



European Global Navigations Satellite System Agency

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<http://www.gsa.europa.eu>

Applications are invited for:

Seconded National Expert (SNE) GSMC Project Management Expert

(Vacancy Reference Number: GSA/2012/906)

Date of Publication:	06/08/2012	Deadline for Applications:	30/09/2012
Place of Secondment:	Brussels (Belgium) to be relocated to St Germain en Laye (FR)	Duration of the Secondment:	2 years
Organisational department:	Galileo Security Monitoring Centre		
Reporting to:	GSMC Operations Manager		
Desired Start Date:	As soon as possible	Level of Security Clearance¹:	SECRET UE,

GALILEO SECURITY MONITORING CENTRE (GSMC)

The GSMC Project Management Expert is responsible for the provision of Project Management support and advice to the GSMC development programme.

GALILEO is the European Union's future autonomous Global Navigation Satellite System (GNSS) which will be interoperable with other existing GNSS systems, in particular the United States' Global Positioning System (GPS).

The main services that have already been specified for GALILEO are the following:

- Open Service (OS) shall provide position and timing signals, free of user charge. Performance will be competitive with, but complementary to, GPS to enable dual constellation usage.
- Public Regulated Service (PRS). This service provides position and timing to specific government-designated users requiring a +high continuity of service. Access to this service will be controlled with encryption of the space signals and

¹The applicant must hold a valid **personnel security clearance** at the above defined EU level or prove that his/her employer initiated the procedure for obtaining a personnel security clearance. The procedure shall be initiated on request of the employer only, and not by the individual candidate. The SNE has to come from a country which has an agreement with the EU regarding the Galileo programme.

usage of approved receivers that have the signal decryption keys.

- Search and Rescue Services (SAR). Galileo will improve the time to detection and the accuracy of location of distress beacons over the current Search and Rescue services provided by COSPAS-SARSAT. It will also provide an acknowledgement to the user of receipt of the distress message.

GALILEO's services will be provided based on a few core system components (see Figure 1): satellites in medium earth, control centres to manage satellite orbits as well as their user signals transmissions, and various ground stations used to monitor and control satellites positions and their transmitted signals.

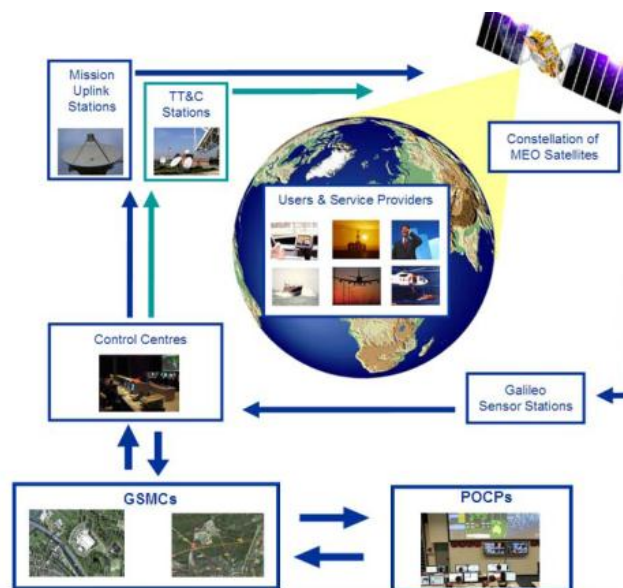


Figure 1: Simplified relationship of GSMC in Galileo overall system

The GSMC will be the hub of European GNSS security. It will ensure that sensitive information relating to the use of public regulated services (PRS) is suitably managed and protected and is not exposed to the Galileo Operating Centre. The GSMC will also allow the GNSS Agency continuously to monitor the security-related status and performance of the elements of EGNOS and Galileo and of the operation of the PRS.

The first two operational satellites have been launched in October 2011 and the next months in order to perform, together with a partial and initial ground infrastructure, the Initial in Orbit Validation (IOV) of the system. It is expected that a Full Operational Capability will be ready in 2015 with a full ground infrastructure as well as enough satellites to enable autonomous positioning (FOC1) while a full satellite constellation will come a few years later (FOC2). Meanwhile it is expected that some services Initial Operational Capability (IOC) will be already declared open earlier based on a partial infrastructure.

The GSMC team is currently located in Brussels. However the GSMC building facilities and Galileo related information technology equipment shall be located in two sites, one in France in Saint-Germain en Laye where the main operations are due to take place and one in the United Kingdom in Swanwick. The Headquarters of the GSA will be located in Prague from Sept 2012 onwards, whereas the GSMC team will stay in Brussels until full-team relocation from 2013 to France or UK depending on the post.

Recruiting for the GSMC started in 2011 and shall continue with a view for the GSMC to

become fully operational in 2015 with an anticipated 30-40 people, 10 of which starting in 2012. The organisation is composed of three teams working under the leadership of the GSMC Manager:

The Operations Team, with an anticipated 15-20 people working under the leadership of the GSMC Operations Manager whose primary missions from 2015 will be to (1) perform continuous operations (365 days 24/24 hours) of security monitoring and (2) PRS access provisioning, next to contribution to other GSMC missions 3 and 4. Meanwhile, the team will setup the relevant operational procedures, and shall perform early operational missions of 'GSMC Nucleus' (participation with on-call duty to escalation of security incident events: 2012 onwards) and of 'GSMC Pre-Operational' (already conduct a subset of the 2015 operations in 2014).

The Technical Team, with an anticipated 7-10 people working under the leadership of the GSMC Technical Manager whose primary missions are to (1) ensure the availability for the Operations Team of a suitable technical infrastructure (buildings to be provided by France and UK, and information technology assets); (2) ensure appropriate security operating measures and document exchange are implemented in the centre; (3) regarding cryptographic material and information, acting as the 'Crypto Distribution Authority' (CDA) for the GSMC's own activities and as a centralized monitoring point related of the management thereof for all Galileo actors, and contribute to key transport in particular flight keys (those going into satellites); (4) contribute to other GSMC missions 3 and 4.

The GSMC Operations Manager reports directly to the GSMC Manager. With the support of the operations team, the GSMC Operations Manager is responsible for all operational functions of the Security Centre.

The operational functions of the Security Centre include the provision of European GNSS security expertise and analysis, the management of PRS access (including receiver and PRS order management), command and control of operating modes affecting the security of Galileo services, Galileo security monitoring (including signal compliance and PRS Security Message verification) and European GNSS crisis and security event response.

The Administrative team, with an anticipated 3-4 persons working under the leadership of the GSMC Administrative Manager, responsible for administrative support and implementation of related rules.

TASKS AND RESPONSIBILITIES

Reporting to the GSMC Operations Manager, the **GSMC Project Management Expert** will be responsible for:

- developing the project management framework for GSMC deployment,
- managing the overall schedule, deliverables and risks associated with the GSMC programme
- ensure the integration of the GSMC Operator schedule within the wider Galileo programme
- providing regular reporting to the GSMC Manager, GSA Executive Director and external stakeholders on current programme status and risks
- contributing to the management of the GSMC Support Contract

- providing advice and support on project management matters to the GSMC team

Typical tasks will include:

- Preparation and maintenance of a master schedule, risk register and deliverable items list
- Production of reports for senior managers
- Identifying and Integrating relationships with key external stakeholders into GSMC Operations Planning

ELIGIBLE EMPLOYERS

The Decision of the Administrative Board of the GSA laying down rules on the secondment to the Agency of national experts and national experts in professional training (further on referred to as "Decision") foresees that SNEs can be seconded from Intergovernmental Organisations (IGO) or national, regional or local public administrations of EU Member States or Member States of the European Free Trade Area (EFTA).

The Executive Director of the Agency may, on a case-by-case basis, authorise the secondment of an SNE from an employer other than a State public administration or an IGO – see the above mentioned decision for more details.

The SNE's employer shall undertake to continue to pay his/her salary, to maintain his/her administrative status throughout the period of secondment and to inform the Agency of any change in the SNE's situation in this regard.

The SNE's employer shall also continue to be responsible for all his social rights, particularly social security and pension.

Before the period of secondment begins, the national public administration or IGO from which the SNE is to be seconded shall certify that he/she will remain, throughout the period of secondment, subject to the social security legislation applicable to the public administration that employs him/her and is responsible for expenses incurred abroad.

PROFESSIONAL QUALIFICATIONS AND OTHER REQUIREMENTS

A. ELIGIBILITY CRITERIA:

For your application to be considered by the Agency, you must meet the following criteria:

1. The applicant must have worked for his/her employer on a permanent or contract basis for at least 12 months (before the vacancy notice deadline date) and shall remain in the service of that employer throughout the period of secondment.

2. Be a national of a Member State of the European Union or EFTA Member State;
3. Have a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is three years or more;
4. Possess at least 3 years of professional experience in the field relevant to the duties to be carried out during the secondment.
5. Have a 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.

B. SELECTION CRITERIA

If your application is eligible, you will be selected for an interview based upon the following criteria:

1. Qualifications and experience:

Essential:

- University degree in a relevant field (Engineering, Informatics, Exact sciences, Mathematics etc.);
- Understanding of and ability to use programme and project management techniques, including risk management;
- Experience of project management of complex technology projects involving multiple stakeholders;
- Valid personnel security clearance at the level of SECRET UE and COMSEC (Crypto)¹

Desirable:

- A post graduate project management qualification;
- Knowledge of GNSS and the Galileo Programme.

2. Behavioural competences:

- Ability to translate complex aims into clear and manageable plans;
- Ability to plan and deliver strong relationships with stakeholders making sure the organisation is a respected customer and provider;
- Ability to identify and manage links and dependencies between complex issues;
- Ability to independently manage own workload as well as share information and support team members in the attainment of common goals;
- Ability to adapt easily to changing priorities;
- Ability to synthesize abstract concepts and to write and present reports in a structured and comprehensive way to a non-expert audience;
- Capable of effectively communicating ideas to others and ensuring mutual understanding, using clear and non-technical language.

SELECTION PROCEDURE

The selection procedure includes the following steps:

- After registration, each application will be checked in order to verify that it meets the eligibility criteria concerning the employer and the applicant;
- All eligible applications will be evaluated by a Selection Committee based on the selection criteria defined in this vacancy notice;
- The best-qualified candidates, all those who obtained the highest number of points within the evaluation, will be short-listed for an interview. The minimum threshold is 65% of the total points.
- During the interview, the Selection Committee will examine each candidate's profile and will assess their relevancy for this post. In order to support the evaluation via interview, shortlisted candidates may be required to undergo written tests relevant to the job content (the minimum threshold for this test is 50% of the total points allocated for it) and to complete part of the process in their second EU language;
- As a result of the interviews, the Selection Committee makes a recommendation for the Executive Director to endorse.
- The secondment is authorised by the Executive Director and effected by an exchange of letters between the Executive Director and the seconding authority, specifying the details of the Secondment as described in the Decision.

Candidates are strictly forbidden to make any contact with the Selection Committee members, either directly or indirectly. Any infringement of this rule will lead to disqualification from the selection procedure.

APPLICATION PROCEDURE

Applications for SNE position(s) shall be forwarded by the Permanent Representations, by the EFTA Secretariat or the administrations of the IGOs to GSA.

GSA will only take into account applications received before the deadline stipulated in the vacancy notice. Please liaise with your Permanent Representation (EFTA Secretariat or IGO administration) to ensure that your application reaches GSA well on time.

For the application to be considered valid it shall consist of:

1. "Employer authorisation for seconded national expert candidate"
2. The candidate's "application form"

Both forms have to be fully completed in English, signed, clearly scanned and submitted either in Microsoft Word or Adobe Acrobat (pdf) format.

The application will be rejected if it is not duly completed, if it is not signed by hand or if it is not provided in the prescribed format.

CONDITIONS OF SECONDMENT

SNE shall be entitled, throughout the period of secondment, to daily subsistence allowance and a monthly subsistence allowance paid by GSA. These subsistence allowances shall be granted under the same conditions as the expatriation allowance for officials (see article 4 of Annex VII to the Staff Regulations and the provisions implementing this Article) and be based on the allowances applied by the European Commission for Brussels taking into account the correction coefficient applicable to the country where SNE is seconded.

These allowances are intended to cover SNEs' living expenses in the place of secondment on a flat-rate basis and shall in no circumstances be construed as remuneration paid by the Agency.

Before the secondment, the SNE's employer shall certify to the Agency that during the secondment it will maintain the level of remuneration the SNE was receiving at the time of his/her secondment.

COMMITMENT

Conflict of interest:

The Agency's Department concerned, the SNE's employer and the SNE must confirm that there is no conflict of interest in relation to the SNE's duties while being seconded to the GSA.

The confirmation is done in writing before the start of the secondment based on the intended duties during secondment.

Commitment to promote equal opportunities:

The Agency is an equal opportunities employer and strongly encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction whatsoever on grounds of nationality, age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or other family situation.