



SESAR

DEPLOYMENT MANAGER

LET'S DELIVER TOGETHER

SESAR Deployment Alliance AISBL

Finance, Partnerships and Corporate Services

Resourcing Call FPS-2019-03 for:

2 Specific Grant Agreement (SGA) Execution Specialists

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:

- **2 Special Grant Agreement (SGA) Execution Specialists**

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	Specific Grant Agreement (SGA) Execution Specialist
Localisation	At least 80%, at SESAR Deployment Alliance (SDA) AISBL headquarters in Brussels, Belgium: <ul style="list-style-type: none"> • Core office days at SDA offices in Brussels are Tuesdays through Thursdays; • Assigned staff shall spend at least 3 days a week during core office days at SDA offices in Brussels.
Duration	2 years commencing September 2, 2019
Accountable to	Manager Partnerships Management in the Finance, Partnerships & Corporate Services Directorate (FPS)
Accountable for	Specific Grant Agreement execution activities as detailed below
Scope	Activities performed under Article II 1.3 of the SESAR Deployment Framework Partnership Agreement (FPA) and any associated Connecting Europe Facility (CEF) Specific Grant Agreements (SGA) which are administered by INEA for Implementation Projects performed in accordance with the Pilot Common Project (PCP) and any subsequent revisions to the PCP.
Main Accountabilities	SGA Execution specialists are responsible for preparatory and supporting activities underpinning the coordination and management of Connecting Europe Facility Specific Grant Agreements (CEF SGAs), inter alia: <ul style="list-style-type: none"> • Advice to grant beneficiaries on SGA execution processes and applicable legal contractual framework(s); • Support in the analysis of modifications and management of amendment requests by beneficiaries and coordinator; • Administrative support to beneficiaries during the execution phase of the SGAs • Assist SGA Execution Manager in communicating all the financial principles and rules governing CEF SGAs; • Supporting the elaboration and finalisation of the Action Status Report (ASR) and Final Report (FR), including supporting and preparation activities to ASR and FR cycle management; • Monitoring Member States certifications and validation processes with regards to the CEF SGAs; • Monitoring and management of action budgets as necessary; • Processing of pre-financing, interim and balance payments and related issues for correct financial management of actions in accordance with provisions foreseen in Framework Partnership Agreements and Specific Grant Agreements; • Drafting of materials according to SDM processes and SGA Execution Manager guidelines; • IT requirements definition for the needs of the Unit (e.g. payment tool) and relevant follow up; • Report and document content integration; • Generating report graphics and final editing.

<p>Competencies</p>	<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>Essential:</p> <ul style="list-style-type: none"> • Good knowledge is expected in the field of grant funding and financing instruments (ideally within the EC framework); • Good knowledge of applicable rules and regulations within an EC framework; • IT competences (e.g. good knowledge of Microsoft office, Excel VBA Programming, etc.) • Team working ability and capabilities to work under tight deadlines; • Good analytical, numeracy and communication skills; • Excellent written and spoken English. <p>Desirable:</p> <ul style="list-style-type: none"> • A proven track record in the range of processes and activities required to supervise large projects and programmes with EC grant funding, preferably in the ATM sector; • Good experience of administering funding requests and claims in the context of large projects and programmes within EC grant funded and/or EC financed initiatives, ideally involving a high number of stakeholders/ participants; • Track record in financial and administrative activities in the context of large projects / programmes/contracts related to EU funded / financed initiatives, ideally in the ATM sector; • Good experience in the supervision of financial flows and payments management in the context of large projects / programmes involving a high number of stakeholders / participants.
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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).