



SESAR

DEPLOYMENT MANAGER

LET'S DELIVER TOGETHER

SESAR Deployment Alliance AISBL

Finance, Partnerships and Corporate Services

Resourcing Call FPS-2019-03 for:

Manager Corporate Services

June 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” airspace user 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 in the Performance & Financing Directorate, we are currently looking for:

- **Manager Corporate Services**

Candidates

This opportunity is open to staff employed by Members of the SESAR Deployment Alliance AISBL as well as to external candidates.

SDA AISBL in line with European Commission guidelines seeks to fulfil assignments in the most cost-effective way possible.

Applications

The application process requires 3 documents:

1. A copy of your CV and any supporting documents proving the experience requirements
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 (in case of an application from Members' employees) or a letter from yourself as a contractor (in case of external candidates) indicating:
 - The supporting member organisation (in case of Members' employees);
 - The company details; (in case of external candidates as contractors);
 - Your daily rate;
 - Your availability to start the assignment.

Applications should be sent to: hr@sesardeploymentmanager.eu by **12 July 2019 24.00 CET at the latest.**

For Members' employees, the application must be sent via your HR Focal Point.

Interviews

We will invite successful candidates for interview as soon as possible after the closing date in the week commencing **15 July 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

Title	Manager Corporate Services (CS)
Services	<p>Up to 100% resource to SDA A.I.S.B.L:</p> <ul style="list-style-type: none"> • Core working days at SDA Headquarters, Brussels, Belgium from Tuesdays to Thursdays; • In case of Member staff, Mondays and Fridays may be remotely from Members' organization offices.
Duration	2 years commencing as soon as possible
Accountable to	Chief Finance, Partnerships and Corporate Services
Accountable for	Management of the processes of the Corporate Services Unit with regard to all corporate services required to run the SESAR Deployment Alliance A.I.S.B.L.
Scope	The corporate services required to running of the SESAR Deployment Alliance A.I.S.B.L. including Human Resources, Tender, Purchasing and Contract Management, and Offices and Facilities Management.
Accountabilities	<p>Main accountabilities</p> <p>Execute all the tasks, he/she is accountable and responsible for with regard to the proper management of the Corporate Services of the SDA A.I.S.B.L. and its interdependencies.</p> <p>Human Resources</p> <ul style="list-style-type: none"> • Oversight and maintenance of the SDA manpower plan, management of the assessment process for new assignees, management of all Resource Service Agreements SDA has with its Members and of the direct resourcing contracts. • Establishing, maintaining and applying SDA HR policies. <p>Tendering, Purchasing and Contract Management</p> <ul style="list-style-type: none"> • Establishing and managing of supply contracts delivering services to SDA • Management of task order approvals, requisitions, purchase orders and invoice processing. • Oversight of SDA purchasing cards. • Drafting, issuing, coordinating, selecting and therewith fully executing larger calls for tender / proposals for SDA. • Establishing, maintaining and applying SDA Tendering, Purchasing and Contract Management policies. <p>Office & Facilities Management</p> <ul style="list-style-type: none"> • Securing day-to-day availability, maintenance, utilities as well as associated contracts of – currently – both two SDA office buildings.

	<p>SDA Governance</p> <ul style="list-style-type: none"> • Providing regular updates and support to the decision-making process to the Chief Finance, Partnerships and Corporate Services; • Report regularly to the Chief Finance, Partnerships and Corporate Services. <p>Communication and Human Resources</p> <ul style="list-style-type: none"> • Managing the Corporate Services Units’ members under the supervision of your accountability and deal with related human resources matters; • Organising and chairing events and meetings (internally and with Member organizations). <p>Additional accountabilities</p> <ul style="list-style-type: none"> • Any other tasks identified by the Chief Finance, Partnerships and Corporate Services or by the General Manager of the SDA A.I.S.B.L.
<p>Budget</p>	<ul style="list-style-type: none"> • Manage the SDA budget allocated to the Corporate Services Unit; • Contribute to the effective monitoring and implementation of the SDA AISBL’s budget and budgetary limitations.
<p>Competencies</p>	<ul style="list-style-type: none"> • Proven relevant experience of at least 5 years and proven track history of at least five years of managing complex procurement processes and tenders, also adhering to public procurement law. • Demonstrable evidence of deep experience in procurement. • Demonstrable evidence of experience in facility management. • Capability to establish relations with contractual parties of SDA; • Educational achievement and qualifications commensurate with the seniority and accountability of the role; • Previous experience in EU and financial audits processes; • Experience gained in a multicultural and multilingual environment; • Leadership and managerial skills; • Openness; • Team player; • Assertiveness; • Personal autonomy; • Flexibility, especially given contractual timeframes and related peaks of activity; • An excellent knowledge of written and oral English; • Good communication skills, especially for the purpose of external meetings.

Next Steps

Appointment and Conditions of Assignment Principles

Any assignment resulting from this resourcing call will not lead to a contract of employment.

The successful applicant will be supplied through Members of the SDA AISBL or contracted directly by the SDA AISBL as a contractor.

Applicants through Members

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.

Assigned 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.

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.

Posted employees not usually based in Belgium are required by Belgian Law to make a **Limosa** declaration. For more information, please consult the following link:

https://www.international.socialsecurity.be/working_in_belgium/en/limosa.html

Applications from external candidates

If not a Member's employee, the successful applicant will be contracted directly by the SDA AISBL as a contractor.

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.

Flexibility on location of work

Core office days at SDA offices in Brussels are Tuesdays through Thursdays.

For positions 80% and greater, assigned staff shall spend at least 3 days a week during core office days at SDA offices in Brussels.

For positions greater 60%, assigned staff shall spend at least 2 days a week during core office days at SDA offices in Brussels.

For positions 60% and less, assigned staff shall spend at least 1 day a week during core office days at SDA offices in Brussels.

Duration

The SDA AISBL performs its activities under a Framework Partnership Agreement concluded with the European Commission, which currently last until December 2020. Work is carried-out against Specific Grant Agreements which currently run until end of 2023.

The duration of the required services has been set to 2 years commencing the starting date of the assignment and is subject to the terms and conditions of the Service Agreement between the SDA AISBL and the sponsoring Member organisation (in case of Member employee) or the contractor (in case of external candidate).