

## INTER-AGENCY JOB MARKET Vacancy Notice

### Head of Call Coordination & Grant Management Sector (ref. S3JU/IAJM/VN131)

This vacancy notice is addressed to all temporary staff 2(f) currently employed in an Executive Agency, Decentralised Agency, or Joint Undertaking in function group and grade bracket AD8 to AD11, in compliance with the SESAR 3 JU general implementing rules on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS<sup>1</sup>.

<b>Type of vacancy</b>	Inter-Agency mobility
<b>Type of contract</b>	Temporary Agent 2(f) - Administrator
<b>Function group and grade bracket</b>	AD8 to AD11
<b>Unit</b>	Technology & Strategy
<b>Deadline for applications</b>	09/02/2024, at 14:00 Brussels time

### 1. INTRODUCTION

#### 1.1 SESAR

SESAR is the technological pillar of the EU's Single European Sky policy and a key enabler of the European Commission's Sustainable and Smart Mobility Strategy. SESAR defines, develops and deploys technologies to transform air traffic management in Europe.

#### 1.2 The SESAR 3 Joint Undertaking

The SESAR 3 Joint Undertaking (SESAR 3 JU) is established under Council Regulation (EU) 2021/2085 as an institutionalised European partnership between private and public sector partners to accelerate through research and innovation the delivery of the Digital European Sky. To do so, it is harnessing, developing and accelerating the take-up of the most cutting-edge technological solutions to manage conventional aircraft, drones, air taxis and vehicles flying at higher altitudes.

#### 1.3 Digital European Sky Programme

The SESAR 3 JU is responsible for implementation of the Digital European Sky Programme and operates an innovation pipeline towards deployment, by also demonstrating the viability of the technological and operational solutions, in larger and more operationally integrated environments.

The Strategic Research and Innovation Agenda (SRIA) for the SESAR 3 JU presents the strategic research and innovation (R & I) roadmaps for the years 2021 to 2027 to deliver on the implementation of the Digital European Sky by delivery of a Programme of the same name (i.e. fully scalable services supported by a digital ecosystem minimising the environmental footprint of aviation), including the integration of drones, matching the ambitions of the 'European Green Deal' and the 'Europe fit for the digital age' initiative. The activities outlined in the SRIA to build a digitalised infrastructure are also critical for a post-COVID recovery, enabling aviation to become more scalable, economically sustainable, environmentally efficient and predictable.

To achieve the Digital European Sky (Phase D of the European ATM Master Plan), nine research and innovation flagships (referred to as "Destinations" in Horizon Europe) have been identified in the SRIA with their underlying R&I needs/challenges. These will be the basis for identifying future SESAR Solutions and are the subject of the Digital European Sky Programme. The nine innovation flagships are: Connected and Automated ATM, Air-ground integration and autonomy, Capacity-on-demand and dynamic airspace, U-space and urban air mobility, Virtualisation and cyber-secure data sharing, Multimodality and passenger experience, Aviation Green Deal, Artificial intelligence (AI) for aviation, and Civil/Military interoperability and coordination.

<sup>1</sup> Decision ADB (D) 06-2016 of 28 April 2016 as transferred to SESAR 3 JU by GB (D) 18-21 of 14 December 2021

## 2. KEY ACCOUNTABILITIES

The Jobholder reports to the SESAR 3 Joint Undertaking Chief Technology & Strategy, Head of Unit. The tasks and responsibilities of the Jobholder shall include:

- Ensure the proficient coordination of the tasks performed by the staff within the Call Coordination & Grant Management Sector to guarantee optimal operational efficiency
- Lead the overall planning, management and coordination of calls for proposals, and evaluations leading to projects/grant agreements in close coordination with the Chief Programme
- Ensure effective grant implementation for all matters regarding the grant agreement and reporting. In doing that particular attention should be paid to facilitating strategic monitoring of the projects by the Technology & Master Planning Sector
- In the Reporting and Payment process, be responsible for the conclusion of the assessment procedure and the 'certified correct' of payments, with the support of the financial officers when required
- Ensure and effective interface with the PMU Unit to the SESAR 3 JU in the following areas covered by the Agreement between the SESAR 3 JU and Eurocontrol:
  - Ensuring that SESAR 3 JU projects deliver SESAR Solutions according to SESAR 3 JU expectations (i.e. timing, quality, maturity, performance)
  - Reporting about the progress of the Solutions development (e.g. in particular to SESAR 3 JU governance)
  - Ensuring that the projects perform communication, dissemination and exploitation of their results
- Contribute to ensuring the establishment and maintenance of the SESAR 3 JU overall planning and reporting framework (including the BAWP, the CAAR) that identifies the main priorities of the organisation and their monitoring
- Identify and capture synergies where possible with other JUs, Agencies and Services of the Commission to ensure effective call coordination and grant management
- Represent the Head of Unit when requested and in his absence

## 3. ELIGIBILITY CRITERIA REQUIRED

To be eligible to take part in this selection procedure, the applicant must meet the following requirements on the closing date for applications:

- To be currently a Temporary Agent 2(f) staff who, on the closing date for application and on the day of filling the vacant post, is employed within the candidate's current agency in a grade corresponding to the published grade (AD8 – AD 11). This implies that the candidate possesses the minimum qualifications required by Article 5(3) of the Staff Regulations<sup>2</sup> applicable by analogy to the temporary staff pursuant to Article 10(1) of the CEOS, and that the candidate is in compliance with the conditions referred to in Article 12(2)<sup>3</sup>
- To have at least two years' service within the candidate's current agency (including Executive Agencies, Decentralised Agencies and Joint Undertakings) before moving
- To have successfully completed the probationary period provided for in Article 14 of the CEOS, in the relevant grade
- To have a thorough knowledge as well as command of English

<sup>2</sup> Article 5 (3) (c) of the Staff Regulations: Appointment shall require at least in function group AD for grades 7 to 16:

(i) 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  
 (ii) 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, or  
 (iii) where justified in the interests of the service, professional training of an equivalent level.

<sup>3</sup> Article 12 (2) of the CEOS: A member of the temporary staff may be engaged only on condition that: he/she is a national of one of the Member States of the Union and enjoys his/her full rights as a citizen; he/she has fulfilled any obligations imposed on him/her by the laws concerning military service; he/she produces the appropriate character references as to his/her suitability for the performance of the duties; he/she is physically fit to perform his/her duties; he/she produces evidence of a thorough knowledge of one of the languages of the Union and of a satisfactory knowledge of another language of the Union to the extent necessary for the performance of his/her duties.

#### 4. SELECTION CRITERIA

The successful candidate shall have sense of initiative and professionalism. He/She shall be a team player, flexible, highly motivated, proactive, and able to work under pressure and to tight deadlines in a matrix organisation.

##### 4.1. Essential Selection Criteria

In addition to the requirements on minimum qualification and professional experience set out in heading 3, the successful candidate shall have:

- Proven work experience in the contractual management of EU research projects, preferably in the context of Horizon Europe including as call coordinator
- Proven experience in the usage of IT grant management tools, preferably in the usage of COMPASS, SyGMA, EMI, CPS and CAP
- Proven knowledge of Horizon implementation and related legal and administrative procedures
- Capacity to identify improvements in working methods and inspire a change culture
- Negotiation skills
- Ability to analyse and problem solving skills
- Customer and solution-oriented approach to provide service and support to services
- Capacity to allocate tasks and organise work
- Capability to have a forward looking multi-annual programme vision
- Ability to communicate, to understand and be understood
- Ability to coordinate and inspire a small team as well as evaluation panels involving external experts
- Ability to work towards common objectives in a matrix organization requiring high levels of cooperation across multiple Units and Sectors
- To meet the needs of the service, an excellent working knowledge of written and spoken English is essential

##### 4.2. Advantageous Selection Criteria

- Proven knowledge of EU transport policy, in particular in the field of aviation
- A good knowledge of a third official European language

#### 5. SELECTION PROCEDURE

Temporary staff 2(f) within the range of grades **AD8-AD11** who applied, will 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 applicants will be informed of the date within a reasonable period prior to such date. As a result of the interviews, the Selection Panel will recommend the most suitable candidates for the post in question. 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.

#### 6. 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, and in compliance with Article 55 of the CEOS, Article 10 and 17 of SESAR 3 JU implementing rules governing the conditions of transfer between agencies<sup>4</sup> without impact on the contract of employment running within the candidate's current agency (namely with regard to grade, step, seniority in step, and duration).

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<sup>4</sup> Op. cit.

## 7. SUBMISSION OF APPLICATIONS

### 7.1 Procedure of Applications

Candidates interested by applying to this position must submit by email to the functional mailbox [InternalVN131@sesarju.eu](mailto:InternalVN131@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 SESAR 3 JU if selected
- A duly completed and signed declaration of honor regarding the eligibility and selection criteria (downloadable from the 'Open posts' section of our website)

**The single A4-sized Adobe Acrobat PDF application file shall be named as follows:**  
**[FAMILY NAME\_First Name\_VN131.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 honor have been modified may be deemed void by the SESAR 3 JU.

**The closing date for submission of applications is 09/02/2024 at 14:00 Brussels time.**

### 7.2 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 internal notice to the Chairman of the selection panel at the following email address: [hr@sesarju.eu](mailto:hr@sesarju.eu).

### 7.3 Personal Data Protection

All applications are filed and processed by SESAR 3 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 3 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 3 JU's Data Protection Officer at [sju.data-protection@sesarju.eu](mailto:sju.data-protection@sesarju.eu).

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