



VACANCY NOTICE

IT & Cybersecurity Officer (ref VN023)

Administrator - TA 2(f) – AD7

The SESAR 3 Joint Undertaking has set up a selection procedure to establish a reserve list for the position of **IT & Cybersecurity Officer (TA 2(f) – AD7)**. The duty station is in Brussels, Belgium where the SESAR 3 Joint Undertaking has its headquarters and where the place of employment is.

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 from development to deployment, by also demonstrating the viability of the technological and operational solutions, in larger and more operationally integrated environments.

The European ATM Master Plan is the planning tool for the modernisation of ATM across Europe. It sets out the vision and priorities for the Digital European Sky, and for making Europe the most efficient and environmentally friendly sky to fly in the world by 2045. The twin digital and green transitions are the central focus of the plan, which is structured around five technological levers for transformational change.

More information on the Programme can be found at: www.sesarju.eu

1.4 IT & Cybersecurity at the SESAR 3 JU

The IT strategy of the SESAR 3 JU sets out a clear and forward-looking vision. We aim to build a digital environment for our staff that aligns naturally with the European Commission's IT ecosystem, while relying on EUROCONTROL as our main provider of IT services and the caretaker of the facilities and technical foundations that support our daily work.

Alignment with the Commission is a central pillar of this vision. It ensures that the tools and processes we adopt follow the governance, security posture and way of working used across European institutions. This brings coherence, interoperability and trust, and places our organisation firmly within the shared digital culture of the European Union.



At the same time, EUROCONTROL remains essential to our operations. Its services provide the networks, platforms, devices and onsite support that keep our organisation running. Its scale and maturity allow us to benefit from a level of stability and modernisation that we could not achieve alone.

This strategy unfolds through an annual action plan that balances continuity and change. Each year, specific initiatives advance our digital maturity, strengthen collaboration, reinforce cyber security and maintain the reliability of our systems.

Internally, IT follows a deliberately decentralised model. Responsibilities for business applications are shared across the organisation, while most infrastructure and services are delivered by EUROCONTROL, the Commission and specialised contractors. Strategic direction is set by leadership, proposals are prepared through an internal Common Services Change Board, and operational execution is carried out by external providers under close monitoring.

Within this architecture, the IT & Cybersecurity Officer is the central point of guidance and control. The role focuses on strong project and vendor management, on ensuring compliance and on supporting the organisation through its ongoing digital evolution. It is a mission of coordination and steady leadership, essential to shaping the technological future of the SESAR 3 Joint Undertaking as one of the most digital places to work in the EU institutional landscape.

2. WHO WE ARE LOOKING FOR

We seek someone who thrives on establishing the SESAR 3 JU as one of the most digital places to work in the EU institutional landscape, and where clarity, foresight and calm coordination make the difference. The person we need is not only technically grounded in ICT and cyber security, but also capable of navigating an ecosystem shaped by two key partners: the European Commission and EUROCONTROL. He/She should feel at ease working with external service providers, understand the logic of institutional IT environments, and be able to translate organisational needs into coherent and realistic solutions.

We are looking for someone who enjoys being the trusted anchor for all digital & cybersecurity matters. Someone who can listen closely, think strategically, and act pragmatically. The right person will be comfortable operating autonomously, drawing energy from collaboration, vendor management and cross organisational engagement. Above all, he/she should carry a sense of purpose and curiosity, eager to shape a digital environment that serves a European mission.

3. KEY ACCOUNTABILITIES

The IT & Cybersecurity Officer is part of a team in charge of Corporate Services at the SESAR 3 JU. The team is dealing with the effective execution of IT, Quality, corporate planning and monitoring as well as the effective running of the Governance of the JU. He/she will be working under the Head of Unit Technology and Strategy.

The job holder shall carry out the tasks that will be assigned to him/her, in particular:

- The IT & Cybersecurity Officer is the guardian of the organisation's digital foundations. His/Her mission begins with maintaining the stability and continuity of our ICT environment, ensuring that systems, applications and services run smoothly in close cooperation with EUROCONTROL and the European Commission.
- He/She is responsible for the maintenance and implementation of the SESAR 3 JU ICT Strategy, managing projects that support digital transformation, and ensuring that our tools and processes remain aligned with Commission standards and fully interoperable with EUROCONTROL's technical environment.
- Cyber security also stands at the center of the role. The Officer will monitor our security posture, support compliance with evolving regulations, and act as the SESAR JU point of reference for both prevention and response.

- He/She will also coordinate business application owners across the organisation, act as the single entry point for IT & Cybersecurity decision making and documentation, and ensure that every new tool or change fits within a coherent architecture that respects data protection, information security and financial and legal requirements.
- He/She will serve as the organisation's Information Architect, safeguarding the coherence of our corporate information landscape and steering the implementation of the SESAR 3 JU information and document management policy, ensuring that records, knowledge assets and documentation are governed, structured and maintained with clarity and long-term integrity.
- Perform all necessary contract preparation tasks and associated financial operations in accordance with the SESAR 3 JU Financial rules, including acting as Operational Initiating Agent (OIA) and/or Operational Verification Agent (OVA).
- To succeed, the Officer must orchestrate partners, contractors and vendors with confidence, anticipate risks, translate needs into actionable plans, and keep communication clear and steady.

4. WHY THIS IS A HIGH IMPACT JOB

This role offers a rare opportunity to shape the digital heart of a European organisation at the centre of aviation innovation. Decisions taken in this position will influence how one of the most strategic Joint Undertakings works, collaborates and protects its knowledge. The Officer's work directly affects staff productivity, organisational resilience, cyber protection and the capacity of the SESAR 3 Joint Undertaking to progress in harmony with the wider EU institutional digital ecosystem. This is a mission for someone who wants their work to matter, someone who sees technology not only as systems and standards but as the quiet engine that carries a European project into the future.

5. ELIGIBILITY CRITERIA REQUIRED

Candidates will be considered for the selection phase based on the following criteria to be fulfilled by the deadline for submission of applications.

5.1 Minimum Qualifications Required

A level of education which corresponds to completed university studies attested by a diploma in an appropriate field of study 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 in an appropriate field of study when the normal period of university education is three years and, after having obtained the university degree, at least one year of appropriate professional experience.

5.2 Minimum Professional experience

At least 6 years of proven professional experience gained after obtaining the minimum qualifications required in a field related to the nature of the key accountabilities, preferably in an international environment.

5.3 Minimum Language Skills Required

Thorough knowledge as well as command of English and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of his/her duties are mandatory.

5.4 In addition in order to be eligible, the candidate must:

- Be a national of a Member State of the European Union
- Have fulfilled any obligation imposed by the laws on military service
- Be entitled to full rights as citizen¹
- Be physically fit to perform the duties linked to the post².

¹ Prior to the appointment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.

6. SELECTION CRITERIA

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

Essential Selection Criteria

In addition to the requirements on minimum qualification and professional experience set out in heading 5, the successful candidate shall have:

- Proven experience in managing external IT service providers
- Strong understanding of ICT environments in European institutions
- Solid grounding in cybersecurity and regulatory compliance
- Ability to operate autonomously with strategic awareness
- Strong project management skills
- Ability to align ICT strategy with organisational strategy
- Capacity to work across departments and guide non technical staff
- Excellent communication and documentation skills
- Experience with cloud environments and modern workplace technologies
- A mindset that combines curiosity, diplomacy and resilience

7. SELECTION PROCEDURE

Eligibility of candidates will be assessed according to compliance with all formal requirements by the closing date for the submission of applications. Eligible candidates whose application shows evidence of all essential selection criteria may 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 interview will take place in Brussels (Belgium), where the SESAR 3 JU has its headquarters and where the place of employment is. The date of the test and/or interview session has been tentatively set on 29 January 2026 (until further notice and depending on the number of candidates). The applicants will be informed of the date within a reasonable period prior to such date.

Candidates invited to an interview will be requested to submit, on the day of the interview, a copy of their diploma(s) and evidence of their professional experience, clearly indicating the starting and finishing dates, the function(s) and the exact nature of the duties carried out. However, prior to contract signature, the selected candidate will be requested to provide the SESAR 3 JU with original or certified copies of all relevant documents proving the eligibility requirements.

As a result of the interviews, the Selection Panel will recommend the most suitable candidates for the post in question. The list of suitable candidates established by the Selection Panel may also be used for the recruitment for a similar post depending on the needs of the SESAR 3 JU and shall be **valid until 31st December 2028** (the validity period may be extended). Each candidate will be informed by letter whether or not he/she has been placed on the reserve list. Candidates should note that inclusion on a reserve list does not guarantee recruitment.

Please note that the Selection Panel's work and deliberations are strictly confidential and that any contact with its members is strictly forbidden.

² Before being engaged the candidate will be medically examined in order that the S3JU may be satisfied that he/she fulfils the requirements of Article 12 (2) (d) of the Conditions of Employment of Other Servants of the European Communities.

8. DECLARATION OF COMMITMENT TO SERVE PUBLIC INTEREST INDEPENDENTLY

Prior to contract signature, the selected candidate will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to the interests that might be considered prejudicial to his/her independence.

9. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The selected candidate will be appointed by the Executive Director, upon recommendation of the Selection Panel, following the selection process. Depending on the budgetary situation, the selected candidate may be engaged for a fixed period of 5 years. The period of engagement shall not exceed in any case the duration of the Joint Undertaking.

The successful candidate will be recruited in the **grade AD7**. The basic monthly salary before any deductions or allowances for the grade AD7 (step 1) is 7 876,27. In addition to the basic salary, staff members may be entitled to various allowances, such as a household allowance, expatriation allowance, dependent child allowance and education allowance. The salary is subject to a Community tax deducted at source and staff members are exempt of national taxation on income.

Please note that recruitment is done in the first or second step of the indicated grade, depending on the duration of the acquired professional experience gained after the minimum qualifications and professional experience required.

Further information regarding rights and conditions of employment can be found in the following document:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

10. SUBMISSION OF APPLICATIONS

10.1 Procedure of Applications

Candidates must submit by email to the functional mailbox recruitmentvn023@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 two pages, 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 with regard to the eligibility and selection criteria (downloadable from our website)

The single A4-sized Adobe Acrobat PDF application file shall be named as follows: [Lastname_Firstname_VN023.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 honour have been modified may be deemed void by the SESAR 3 JU.

No correspondence will be exchanged on the status of the application except in the case of a final decision, positive or negative. Candidates are therefore formally requested not to enquire about the progress of their application neither by email, telephone, fax or letter.

The closing date for submission of applications is 19 January 2026 at 14:00 Brussels time.

10.2 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 vacancy notice to the Chairman of the selection panel at the following email address: hr@sesarju.eu.

10.3 Promotion of Equal opportunities

The SESAR 3 JU is an equal opportunity employer and strongly encourages applications from all candidates who fulfil the eligibility and requirements without any distinction on the grounds of nationality, age, race, gender, political, philosophical or religious conviction or sexual orientation and regardless of disabilities, marital status or other family situation.

10.4 Personal Data Protection

Please note that applications will not be returned to candidates but will be kept on file by the SESAR 3 JU. The personal data the SESAR 3 JU requests from candidates will be processed in line with Regulation (EU) 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. Personal data shall be processed solely for the purpose of the performance, management and follow-up of information in view of a possible appointment at the SESAR 3 JU. Should the candidate have any query concerning the processing of his/her personal data, he/she shall address them to the SESAR 3 JU Data Protection Officer, sju.data-protection@sesarju.eu. Detailed information on the processing of personal data can be found in the relevant [privacy notice](#).
