

European Global Navigation Satellite Systems Agency

For more information on GSA please consult our website:

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

The European Global Navigation Satellite Systems Agency (GSA) has set up a selection procedure that aims to establish a reserve list for:

GSMC Operator

(Vacancy Reference Number: GSA/2019/558)

Date of Publication:	11/02/2019	Deadline for applications:	11/03/2019 11:59 a.m. (Prague Local Time)
Type of Contract:	Contract Agent	Grade/Function Group:	FGIV
Place of employment¹:	Saint-Germain-en-Laye (France)		
Contract Duration²:	3 years with possibility of renewal	Desired Start Date:	As soon as possible
Organisational Department:	GSMC Department, Operations team	Reporting to³:	GSMC Operations Manager
Number of vacant posts to be filled:	1 post and establishment of a reserve list	Possible reserve list valid until:	31/12/2020 with possibility of extension
Level of security clearance⁴:	SECRET UE / EU SECRET		

¹ The initial place of employment of the Staff Member shall be Saint-Germain-en-Laye (France), subject to changes in the interest of the service and always under due consideration of the Staff Member's interests.

² The contract may be renewed for a fixed period and subsequently renewed for an indefinite period on the conditions set out in the Staff Regulations of Officials of the European Union and Conditions of Employment of Other Servants of the European Union (CEOS).

³ The hierarchical reporting line may change in line with the developments of the GSA and department's organisation.

⁴ The successful candidate must hold a valid personnel security clearance at the above defined EU level or be able and willing to apply for a security clearance immediately after the contract award. The procedure for obtaining a personnel security clearance shall be initiated on request of the employer only, and not by the individual candidate. The person would also need to obtain a Crypto authorization, for example after internal GSA training and possible test.

1. GSA AND THE GALILEO SECURITY MONITORING CENTRE

The European GNSS Agency (GSA) is responsible for the operations and service provision for the European Global Navigation Satellite Systems (GNSS) EGNOS and Galileo. By developing a new generation of GNSS, Europe is laying the foundation for new high-technology industry development, leading to job creation and economic growth. These European flagship space programmes, which embody what can be achieved when Europe works together, are already bringing real benefits to people and business in Europe and around the world.

For more information on the GSA and the European satellite navigation programmes, click [here](#).

GALILEO

Galileo is Europe's Global Satellite Navigation System, providing improved positioning and timing information with significant positive implications for many European services and users. The Galileo system, once fully operational, will offer four high-performance services worldwide:

- Open Service (OS): Galileo open and free of charge service set up for positioning and timing services
- Commercial Service (CS): A service complementing the OS by providing an additional navigation signal and added-value services in a different frequency band
- Public Regulated Service (PRS): Service restricted to government-authorised users, for sensitive applications that require a high level of service continuity
- Search and Rescue Service (SAR): Europe's contribution to COSPAS-SARSAT, an international satellite-based search and rescue distress alert detection system

Galileo Security Monitoring Centre (GSMC)

The GSMC is an operational centre of the GSA. It contributes to the fulfilment of the GSA mission by ensuring that sensitive information relating to the use of Public Regulated Services (PRS) is suitably managed and protected and not exposed to Galileo Control Centres. The GSMC will also allow the GSA to continuously monitor the security-related status and performance of the elements of EGNOS and Galileo and of the operation of the PRS.

The GSMC is an integral part of the Galileo infrastructure. It undertakes the following tasks:

- **Galileo security and system status monitoring:** monitoring and taking action regarding security threats, security alerts and operational status regarding systems components
- **Management of PRS access:** the GSMC shall be an interface with governmental entities (through computerised 'Point of Contact Platforms': POCs) for request of cryptographic keys and with Galileo core components to manage the content of security messages broadcast by Galileo satellites
- **Support to the European External Action Service (EEAS) in the field of the Implementation of Council Decision 496:** support in an event of threat to the security of the European Union or of a Member State arising from the deployment, operation or use of the European Global Navigation Satellite System
- **Provide PRS and Galileo security expertise** and analyses on request

The GSMC is currently composed of three teams working under the leadership of the Head of GSMC:

- The operational team whose primary missions are to perform continuous 24/7 security monitoring operations and to provide PRS access, next to contributing to other GSMC tasks

- The engineering team in charge of preparing, developing, and validating the infrastructure and operational activities that are necessary to deploy the GSMC future evolutions
- The technical team whose primary tasks are the technical operations support (site hosting and ICT means necessary for the core missions of the GSMC) and the local security operations support (EU classified information present on the GSMC site and its assets), in coordination with the GSA Security Department

Location:

GSMC building facilities and Galileo related information technology equipment are located on two sites:

GSMC Master site: located in Saint-Germain-en-Laye, France. The GSMC has a dedicated building and area within the military base of “Camps des Loges”. The GSMC FR is the main site of the GSMC Operations.

GSMC Backup Site: This new site is based at INTA, campus La Marañosa, 25 km Southeast from Madrid, Spain, near the town of San Martín de la Vega, following Commission Implementing Decision (EU) 2018/115 and is expected to be able to operate as a back-up centre for the main site by the end of March 2019.

2. TASKS AND RESPONSIBILITIES

The GSMC Operator will be responsible to:

- Ensure Galileo system and security status monitoring, by taking action against security threats and security alerts
- Ensure the provision of PRS access service to the Competent PRS Authorities (CPA) in Member States as part of the overall Galileo PRS provision
- Implement Council Decision 496 ("Joint Action") instructions, in the event of a threat to the security of the European Union or of a Member State arising from the deployment, operation or use of the European Global Navigation Satellite System

The GSMC Operator will have the following non-exhaustive list of tasks and responsibilities:

- Supervision of the security and system status of the Galileo system using dedicated GSMC security tools
- Incident handling of any security alerts raised by the GSMC security tools in line with the GSMC operational procedures
- Operating the GSMC Ticketing System to log and trace the full incident handling process
- Participating to the review and refinement of the incident handling processes in order to optimise GSMC incident response capabilities
- Maintaining the lessons learnt knowledge base following incidents closure
- Contributing to the operations and maintenance of the GSMC Vulnerability Management, where Galileo software vulnerabilities are analysed in terms of security impact
- Contributing to the development of the information security vision for Galileo system evolutions
- Supporting the level 1 maintenance (at basic level) of the Galileo Security Facility (GSF) system
- Supporting the improvement of the GSMC Security Monitoring and PRS access operations in terms of operational procedures development and GSF equipment validation for the new releases of operational equipment

- Ensuring the timely execution of Member States PRS requests and orders
- Ensuring that authorised users are able to access and use PRS in accordance with their needs
- Supervising the PRS status of the Galileo system using dedicated GSMC security tools
- Providing advice to Member States CPAs on the operation of the PRS, including providing advice on how to achieve their goals or in escalating requests to the GSMC analysis team
- Investigating PRS anomalies reported by CPAs according to procedures and their resolution to ensure PRS delivery
- Investigating any degradation of the PRS identified either by the Galileo System or external stakeholders
- Ensuring that the GSMC Service Desk functions are delivered
- Supporting the ramping-up of the GSMC PRS operations in terms of operational procedures development and GSF equipment validation for the new releases of operational equipment
- During times of crisis, providing advice to EU decision-making bodies on the continuity of the PRS, proposing actions required to maintain the service, supporting Galileo Crisis Management and implementing the instructions issued by the relevant authorities

The jobholder will be required to work as part of a 24/7 shift working roster in line with the GSA's shift working policy.

He/she will be required to be trained and certified in his/her operational role and will be required to maintain his/her certification as part of the ongoing duties.

In addition, he/she will be required to participate to an "on call" duty roster in line with the GSA's applicable rules related to on call duty.

Prior to certification and shift operations, the role will be primarily a normal 'day-time' job contributing to the development of GSMC operations.

Besides the formal internal certification training, the job holder will participate to industry recognised external training in order to acquire or maintain the technical competencies required for this position.

Frequent missions and possible detachment to GSMC Backup site (Madrid, Spain), and occasional travel to Belgium (Brussels) and Czech Republic (Prague) are foreseen for this post.

3. PROFESSIONAL QUALIFICATIONS AND OTHER REQUIREMENTS

A. ELIGIBILITY CRITERIA

The selection procedure is open to applicants who satisfy the following eligibility criteria, on the closing date for application:

1. Have a level of education which corresponds to completed university studies⁵ of at least three years attested by a diploma and appropriate professional experience⁶ of at least one year after obtaining the final diploma
2. Be a national of a Member State of the European Union
3. Be entitled to his or her full rights as citizen
4. Have fulfilled any obligations imposed by the applicable laws concerning military service
5. Meet the character requirements for the duties involved⁷
6. Have a thorough knowledge of one of the languages of the European Union⁸ and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of his/her duties
7. Be physically fit to perform the duties linked to the post⁹

⁵ Only study titles that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.

⁶ Only appropriate professional experience acquired after achieving the minimum qualification stated in A.1 shall be considered. Where additional periods of training and study are accompanied by periods of professional activity, only the latter shall be considered as professional experience. Compulsory military service or equivalent civilian service accomplished after achieving the minimum qualification stated in A.1. shall be taken into consideration. Internships will be taken into consideration, if they are paid. Professional activities pursued part-time shall be calculated pro rata, on the basis of the percentage of full-time hours worked. A given period may be counted only once.

⁷ Prior to the appointment, the successful candidate will be asked to provide a Police certificate confirming the absence of any criminal record.

⁸ The languages of the EU are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish, Swedish.

⁹ Before a successful candidate can be appointed, s/he will be medically examined by a selected medical service so that the Agency will be satisfied that s/he fulfils the requirement of Article 28(e) of the Staff Regulations of Officials of the European Union.

B. SELECTION CRITERIA

All eligible applications, according to the afore-mentioned criteria (part A), will be assessed against the requirements listed below.

The Selection Board responsible for this selection will determine the criteria to be assessed in the various phases of the selection procedure (assessment of the application forms, interview and written test) prior to being granted access to the names of the applicants. At least all essential criteria will be assessed during the applications evaluation phase.

Non-compliance with any of the Essential requirements may result in the exclusion of the candidate from the selection process. Advantageous requirements constitute additional assets and will not result in exclusion, if not fulfilled.

When filling the application form, candidates are expected to include elements that demonstrate that their profile matches the requirements below.

Essential requirements

1. Professional experience in handling security incidents and/or service deliveries in line with established operational procedures / processes, preferably gained in an international environment
2. Experience in processing reported anomalies or service degradation within a complex system
3. Excellent command of both written and spoken English

Advantageous requirements

4. Experience and/or knowledge of GNSS, EU security regulations and/or PRS
5. Experience in executing procedures related to the use or management of cryptographic devices
6. Previous experience in working with classified information and preferably holding Personnel Security Clearance at or above SECRET UE level
7. Experience in working on 24/7 shifts or on on-call

Behavioural competencies

8. Motivation
9. Excellent communication skills
10. Working well with others
11. Ability to manage stress, prioritise and take appropriate and timely decisions

4. 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.
- All eligible applications will be evaluated by a Selection Board based on the selection criteria defined in this vacancy notice.
- The candidates whose applications rank among the best-qualified in accordance with the selection criteria, may be contacted in order to verify (through an oral or written test) their studies, professional experience and/or other knowledge and competencies as indicated in their application form. This contact would be an intermediate step in pre-selecting the most suitable candidates. It does not however entitle candidates to be invited for an interview. The best-qualified candidates, 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 Board will examine each candidate's profile and will assess their relevancy for this post. In order to support the evaluation via interview, shortlisted candidates will be required to undergo a computer-based written test 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 the language(s) mentioned in the selection criteria.
- Candidates will be requested to send prior to the day of the interview photocopies of all the supporting documents for their educational qualifications and employment necessary to prove that they meet the eligibility criteria. GSA has the right to disqualify applicants who fails to submit all the required documents.
- As a result of the interviews, the Selection Board will recommend the most suitable candidate(s) for this post to be placed on a reserve list. The minimum threshold to be placed on the reserve list is 65% of the total points.
- The Appointing Authority will ultimately decide on the successful candidate to be placed on the reserve list and to be appointed to the post.
- The established reserve list may also be used for recruitment of similar posts depending on the Agency's needs. Where a similar post becomes available, the Appointing Authority may select applicants from the list according to their profile in relation to the specific requirements of the post to be filled. However, inclusion on the reserve list does not guarantee recruitment.
- If, at any stage of the procedure, it is established that any of the information the candidate provided is incorrect, the candidate in question will be disqualified.

Indicative date for the interview and written test¹⁰:	April/May 2019
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Candidates are strictly forbidden to make any contact with the Selection Board members, either directly or indirectly. Any infringement of this rule will lead to disqualification from the selection procedure.

¹⁰ The date might be modified depending on the availability of the Selection Board members.

5. APPLICATION PROCEDURE

For applications to be considered valid, candidates must submit an email to jobs@gsa.europa.eu with a subject line of 'SURNAME_Name_Vacancy Reference Number' and which contains the Agency's approved application form (Download it here: <http://www.gsa.europa.eu/gsa/job-opportunities>).

This form must be:

- Completed in English
- Fully completed, pointing out the professional experience relevant to this position (incl. calculation of years, months)
- Printed, signed and clearly scanned in (in one single document)
- Named as follows: SURNAME_Name_Vacancy Ref. number (e.g. SPENCER_Marc_GSA.2019.123)

The application will be rejected if it is not duly completed and signed.

Further supporting documents showing evidence of the information given in the application will be requested at a later stage.

No documents will be sent back to candidates.

Applications must be sent to jobs@gsa.europa.eu and received by the deadline listed on page 01 of this vacancy notice at the latest, clearly indicating the vacancy reference number in the subject line.

Applications sent after the deadline will not be considered.

Candidates are reminded not to wait until the final days before the closing date of applications' submissions. The Agency cannot be held responsible for any last-minute malfunction due to any overflow of the mailbox.

6. APPEAL PROCEDURE

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can

- lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Communities, at the following address:

European GNSS Agency (GSA)
Human Resources Department
Janovského 438/2
170 00 Prague 7
Czech Republic

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure starts to run from the time the candidate is notified of the action adversely affecting him/her.

- submit a judicial appeal under Article 270 of the Treaty on the Functioning of the EU (ex Art. 236 of the EC Treaty) and Article 91 of the Staff Regulations of Officials of the European Communities to the:

European Union Civil Service Tribunal
Boulevard Konrad Adenauer

Luxembourg 2925

LUXEMBOURG

For details of how to submit an appeal, please consult the website of the European Union Civil Service Tribunal: http://curia.europa.eu/jcms/jcms/Jo1_6308/. The time limits for initiating this type of procedure (see Staff Regulations as amended by Council Regulation (EC) No 723/2004 of 22 March 2004, published in Official Journal of the European Union L 124 of 27 April 2004 — <http://eur-lex.europa.eu>) start to run from the time you become aware of the act allegedly prejudicing your interests.

- make a complaint to the European Ombudsman:

European Ombudsman

1 avenue du Président Robert Schuman

CS 30403

67001 Strasbourg Cedex

FRANCE

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

Please note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the EU (ex Art. 236 TEC). Please note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.



7. SUMMARY OF CONDITIONS OF EMPLOYMENT

I. FINANCIAL ENTITLEMENTS

The remuneration consists of a basic salary¹¹ and, where applicable, additional allowances¹², paid on a monthly basis and reimbursements¹³, paid upon their evidenced occurrence.
The jobholder may be entitled to on-shift allowance¹⁴.

The sum of the basic salary and the applicable additional allowances is weighted by the correction coefficient applicable for the location of the post¹⁵. The sum of usual social deductions from salary at source is subtracted from the weighted amount¹⁶. The full pay is exempted from the national income tax, but is subject to the internal income tax and the solidarity levy¹⁷.

Examples of net monthly salaries, including on-shift allowance (as currently applicable in Saint-Germain-en-Laye, France) are presented below:

FGIV 13 (less than 8 years of work experience after the relevant diploma) ¹⁸		
a) Minimum final net salary (without any allowances)	b) Final net salary with expatriation allowance	c) Final net salary with expatriation, household and 1 dependent child allowance
4,355.54 EUR	4,883.21 EUR	5,872.98 EUR

FGIV 14 (more than 8 years of work experience after the relevant diploma) ¹⁸		
a) Minimum final net salary (without any allowances)	b) Final net salary with expatriation allowance	c) Final net salary with expatriation, household and 1 dependent child allowance
4,636.23 EUR	5,367.62 EUR	6,381.57 EUR

¹¹ As per Articles 92 and 93 CEOS.

¹² **Household allowance** (e.g. if you have a dependent child or you are married and your spouse's income is below a defined threshold); **Dependent child allowance** (e.g. if you have a child under the age of 18 or between 18 and 26, if in specified training programme); **Education allowances** (in very specific cases) or **Payment of the education fees** applicable to the educational institutions GSA has an agreement with (currently more than 17 international schools in the Czech Republic and France); **Expatriation allowance** (16% of the sum of basic salary and other applicable allowances).

¹³ If staff member is requested to change the residence in order to take up duties, s/he will be entitled to: **reimbursement of the travel costs**; **temporary daily subsistence allowance** (e.g. EUR 43.11 for up to 10 months or EUR 34.76 for 120 days, if no dependents); **installation allowance** (depending on personal situation, 1 or 2 months of the basic salary – paid upon successful completion of the nine-month probationary period).

¹⁴ The on-shift operators are regularly required to work in three shifts, one of them at night, and including Saturdays, Sundays and public holidays. Therefore, operators are entitled to an **on-shift allowance** laid down in Article 56a of the Staff Regulations. The allowance shall be calculated in line with the terms and conditions laid down in Council Regulation No 300/76, as amended by the Regulation 423/2014 of the European Parliament and of the Council. The allowance shall correspond to the amount laid down in the fourth indent of Article 1(1) of that Regulation. The on-shift allowances are €946.38 per month, subject to correction coefficient. **The shift allowance will be paid only after the inclusion in the GSMC shift roster (subject to successfully obtaining the internal certification).**

¹⁵ Currently correction coefficients for the GSA duty locations are: 83% for CZ, 116.7% for FR, 109.9% for NL, 91.7% Spain. The coefficient is updated every year, with retroactive effect from 1 July.

¹⁶ Pension (10%); health insurance (1.70%); accident cover (0.10%); unemployment insurance (0.81%).

¹⁷ Currently: income tax: tax levied progressively at a rate of between 8% and 45% of the taxable portion of the salary; solidarity levy: 6%.

¹⁸ Please note that the numbers in examples a) b) and c) are indicative and net monthly remuneration varies depending on the personal, life and social situation of the incumbent. **The various components of the remuneration are updated every year, with retroactive effect from 1 July.**

II. LEAVE ENTITLEMENTS

Staff is entitled to annual leave of two working days per each complete calendar month of service plus additional days for the grade, age, home leaves for expatriates and an average of 16 GSA public holidays per year.

Special leave is granted for certain circumstances such as marriage, moving, elections, birth or adoption of a child, serious sickness of spouse, etc.

III. SOCIAL SECURITY

The pension scheme provides a very competitive pension after a minimum of 10 years of service and reaching the pensionable age. Pension rights acquired in one or more national schemes before starting to work at GSA may be transferred into the EU pension system.

GSA's benefits include an attractive Health insurance: staff is covered 24/7 and worldwide by the Joint Sickness Insurance Scheme (JSIS). Staff is insured against sickness, accident and occupational disease, and could be entitled to unemployment and to invalidity allowances.

IV. PROFESSIONAL DEVELOPMENT AND BENEFITS CONTRIBUTING TO WORK-LIFE BALANCE

GSA aims at creating and maintaining a supportive and healthy work environment that enables staff members to have balance between work and personal responsibilities, for example through flexible working time arrangements.

GSA also offers a wide range of training courses to develop staff members' personal skills and keep in touch with the latest developments in their field. The training and professional development opportunities are attuned to the career plan and requirements of the departments.

8. COMMITMENT

Declaration of commitment to serve the public interest independently:

The jobholder will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to any interest that might be considered prejudicial to his/her independence.

The jobholder will be required to carry out his/her duties and conduct him/herself solely with the interests of the European Union in mind; he/she shall neither seek nor take instruction from any government, authority, organisation or person outside his/her institution. He/she shall carry out the duties assigned with objectivity, impartiality and loyalty to the European Union.

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.

9. DATA PROTECTION

The personal information GSA requests from candidates will be processed in line with Regulation (EU) 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, officers and agencies and on the free movement of such data (repealing Regulation (EC) N° 45/2001 and Decision N° 1247/2002/EC). <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32018R1725&from=EN>

The purpose of processing personal data which candidates submit is to manage applications in view of possible pre-selection and recruitment at GSA. All personal data collected will only be used for this purpose and will in no case be transmitted to any third party. Any data provided will be treated in the strictest confidence and with high standards of security.

Applicants' documents will only be kept for as long as it is mandatory to fulfil the requirements of existing auditing/control procedures applicable to GSA.

Applicants have a right to access their data. They have a right to update or correct at any time their identification data. On the other hand, data demonstrating compliance with the eligibility and selection criteria may not be updated or corrected after the closing date for the respective selection procedure.

Applicants are entitled to have recourse at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu>; EDPS@edps.europa.eu) if they consider that their rights under Regulation (EC) No 45/2001 have been infringed as a result of the processing of their personal data by the GSA.

<https://www.gsa.europa.eu/privacy-policy>