

## ANNEX I



## SECONDMENT NOTICE

Expert in Legal Affairs

Seconded National Expert (2 years renewable - ref. SN014)

The SESAR Joint Undertaking has set up a secondment procedure that aims to establish a reserve list for the SNE position of "**Expert in Legal Affairs**". The SESAR Joint Undertaking (SJU) was established by European Council Regulation (EC) No 219/2007 (JO L64 of 02/03/2007). The duty station is in Brussels, Belgium where the SESAR Joint Undertaking has its headquarters and where the place of employment is.

## 1. INTRODUCTION

### 1.1 The SESAR Programme

The SESAR (Single European Sky ATM Research) Programme has been launched as a critical part of the Single European Sky initiative (SES). This programme represents the technological pillar of the SES and aims at developing a modernised and high-performance air traffic control infrastructure which will enable the safe and environmentally friendly development of air transport.

### 1.2 The SESAR Joint undertaking

In order to properly manage the development phase of this huge and ambitious project, a legal entity was created, under European Union law, on 27th of February 2007: the SESAR Joint Undertaking (SJU).

The mission of the SJU is thus to ensure the modernisation of the European air traffic management system by coordinating and concentrating all relevant research and development efforts in the EU. It is responsible for the execution of the EU ATM Master Plan resulting from the definition phase and in particular for carrying out the following tasks:

- organising and coordinating the development activities of the SESAR programme, in accordance with the EU ATM Master Plan by combining and managing under a single structure public and private sector funding;
- ensuring the necessary funding for the development activities of the SESAR programme in accordance with the EU ATM Master Plan;
- ensuring the involvement of the stakeholders of the ATM sector in Europe, in particular: air navigation service providers; airspace users; professional staff associations; airports; and manufacturing industry; as well as the relevant scientific institutions or the relevant scientific community;
- organising the technical work of research and development, validation and study, to be carried out under its authority avoiding fragmentation of such activities;
- ensuring the supervision of activities related to the development of common products duly identified in the EU ATM Master Plan and if necessary, to organise specific invitations to tender.

Further information on the activities of the SESAR JU is available at: <http://www.sesarju.eu>.

## 2. KEY ACCOUNTABILITIES

The SJU Legal Affairs and Procurement Sector is responsible for providing legal advice to the SJU management and to the Operations & Programme Directorate on issues related to the management of the SESAR programme and its projects, regulatory/ institutional aspects of the Joint Undertaking and procurement procedures.

The Seconded National Expert shall work autonomously under the authority of the Head of Legal Affairs and Procurement Sector, and coordinate his/her work with that of the other team members. S/he shall also work closely and collaborate fully with a wider team of colleagues from the Joint Undertaking, the European Commission, EUROCONTROL and SJU Members.

The Seconded National Expert shall support the activities of the SJU by carrying out the following tasks:

- check and monitor from a legal perspective the compliance of the SJU procurement and grant processes with the applicable EU rules;
- providing legal and contractual advice, assistance and support on contracts, procurement, grants and membership related issues;
- drafting legal documentation;
- providing legal advice and assistance in the field of EU law and intellectual property law;
- dealing with files assigned to him/her implementing EU public procurement rules in collaboration with the internal stakeholders, in particular from the operational, administrative and financial sectors, and
- giving support in establishing the contract and decision models.

The post offers a transversal and extensive view to the activities of the SESAR programme and its legislative/contractual framework.

### 3. REQUIREMENTS

Seconded National Experts will be considered for the selection phase on the basis of the following criteria to be fulfilled by the deadline for submission of applications.

#### 3.1 Minimum Qualifications Required

A level of education which corresponds to completed university studies attested by a diploma in law when the normal period of university education is at least three years.

#### 3.2 Minimum Professional experience Required

A professional experience of at least 3 years gained after obtaining the minimum qualifications.

#### 3.3 Language Skills Required

The main working language in the field of Air Traffic Management is English. Candidates must therefore have a thorough knowledge of both spoken and written English with a satisfactory knowledge of at least one other official language of the European Union to the extent necessary for the performance of the above mentioned duties.

#### 3.4 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 citizen<sup>1</sup>;
- Be physically fit to perform the duties linked to the post.

### 4. SELECTION CRITERIA

The successful candidate will have to show initiative and professionalism and be highly motivated. He/She should be able to work proactively, under pressure and to tight deadlines with a strong emphasis on flexibility and team working.

#### 4.1 Essential Selection Criteria

- Knowledge of the EU legal process;
- Knowledge of procurement, grant and contract management;
- Experience within the EU Institutions in drafting EU regulation proposals;
- Professional experience in a multicultural environment;
- Strong legal drafting skills and ability to prepare legal briefs, opinions or submissions in English;
- Strong analytical skills and the ability to find solutions to complex legal issues;
- Excellent inter-personal skills and ability to command trust among stakeholders;
- To meet the needs of the service, a very good command of English is essential.

<sup>1</sup> Prior to the appointment, the successful candidate will be asked to provide a certificate by the competent public service confirming the absence of any criminal record.

#### 4.2. Advantageous Selection Criteria

- Knowledge and experience in Air transport preferably within the European Institutions ideally DG MOVE;
- Knowledge of EU procurement law;
- A good knowledge of French would be an asset;
- Good knowledge of the mission and the tasks of the SJU.

### 5. SELECTION PROCEDURE

The selection process will be carried out by a Selection Panel with the support of the Human Resources Sector of the SJU.

The applications received will be assessed to ascertain their eligibility according to the requirements detailed under Section 3 above.

The Selection Panel will invite eligible applicants to an interview in English and in the second language indicated by the candidate at the SJU headquarters. The Selection Panel may consider complementing the interview with a presentation or a written test. The date of the test and/or interview session has provisionally been set during the 1<sup>st</sup> part of October 2014 (until further notice and depending on the number of candidates). The applicants will be informed of the date with at least 15 days notice.

The Selection Panel will submit to the SJU's Executive Director the list of successful candidates to be retained for the secondment. This reserve list may be used for requesting the secondment of the applicants for similar post depending on the needs of the SJU, and will be valid for 12 months from the date of its establishment (the validity of the reserve list may be extended).

Applicants shall note that the inclusion on a reserve list does not constitute a commitment from the SJU to accept the secondment nor any guarantee of secondment.

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

### 6. DECLARATION OF COMMITMENT TO SERVE PUBLIC INTEREST INDEPENDENTLY

The selected seconded national expert 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.

### 7. SECONDMENT AND CONDITIONS OF EMPLOYMENT

The successful national expert is expected to be seconded for a 2-year period (renewable).

For information on working conditions (including allowances provided for in Chapter III: subsistence allowances, travel expenses, etc.) of SNEs please see:

[http://ec.europa.eu/civil\\_service/job/sne/index\\_en.htm](http://ec.europa.eu/civil_service/job/sne/index_en.htm).

### 8. SUBMISSION OF APPLICATIONS

#### 8.1 Admissibility of Applications

**Applicants must send their applications only through the Permanent Representations to the EU of the country from which they are nationals.**

Please find by clicking on the link below the addresses of the permanent representations:

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

Before the application, the candidates should receive the formal approval/authorisation of their potential secondment from their employer.

For applications to be valid and eligible for consideration, applicants must submit to the Permanent Representation of their country a file containing the following 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 applicant is interested in the secondment and what would be his/her added value to the SJU if seconded;
- A duly completed and signed declaration of honor with regard to the requirements and selection criteria.

Candidates are invited to apply in English, to facilitate the selection process.

The title and the exact reference of the secondment notice should be indicated. Applications where the format and/or content of the Europass CV have been modified may be deemed void by the SJU. Copies of diplomas and reference documents should not be submitted with the application. These supporting documents showing evidence of the information given in the CV shall be requested at a later stage.

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

**Closing date for submission of applications: 15<sup>th</sup> September 2014 at 23:00 (Local time).**

## 8.2 Promotion of Equal opportunities

The SESAR Joint Undertaking is an equal opportunity employer and strongly encourages applications from all applicants who fulfil the 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.

## 8.3 Appeal Procedure

Any appeal regarding the present secondment 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 secondment notice to the Chairman of the selection panel at the following email address: [hr@sesarju.eu](mailto:hr@sesarju.eu).

## 8.4 Personal Data Protection

Please note that applications will not be returned to applicants but will be kept on file by the SESAR JU. The personal information the SJU requests from candidates will be processed in line with Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. More information is available on the SJU website under the privacy statement. Should the candidate have any query concerning the processing of his/her personal data, he/she shall address them to the Data Protection Officer at the following email address: [sju.data-protection@sesarju.eu](mailto:sju.data-protection@sesarju.eu).

*APPROVAL FOR  
PUBLICATION  
F. Guillermet – Executive  
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