paper any special arrangements you think are needed to make it easier for you to take part in the selection process.*

If you require additional information or if you encounter technical problems, please send an e-mail to [HR-A2-MANAGEMENT-ONLINE@ec.europa.eu](mailto:HR-A2-MANAGEMENT-ONLINE@ec.europa.eu)

**Closing date**

The closing date for registration is **05/09/2013**. On-line registration will not be possible after 12.00 noon Brussels time.

**Protection of personal data**

The European Commission (during the preparatory phase) and later the SJU, will ensure that candidates' personal data is processed as required by Regulation (EC) No 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 Union institutions and bodies and on the free movement of such data<sup>8</sup>.

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<sup>6</sup> The selection panels will ensure that no undue advantage is given to native speakers of languages of the selection procedure.

<sup>7</sup> European Commission, Directorate-General for Human Resources and Security, Unit for Executive Staff and CCA Secretariat, COM/2013/10337, SC11 8/59, B-1049 Brussels.

<sup>8</sup> OJ L 8, 12.1.2001, p. 1