

## ANNEX I

### SECONDMENT NOTICE

#### Master Planning & Monitoring Expert

Seconded National Expert (2 years renewable - ref. SN022)

The SESAR 3 Joint Undertaking has set up a secondment procedure that aims to establish a reserve list for the SNE position of “**Master Planning & Monitoring Expert**”. 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 public and private 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 managing the supporting Digital European Sky programme structured around an innovation pipeline to help define, develop and facilitate the market deployment of innovation.

As part of this programme, one of the key tasks of the SESAR JU is to monitor the implementation of the SESAR project as a whole (covering both development and deployment activities) and update the European ATM Master Plan when need. The European ATM Master Plan is the agreed roadmap that defines the priorities to implement the vision of SESAR for a Digital European Sky.

With the Digital European Sky comes the promise of making Europe’s airspace the most efficient and environmentally-friendly sky to fly in the world. [www.sesarju.eu](http://www.sesarju.eu)

## 2. KEY ACCOUNTABILITIES

The Master Planning & Monitoring Seconded National Expert shall be part of the SESAR 3 JU team responsible for Technology & Strategy. He/she shall report to the SESAR 3 JU Chief Technology & Strategy and carry out the tasks that will be assigned to him/her, in particular in the following areas:

- Ensuring adequate alignment of Master Planning and monitoring activities with EU policy priorities and its supporting regulatory framework.
- Help monitor and de-risk the roll-out of the strategic deployment objectives defined in the new Master Plan and facilitate accelerated SESAR market uptake.
- Contribute to specific mandates given by the European Commission to the SESAR 3 JU in support of the SES (such as but not limited to the preparation of common projects).
- Providing general support to the relevant coordination with stakeholders and in particular EASA, Member States and National Authorities in order to help evolve the technical regulatory framework and enable a timely implementation of the vision defined in the European ATM Master Plan for a Digital European Sky.

## 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 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

<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. SELECTION CRITERIA

The SESAR 3 JU places particular importance on the ability to solve problems, often complex in nature, to react rapidly to changing circumstances and to communicate effectively. The successful candidate will have to show initiative and imagination and be highly motivated. He/She should be able to work under pressure and with tight deadlines, both individually and in a team.

##### 4.1 Essential Selection Criteria

- Proven work experience in supporting innovation and technology efforts
- Proven work experience in an international environment
- Very good knowledge of EU policies driving ATM modernisation efforts in Europe
- Good knowledge of the vision for a Digital European Sky outlined in the Master Plan
- Good knowledge of the mission and the tasks of the JU
- Good experience in coping concurrently with a large number of tasks and to work flexibly under time pressure
- Strong problem solving and analytical skills
- Excellent presentation and communication skills, including ability to write clear and concise reports
- To meet the needs of the service, an excellent knowledge of English is essential

##### 4.2 Advantageous Selection Criteria

- A good knowledge of a third EU language would be an asset
- Professional experience in a multicultural environment

#### 5. SELECTION PROCEDURE

The selection process will be carried out by a Selection Panel with the support of the Human Resources Sector of the SESAR 3 JU.

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 SESAR 3 JU 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 to the 1st part of July 2024 (until further notice and depending on the number of candidates). The applicants will be informed of the date with at least 10 days notice.

The Selection Panel will submit to the SESAR 3 JU's Executive Director the list of successful candidates for final decision. This reserve list may be used for requesting the secondment of the applicants for similar post depending on the needs of the SESAR 3 JU, and will be valid for 24 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 SESAR 3 JU 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:

[https://ec.europa.eu/transparency/documents-register/detail?ref=C\(2008\)6866&lang=en](https://ec.europa.eu/transparency/documents-register/detail?ref=C(2008)6866&lang=en)

## 8. SUBMISSION OF APPLICATIONS

### 8.1 Eligibility of Applications

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

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

In order to be considered for this position, the SNEs' Permanent Representation must send the following documents to the SESAR 3 JU:

- A formal approval letter from the national authority intending to detach the expert
- 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 SESAR 3 JU 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 SESAR 3 JU. 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: 01 July 2024 at 17:00 (Local time Brussels).**

## 8.2 Promotion of Equal opportunities

The SESAR 3 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 SESAR 3 JU 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 SESAR 3 JU 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: [SESAR 3 JU.data-protection@sesarju.eu](mailto:SESAR 3 JU.data-protection@sesarju.eu).

*APPROVAL FOR PUBLICATION*  
*A. Boschen – Executive Director*