

## European Global Navigation Satellite Systems Agency (GSA)

For more information on GSA please consult our website:

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

### CALL FOR SECONDED NATIONAL EXPERT FOR THE FUNCTION OF SPECIAL BODY ON FLIGHT KEYS (SB-FK) COORDINATOR

**Vacancy Reference Number: GSA/2021/SNE/001**

The GSA is launching a call to establish a list of candidates who are interested in a fixed-term agreement on secondment as National Experts<sup>1</sup>.

Seconded National Experts enable the Agency to benefit from the high level of their professional knowledge and experience, in particular in areas where such expertise is not readily available, and gives the opportunity to National Authorities to profit from the exchange of expertise and to develop effective and smooth working relationships.

<b>Date of Publication:</b>	13/04/2021
<b>Deadline for applications:</b>	This call for expressions of interest is open until 31 August 2021
<b>Place of secondment:</b>	Prague, Czech Republic <sup>2</sup>
<b>Contract Duration:</b>	2 years with possibility of renewal
<b>Department:</b>	Security Accreditation
<b>Reporting to:</b>	Head of the Department
<b>Desired Start Date:</b>	2021
<b>Reserve list database valid until<sup>3</sup>:</b>	31/12/2021
<b>Level of security clearance<sup>4</sup>:</b>	SECRET UE / EU SECRET

<sup>1</sup>Rules applicable to National Experts (hereafter called SNE Decision) seconded to GSA can be found at the following link: [Decision of the Administrative Board laying down rules on the secondment to the Agency of national experts in professional training](#).

<sup>2</sup> GSA Headquarters is based in Prague, Czech Republic. In line with the SNE Decision, Article 5: SNEs may be seconded to any place where the Agency has an office – Saint-Germain-en-Laye (France), Toulouse (France), Noordwijk (Netherlands), Madrid (Spain), Brussels (Belgium), or at any other place as decided by the Executive Director of the Agency.

<sup>3</sup> This call may be used for the secondment of similar profiles depending on the Agency's needs.

<sup>4</sup> The selected SNE must hold a valid personnel security clearance at SECRET EU / EU SECRET level.

## 1. THE GSA

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.

The GSA is assumed to become the European Union Space Programme Agency (EUSPA) and to expand the scope of its activities beyond Galileo and EGNOS, to other areas, such as Copernicus for Earth Observation, GOVSATCOM for Governmental Space Communications and Space Situational Awareness (SSA) (according to the Proposal for a Regulation of the European Parliament and of the Council establishing the space programme of the Union and the European Union Agency for the Space Programme and repealing Regulations (EU) No 912/2010, (EU) No 1285/2013, (EU) No 377/2014 and Decision 541/2014/EU and upon final adoption and entry into force of the corresponding Regulation).

The entry into force of the Regulation and the change of name the Agency will not affect agreement on secondment relationships entered into by the GSA before such entry into force.

You will be joining a dynamic EU Agency and have the opportunity to work with colleagues from a broad array of different backgrounds and expertise all committed to ensure that European citizens get the most out of Europe's space programme.

For more information on the Agency and the European Space Programme, [click here](#).

## 2. THE SECURITY ACCREDITATION DEPARTMENT

The Security Accreditation Department provides independent, balanced, timely and comprehensive security risks analysis to support the decisions of the Security Accreditation Board (SAB). The SAB is an autonomous body, established pursuant to GSA Regulation, which shall take all security accreditation decisions related to the European Global Navigation Satellite Systems (GNSS).

The SAB shall set up special subordinate bodies, acting on its instructions, to deal with specific issues. In particular, while ensuring necessary continuity of work, it shall set up a panel to conduct security analysis reviews and tests to produce the relevant risk reports in order to assist it in preparing its decisions.

During the deployment phase of the Galileo Programme, a group of experts of the Member States shall also be set up under the supervision of the Security Accreditation Board to perform tasks related to flight key assurance.

## 3. TASKS AND RESPONSIBILITIES

The main role of the coordinator of the special body for flight keys is to coordinate the Member States' group of experts in the frame of each launch campaign. The coordinator will have the following tasks:

### 1. Preparation of the launch campaign:

- Arrangement of the necessary training of the experts;
- Coordination of the administrative activities (e.g. arrangement of visits, travel coordination, collection of needed documents from experts, obtaining badges);
- Coordination of the drafting and update of the documents and operational procedures used during the launch campaigns;

- Preparation and support of meetings, both administratively and technically;
- Maintain interface towards involved stakeholders and associated coordination;
- Maintenance of archives.

2. Participation to the launch campaign as a coordinator:

- Coordination and planning of the daily activities on the launch site, such as:
  - Witnessing of the overall physical security, protection of Communications Security (COMSEC) material;
  - Overview and verification of the security controls implemented;
  - Security overview of the secured areas' access controls, guarding and escorting activities;
  - Witnessing of the various steps in the generation, handling, destructions of crypto items;
- Coordination of meetings, representing the team in daily meetings;
- Verification of the COMSEC documentation;
- Coordination of and participation to the classified courier activities;
- Reporting on the observations of possible COMSEC incidents during the launch campaign;
- Management of the distributed team IT equipment;
- Liaison with stakeholders on site (e.g. French local authorities, CNES, ESA, Ariane Space);
- Coordination of contingency missions and other missions assigned by the SAB;
- Reporting to management on the launch campaign activities;
- Acting as main interface towards involved stakeholders.

3. Post-launch activities including meetings, archiving, audit logs processing, checking claims for mission reimbursement of Member States' representatives, lessons-learned exercise and drafting of needed documentation and reports.

4. Reviews of security accreditation documentation, such as reviews on assurance on communications security (COMSEC) compliance.

5. Contribute to other tasks of the Department, as necessary.

The SNE needs to be ready for possible extensive travelling, in Europe and outside, and to remain on mission abroad for periods that could last several weeks or months. The post may require also extended presence at the launch site in Kourou during a launch campaign. The SNE is required to possess and maintain a valid driver's license for the duration of their secondment to perform his/her duties.

#### 4. ELIGIBLE EMPLOYERS

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).

“Public administration” means all State administrative services at central, federal, regional or local level, comprising ministries, government and parliament services, the courts, central banks and the administrative services of local authorities, as well as the decentralised administrative services of the State and of such authorities.

The Executive Director may, on a case-by-case basis, authorise the secondment of an SNE from an employer other than a State public administration as stated under Article 1 of the [SNE Decision](#).

The SNE's employer will undertake to continue to pay their salary, to maintain their 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 will also continue to be responsible for all their 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 will certify that they will remain, throughout the period of secondment, subject to the social security legislation applicable to the public administration that employs them and is responsible for expenses incurred abroad.

## 5. REQUIREMENTS

### A. ELIGIBILITY CRITERIA

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

1. The applicants must have worked for their employer on a permanent or contract basis for at least 12 months and will 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, except where the Executive Director grants derogation;
3. Possess at least 3 years of professional experience in the field relevant to the duties to be carried out during the secondment<sup>5</sup>;
4. 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 their duties.<sup>6</sup>

### B. SELECTION CRITERIA

Eligible applications will be assessed on the basis of the following criteria and their relevance to the job profile.

1. Proven experience in the field of Communications Security (COMSEC), incl. relevant procedures and/or management;
2. Possess a CRYPTO authorisation or national equivalence;
3. Possess a security clearance at the level SECRET UE/EU SECRET;
4. Excellent command of English;
5. Knowledge of French will be considered an advantage;
6. Demonstrated ability to work with others (within the team and with internal and external stakeholders).

Applicants are advised to provide in their application form concrete examples of experience relevant to the listed selection criteria.

<sup>5</sup> SNE Decision, Article 8.

<sup>6</sup> The jobholder will perform his duties in English.



## 6. SELECTION PROCEDURE

Applicants must submit their application via the Permanent Representations, the EFTA Secretariat or the administrations of the IGOs to GSA.

The received applications will be screened against the eligibility criteria listed in the vacancy notice.

Shortlisted candidates may be required to undergo a telephone and/or face-to-face interview.

Depending on the Agency's budgetary situation and needs, and provided that the Agency receives the acceptance from the candidates' employer, a Seconded National Expert agreement on secondment may be offered to successful candidates.

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.

## 7. APPLICATION PROCEDURE

Applicants must submit their application via the Permanent Representations, the EFTA Secretariat or the administrations of the IGOs to GSA.

More information on the Permanent Representation can be found here:

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

The Agency will only consider applications received by the deadline stipulated in the vacancy notice.

Please liaise with your Permanent Representation (EFTA Secretariat or IGO administration) to ensure that your application reaches the Agency well on time.

For the application to be considered valid, it must consist of:

1. "Employer authorisation for seconded national expert candidate" available on the Agency's website
2. The candidate's "Application form" available on the Agency's website (in the application you can indicate for which department you would prefer to work)

Both forms have to be fully completed in English, signed and clearly scanned.

**Applications must be forwarded by the Permanent Representation** (EFTA Secretariat or IGO administration) **to the following e-mail address:** [jobs@gsa.europa.eu](mailto:jobs@gsa.europa.eu)

The subject of the e-mail and the forms must mention the reference number and the title of the post for which the application is submitted. SURNAME\_Name\_Vacancy Ref. number (e.g. SPENCER\_Marc\_GSA.2021.SNE.001).

Application forms sent by fax or by postal mail will not be accepted, except for candidates who have a proven disability that prevents them from applying online.

**Applications sent after the closure of the call will not be considered.**

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

Candidates who fail to submit all the documents specified will be disqualified.

Please note that any documents submitted will not be returned to the candidates.

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.

All applicants will be notified about the outcome of the evaluation of their application within three months after the submission of their application through the Permanent Representation.

## 8. GENERAL CONDITIONS

The duties and rights of an SNE are governed by the [Decision of the Administrative Board laying down rules on the secondment to the Agency of national experts in professional training](#) published on the Agency's website.

Unless otherwise provided in the exchange of letters between the Agency and the competent authorities of the Member State concerned, the SNE will be entitled, throughout the period of secondment, to a daily subsistence allowance of EUR 144.31<sup>7</sup>.

Where the distance between the place of origin and the place of secondment is more than 150 km, the SNE may receive an additional monthly subsistence allowance to be determined.

SNEs may be entitled to reimbursement of the cost of their travel between their place of origin and the place of secondment at the beginning and end of their secondment.

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.

SNEs may work in any field where their services are deemed necessary provided there is no conflict with the Agency's interests. SNEs will carry out their duties and act in compliance with the Authority's interest.

## 9. 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 Agency.

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

SNEs will be required to carry out their duties and conduct themselves solely with the interests of the European Union in mind; they shall neither seek nor take instruction from any government, authority, organisation or person outside the Agency.

### 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.

<sup>7</sup> SNE Decision, Article 16. Subsistence allowances are granted under the same conditions as the expatriation allowance for temporary agents (see Art. 4 of Annex VII of the Staff Regulations: "[...] who are not and have never been nationals of the State in whose territory the place where they are [seconded] is situated [...]"). Allowances will be subject to the weighting set by the Council pursuant to Article 64 of the Staff Regulations, mutatis mutandis. Currently, the weightings are: 85.2% for CZ, 120.5% for FR, 113.9% for NL, 94.2% ES.

## 10. DATA PROTECTION

The personal data requested from applicants 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) and the applicable privacy statement which can be accessed here:

[https://www.gsa.europa.eu/sites/default/files/privacy\\_statement\\_selection\\_and\\_recruitment\\_2019.pdf](https://www.gsa.europa.eu/sites/default/files/privacy_statement_selection_and_recruitment_2019.pdf).