



# SESAR

DEPLOYMENT MANAGER

LET'S DELIVER TOGETHER

SESAR Deployment Alliance AISBL

Resourcing Call for **Chief Finance, Partnership and Corporate Services**

14<sup>th</sup> January 2019



Funded by the  
European Union

## SESAR Deployment - A Brief Introduction

### About the SESAR Deployment Manager function

The SESAR Deployment Manager (SDM) function was established by the Article 9 of European Commission Implementing Regulation (EU) N°409/2013. Under the oversight of the European Commission, the SDM function performs the synchronisation and coordination of the deployment of the “Common Projects”.

A Common Project is a Commission Implementing Regulation which mandates the implementation of the most essential operational and technical changes defined in the European ATM Master Plan, endorsed by the Member States of the European Union and their operational stakeholders.

The first Common Project is known as the Pilot Common Project (PCP) and is defined by the Regulation (EU) N°716/2014. The SDM synchronises and coordinates implementation against the SESAR Deployment Programme which is a project view of the Common Projects, organizing their implementation into optimum sequences of activities by all the stakeholders required to implement.

To develop and maintain the SESAR Deployment Programme in close consultation with all the stakeholders is another important task under the SDM function.

### The SESAR Deployment Alliance

The SESAR Deployment Alliance is the organization which has been selected by the European Commission to perform the SDM function until at least 31st December 2020.

### Legal setup

The SDA AISBL is a “Not-for-Profit” International Association (AISBL) set-up under Belgian Law and composed of leading airlines, airports and air navigation service providers – the managers and users of Europe’s airspace. They are committed to the principle of the Single European Sky and to deploying the technologies that will deliver it to create customer and environmental efficiencies and benefits.

The SDA AISBL is composed of:

- Airlines, represented by the “A4” airlines grouping
- Airports, represented by SDAG on behalf of the EEIG Group of Airports
- Air navigation service providers, represented by the “A6” grouping.

To find out more visit our [website](#).

## The Current Opportunity

To support us in our work, we are currently looking for:

- **Chief Finance, Partnership and Corporate Services**

### Candidates

This opportunity is open to staff employed or contracted by members of the SESAR Deployment Alliance AISBL. ***SDA AISBL in line with European Commission guidelines seeks to fulfil assignments in the most cost-effective way possible.***

### Applications

*Application must come via your HR focal point.*

The application process requires 3 documents:

1. A copy of your CV
2. A Letter of Motivation – why you wish to be considered and what you believe you can contribute to the success of the SESAR Deployment Manager. The letter should also incorporate a declaration of commitment to act independently in the public interest, and your availability for interview.
3. A letter from your employer supporting your application.

Applications should be sent to: [hr@sesardeploymentmanager.eu](mailto:hr@sesardeploymentmanager.eu) by **Monday, 11 February 2019 24.00 CET at the latest.**

### Interviews

We will invite successful candidates for interview as soon as possible after the closing date in the week commencing **Monday, 18 February 2019**. Interviews will be held in Brussels or via Webex call. Reasonable travel expenses incurred wholly and exclusively for the purposes of attending the interview are direct costs recoverable by your employer through the grant claim process. Interviews will take approximately 60 minutes and may include a task based exercise.

## Required Services

<b>Title</b>	Chief Finance, Partnership and Corporate Services
<b>Accountable to</b>	The General Manager (GM) of the SESAR Deployment Alliance (SDA) A.I.S.B.L.
<b>Position</b>	Member of the SDA AISBL Management Team, direct report to the GM – Minimum 90%
<b>Location</b>	Normally in SDA A.I.S.B.L. Headquarters, Brussels
<b>Accountable for</b>	<ul style="list-style-type: none"> <li>• <b>The financial and administrative management of the SESAR Deployment Framework Partnership Agreement (FPA)</b>, and supporting Specific Grant Agreements (SGAs) with the European Commission (DG MOVE) and its Executive Agency for Innovation Network and Energy (INEA).</li> <li>• <b>The financial and administrative management of the SDA A.I.S.B.L.</b>, the legal entity entrusted by the EC in the role of SESAR Deployment Manager.</li> <li>• <b>The corporate services</b> required to run efficiently the partnership and the SDA A.I.S.B.L., including a range of business critical IT systems development and maintenance, processes development and maintenance, quality and risks management, procurement.</li> <li>• <b>Coordination of all SGAs</b> concluded under the FPA pursuant to Article II.1.3 of the FPA.</li> <li>• <b>Ensuring eligibility of costs</b> as the SDA Compliance Officer.</li> </ul>
<b>Scope</b>	<ul style="list-style-type: none"> <li>• Currently, nine SGAs are running in parallel.</li> <li>• Currently, the partnership comprises 94 Implementing Partners, 349 Implementation Projects in 34 States, representing an overall investment of about €2,500M. Through this partnership, the EU financially incentivizes SESAR deployment through grants and other financing mechanisms managed by SDA in close coordination with INEA and other financial partners (e.g. European Investment Bank).</li> <li>• The SDA A.I.S.B.L. runs on an annual budget of approximately €12M with approximately 75 individuals (42 FTEs) assigned from the 19 Member organizations of SDA to support it. Most are employees or contractors from the Members, however a few resources are directly contracted by the SDA A.I.S.B.L.</li> </ul>
<b>Main Accountabilities</b>	<ul style="list-style-type: none"> <li>• <b>Financial and Accounting:</b> Development of the SDA annual budget and five-year Business Plan, management of costs against budget, providing financial reports to the Management Team and Board of Directors. Oversight of the SDA bank accounts and distribution of EU grants to SDA A.I.S.B.L., SDA Members and Implementing Partners.</li> <li>• <b>Payments, checks and audits</b> – Calculation and management of Pre-financing, and payments from both DG MOVE and INEA, taking into account budgets, audit findings, re-imbursments and payments already received by Implementing Partners.</li> <li>• <b>Interim payment</b> and payment of the balance requests.</li> <li>• <b>Implementing Project Budget:</b> Working closely with other functions within SDA, develop and manage the action plan and monitoring of the financial aspects of the Implementing Projects being delivered and the production of the Annual Status Report (ASR) for projects ensuring compliance with the Framework Partnership Agreement and the Specific Grant Agreements, including relevant Annexes.</li> <li>• <b>INEA &amp; Implementing Partners:</b> Manage the relationship and information flows between SDA as the FPA coordinator, the INEA agency and the partners in the implementation projects (in particular those acting as projects' coordinators).</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Financing Mechanisms:</b> Definition and implementation of the financing mechanisms (including alternatives to grants) for the implementation of Common Projects proposal to be submitted to the EC.</li> <li>• <b>Human Resources:</b> Oversight and maintenance of SDA Manpower Plan, management of the assessment process for new assignees, management Resource Service Agreements with Members and of the direct resourcing contracts.</li> <li>• <b>Purchasing and Contract Management:</b> Establishment and management of supply contracts delivering services to SDA. Management of task order approvals, requisitions, purchase orders and invoice processing and oversight of purchasing cards.</li> <li>• <b>Office &amp; Facilities Management:</b> Day to day availability of SDA offices and supporting services.</li> <li>• <b>Quality:</b> Development and maintenance of the SDA Quality Management process and supporting procedures and oversight of audits. Management of the SDA Risk Log and Deliverable tracking process to ensure risks are identified and mitigated and delivery is managed to a high standard.</li> <li>• <b>Process Improvement:</b> Oversee continuous improvement programme, identifying opportunities for operational efficiency or quality improvement, formulation of business cases and oversight of improvement projects.</li> <li>• <b>Business Systems:</b> Oversight of the Management IT contract and cyber security. Implementation, enhancement and maintenance of the dedicated SDA systems which include accounting, payment calculation, and the grant management portal (the STAR system).</li> <li>• <b>Legal:</b> Liaison with the Senior Legal Officer on matters related to the obligations under the FPA and supporting SGAs.</li> <li>• <b>Liaison with other teams in SDA</b></li> <li>• <b>Reporting and support to General Manager</b> in his role, in particular the Chief Finance, Admin and Corporate Services may be required to join or represent the General Manager in high level meetings with EU institutions or other key SES stakeholders.</li> </ul>
<b>Budget</b>	Direct management of SDA's operating budget.
<b>Competencies</b>	<p>In order to perform each essential duty satisfactorily the post holder must meet at least the following representative examples of knowledge, skill and/or ability.</p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• At least 15 years' experience working at Senior Management level, interfacing at Executive or Board level.</li> <li>• Proven experience in managing business support functions within multinational organisations.</li> <li>• Proven leadership skills, with the ability to learn fast.</li> <li>• Strong team ethic, and proven experience of working in a multicultural environment with people of diverse skills, responsibilities, experiences, cultures and personalities.</li> <li>• Excellent verbal, written and influencing communication skills.</li> <li>• Strong organizational skills and ability to prioritise concurrent or conflicting demands.</li> <li>• High levels of professional integrity and diplomacy, with ability to maintain confidentiality.</li> <li>• Fluency in written and oral English.</li> </ul>

**Advantageous:**

- Senior experience in the aviation/ATM industry.
- Demonstrable evidence of knowledge of EU Financial Regulations and specific rules of EU's relevant Funding Programmes.
- Previous experience and proven track history of managing complex multinational EU funded projects in the field of ATM.
- Conversant with financial guarantees mechanisms and capability to establish relations with financial institutions to develop contracts and arrangements.
- Experience of managing change and process improvement in organisations.
- Familiarity with the relevant EC departments and Agencies.

**Education**

- Educated to degree level or above in a numerate discipline, with educational achievement and qualifications commensurate with the seniority, breadth and significant financial, legal and administrative content of the role.
- A further business qualification would be beneficial.

**Next Steps**

**Appointment and Conditions of Assignment**

**Principles**

Any assignment resulting from this resourcing call does not constitute a contract of employment.

**Member Employees**

Throughout the assignment, individuals will remain an employee of their sponsoring employer's organisation. They are subject at all times to that employers' terms and conditions of employment, such as may from time to time be operable; including their policies for sickness absence, leave of absence, international assignments and the payment of relocation and any other approved allowances and/or business expenses.

Posted employees will continue to receive their salary, allowances and any other benefits as may be agreed by their sponsoring employer and will remain covered by their existing social security and/or pension arrangements.

**Contractors**

Individuals who are contracted to a member organization are classed as "In House consultants" to SDA AISBL. The contract of employment will be between the member organization and the individual's contracting organization.

Posted employees and contractors not usually based in Belgium are required by Belgian Law to make a Limosa declaration. [https://www.international.socialsecurity.be/working\\_in\\_belgium/en/limosa.html](https://www.international.socialsecurity.be/working_in_belgium/en/limosa.html)

**Assignment Descriptions**

The assignment descriptions reflect the general nature of the tasks to be performed. However, they are not intended to be an exhaustive list of all duties, responsibilities or deliverables which may change due to the dynamic environment SDA AISBL works in.

**Line Management**

Whilst undertaking their SDA AISBL assignment individuals will continue to have a manager within their sponsoring employer organisation, including for the approval of absences and any disciplinary matters.

**Duration**

This assignment will last initially until the end of our current contract agreement with the European Commission end of March 2019, but is anticipated to be extended until December 2020 with the consent of all three parties (the SDA, the sponsoring employer and the individual).

If SDA AISB is given notice that the EC wish to end the Deployment Manager activities and cease grant funding, then SDA and the sponsoring employers will have to plan for ending the assignments to coincide with the end of grant funding or earlier.