

**CALL FOR EXPRESSION OF INTEREST FOR SECONDED NATIONAL EXPERTS  
to support the EU Agency for the Space Programme**

The EU Agency for the Space Programme (EUSPA) is launching a call for candidates who are interested in a fixed-term agreement on secondment as Seconded 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>Reference Number:</b>	EUSPA/2024/SNE/001
<b>Date of Publication:</b>	24/05/2024
<b>Deadline for applications:</b>	This call for expressions of interest is open-ended with no deadline for applications
<b>Place of secondment:</b>	Offices of the Agency <sup>2</sup>
<b>Secondment duration:</b>	2 years (with possibility of renewal)
<b>Profiles:</b>	<ul style="list-style-type: none"> <li>- Corporate profiles</li> <li>- Administration profiles</li> <li>- Security profiles</li> <li>- Operational profiles</li> </ul> <p>(detailed description of the profiles can be found below)</p>
<b>Reporting to:</b>	Heads of the Department or their assignee
<b>Level of security clearance<sup>3</sup>:</b>	<p>CONFIDENTIEL UE / EU CONFIDENTIAL SECRET UE / EU SECRET</p> <p>(depending on the type of assignment)</p>

<sup>1</sup> Rules applicable to National Experts (hereafter called SNE Decision) seconded to EUSPA 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> EUSPA HQ 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, or at any other place as decided by the Executive Director of the Agency. Currently, EUSPA has sites/offices in Prague (Czech Republic) - Headquarter, Saint-Germain-en-Laye (France), Toulouse (France), Noordwijk (Netherlands), Madrid (Spain), and Brussels (Belgium).

<sup>3</sup> Depending on the type of assignment, the selected SNE might need to hold a valid personnel security clearance at required level or be able and willing to apply for a security clearance immediately after the offer for the secondment. For profiles employed within Operations, Security areas and ICT required level is SECRET UE / EU SECRET, for other profiles required level is CONFIDENTIEL UE / EU CONFIDENTIAL. In both cases, the seconding organisation/administration will be responsible for certifying/obtaining the personnel security clearance of the SNE.

## 1. EUSPA

The European Union Agency for the Space Programme (EUSPA) is an operational EU Agency that provides safe and secure European satellite navigation services, develops the GOVSATCOM Hub, promotes the commercialisation of Galileo, EGNOS, Copernicus and GOVSATCOM data and services, and operates the Space Surveillance and Tracking Front-Desk. It is foreseen that the Agency will be entrusted with IRIS<sup>2</sup> tasks. For more information on EUSPA and the EU Space Programme, click [here](#).

EUSPA is also responsible for the security accreditation of all the Components of the EU Space Programme. The Security Accreditation Board (SAB) is the Security Accreditation Authority for all of the EU Space Programme's components. It takes its decisions in an independent manner including with regard to the Commission, the EUSPA and the other bodies responsible for the implementation of the components and provision of service. For more information on SAB, click [here](#).

### **Place of secondment:**

The Agency's headquarters is situated in the heart of Europe – Prague – with excellent connection to numerous major European cities. The capital of the Czech Republic, in the banks of the Vltava River, is famous for its cultural life, renowned musical life, historic buildings, magical bridges, and recognized museums and monuments. The Agency also has sites/offices in other locations including Saint-Germain-en-Laye (France), Toulouse (France), Noordwijk (Netherlands), Madrid (Spain) and Brussels (Belgium).

## 2. DESIRED SNE PROFILES

**We are looking for Seconded National Experts with the following profiles:**

### **2.1 Corporate profiles**

The tasks and responsibilities of a successful candidate may include:

- Contribute to the vision, content and planning of the strategy of the Agency;
- Support the implementation of policies and the preparation of the Agency's administrative board;
- Contribute to strategic communication plans in relation to the Agency's communication priorities;
- Participate in shaping the Agency's campaigns, events and outputs;
- Contribute to corporate quality and inspection general, including the inspection of service and system technical reviews, following up on the execution of actions leading to the implementation of the Galileo oversight function, coordination of lessons learned exercises, implementation of improvements detected in corporate processes, and support with risk management;
- Provide support to the Internal Control Coordinator activities.

### **2.2 Administration profiles**

The tasks and responsibilities of a successful candidate may include:

- Contribute to the Agency's procurement/grant actions implementation, including financial reporting and the analysis of financial transactions;

- Support in the drafting of legal framework documents/policies, providing legal advice to other departments;
- Implement EUSPA processes such as budget and cost management, risk management, schedule management, assets management, configuration and document management, review management, quality management and reporting;
- Support the provision of operational IT systems and services, and contribute to facilities and logistics management;
- Contribute to the development and implementation of ICT internal improvements on strategies, processes or tools in the field of resource planning, monitoring, control and measurement, in alignment with existing or foreseen tools in the ICT area;
- Contribute to the development and implementation of people management strategies including talent acquisition and talent management, job design and role clarification, succession and career planning; performance management; learning and development programmes; and staff engagement programmes.

### **2.3 Security profiles**

The tasks and responsibilities of a successful candidate may include:

- Support to activities implementing independent security assurance;
- Contribute to security documentation reviews and security risk assessments;
- Support in managing and performing independent security assessments in the form of audits (including cybersecurity) and/or security assessments on site;
- Prepare security accreditation files and contribute to solutions for managing cyber security threats for complex Space systems.

### **2.4 Operational profiles**

The tasks and responsibilities of a successful candidate may include (depending on the profile):

#### **2.4.1 Service provision profiles**

**Attached to the Exploitation manager teams in charge of navigation (Galileo and EGNOS), secure communications (GOVSATCOM and IRIS<sup>2</sup>), and space and surveillance tracking**

- Contribute to the management of the execution of service provision activities through associated contracts and/or working arrangements: planning of the exploitation activities of Space and Ground segments operations including the security aspects, maintenance of infrastructure, requirements for evolutive versions of the systems in operation and manage their deployments and phases of operations validation;
- Contribute to the technical reviews and Tender Evaluation Boards;
- Participate in the exchange with key stakeholders, in particular the European Commission and the Member States;

#### **2.4.2. System Engineering profiles**

**Attached to the Engineering teams in charge of ground and space segments**

- Manage the corrective evolutions of the systems in operation supporting obsolescence, improvement of the performance of services provision and of new needs through the following activities: technical specifications including the security aspects, negotiation of the associated contracts with industry and the European Space Agency (ESA) in accordance with the

Legal/Procurement department, follow-up on the associated developments of space and ground segments infrastructure, qualification reviews, supporting the deployment phase;

- Participate in the exchange with key stakeholders, in particular the Industry and ESA;

### **2.4.3 Mission Engineering profiles**

#### **Attached to the Engineering teams in charge of mission, service, standardisation and receivers**

- Contribute to the validation of service evolutions and new services, the definition of associated expected performance levels and of the associated reference documents;
- Contribute to the definition of international standards in aviation, maritime, and rail;
- Contribute to translate the user needs provided by the Market team into technical specifications leading to the definition of new services;
- Support the implementation of the user segments through the development of tools and the EUSPA know-how leading to the receiver's production;

### **2.4.4. Cyber, risk analysis, security monitoring engineering profiles**

#### **Attached to the Engineering team in charge of cyber, risk analysis and security monitoring**

- Perform cybersecurity activities including the definition of cybersecurity requirements and the vulnerability management;
- Contribute to the security risk assessments related to the components of the Space Programme;
- Assess possible deviations/waivers to requirements, assess impact on upper/lower level baselines, support the preparation of derived waivers/deviations, and follow-up on associated actions;
- Provide inputs to the security accreditation files related to the components of the EU Space Programme;

### **2.4.5 Security and performance monitoring profiles**

#### **Attached to the Security and monitoring team**

- Assess the performance of the services in operation, Galileo and EGNOS, civilian and governmental as well as develop tools to deliver the most independent assessment as possible of the infrastructure operating the systems in operation;
- Analyse the anomalies and vulnerabilities intervened in the system in operation and participate to the review to suggest corrective measures;

### **2.4.6 Market, Downstream and Innovation profiles**

#### **Attached to the Market and Innovation team**

- Monitor the user needs and implement the roadmap allowing to foster the use of space data from the EU Space Programme in all market segments – civilian, institutional and governmental;
- Launch competitions to support innovation all over the EU involving Industry, SMEs and Start-ups contributing to reinforce our footprint at the world stage;
- Launch pilot projects to get demonstrators using new services as OSNMA and PRS, as well as improving the synergy with all EU Space Programme such as Copernicus and GOVSATCOM;
- Support small and medium-sized enterprises and start-ups to get investment after providing a final concept ready to be manufactured and to be introduced on the market;

## 2.4.7 Project management and configuration management profiles

### Attached to the Project Management and Quality team

- Be in charge of the project management of all programme components: integrated schedules, setup and follow-up of actions, ensuring the coherency between all weekly operational department meetings;
- Produce and track control metrics as contractual provisions applicable to externalised activities;
- Develop and maintain the processes, practices and tools required to manage EUSPA space programmes;
- Produce reports to the European Commission and Member States on the tasks entrusted to EUSPA and resources engaged in their implementation.

## 3. 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 [Decision of the Administrative Board laying down rules on the secondment to the Agency of national experts and national experts in professional training](#).

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.

## 4. REQUIREMENTS

### A. ELIGIBILITY CRITERIA

The selection procedure is open to applicants who satisfy the following eligibility criteria:

1. The applicants must have worked for their employer on a permanent or contract basis for at least 12 months before their secondment 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 a 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>4</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>5</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 professional experience in a field relevant for the work of the Agency and related to the tasks and responsibilities;
2. Demonstrated ability to understand the underlying legislative and policy issues relating to the functions of the Agency;
3. Demonstrated ability to work within a team and to communicate effectively with both internal and external partners;
4. Demonstrated ability to deliver quality results under pressure and excellent problem-solving skills;
5. Excellent knowledge of English;
6. Motivation.

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

## **5. SELECTION PROCEDURE**

Interested candidates may apply for any of the profiles described above specifying the area(s) of interest.

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

The received applications will be screened against the eligibility criteria listed in the vacancy notice. The hiring departments will carry out the evaluation of the eligible applications against the selection criteria on a regular basis.

Shortlisted candidates may be required to undergo a remote 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.

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<sup>4</sup> SNE Decision, Article 8.

<sup>5</sup> The working language in EUSPA is primarily English.

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](#).

## 6. APPLICATION PROCEDURE

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

More information on the Permanent Representations can be found [here](#).

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 profile/s you would like to be considered for).

Both forms must be fully completed in English and signed.

**Applications must be forwarded by the Permanent Representation** (EFTA Secretariat or IGO administration) **to the following e-mail address: [jobs@euspa.europa.eu](mailto:jobs@euspa.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. PENCER\_Marc\_EUSPA.2024.SNE.001).

Application forms sent 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 open 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.

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.

## 7. 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, the SNE will be entitled, throughout the period of secondment, to a daily subsistence allowance of EUR 161.63<sup>6</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.

## 8. COMMITMENT

### **Declaration of commitment to serve the public interest independently:**

The job holder will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to any interest that might be considered prejudicial to their independence.

The job holder 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 their institution. They shall carry out the duties assigned with objectivity, impartiality and loyalty to the European Union.

### **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.

## 9. 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](#).

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<sup>6</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. In the time of publication of the call, the weightings are: 102,9% for CZ, 119,5% for FR, 114,6% for NL, 94,7% for ES.