



EUROPEAN UNION SATELLITE CENTRE

VACANCY NOTICE

The EU SatCen is organising a selection procedure with a view to fill the following **Temporary Post¹** vacancy:

Job Title: Project Manager – Space Surveillance and Tracking (SST)
Reference: 2020/SatCen/V14/SSA/Project Manager
Unit: Capability Development Division
Responsible to: Head of Space Situational Awareness (SSA) Unit

JOB DESCRIPTION

Responsible to the Head of SSA Unit to support the implementation of Capability Development activities and projects at the EU SatCen specifically in the SSA area:

- Manage operational activities related with the provision of SST services (e.g. satellite conjunction alerts, in-orbit fragmentations, re-entry of space objects), in the scope of the EU SST Support Framework.
- Contribute to SST Projects activities e.g. SSA/SST User requirements gathering, analysis and reporting, as to support the development of SSA/SST software, including the EU SST Service Provision Portal, liaising with external and internal stakeholders as required.
- Compilation of reports (e.g. technical notes, articles) related with SSA/SST high interest events and with the activities of the EU SatCen in the SSA/SST field.
- Management of staff as needed.
- Undertaking of additional duties, appropriate to the grade, as directed by the Head of SSA Unit.

QUALIFICATIONS AND EXPERIENCE:

- University degree, preferably in a scientific field, engineering or equivalent.
- Experience in Satellite Operations, in particular in Flight Dynamics and/or SST related operations and processing chain (e.g. tracking, cataloguing, conjunction detection and analysis).
- A minimum of 5 years of professional experience with at least 2 years in the field of responsibility.
- Experience managing technical teams, preferably in operational environments;
- Familiarity with programming techniques and software engineering practices and life cycle.
- Knowledge of ITIL (or another service management framework) as an advantage.

SKILLS AND COMPETENCES:

- Experience in project management and competencies (planning, execution, control) with certification as an advantage.
- Excellent time management skills, able to prioritise, work well under pressure or with tight deadlines.
- Strong drafting and interpersonal skills (e.g. communication, negotiation), a good sense of initiative and responsibility is required as well as a dynamic attitude, very hands-on oriented, problem-solver and the ability to collaborate and work in a team.
- Knowledge of the institutional framework and decision making procedures of the European

¹ The post offered is a **Temporary Post**. In accordance with Art. 7 of the staff regulations, the contract offered will be made for a duration of four years (renewable). Temporary posts will automatically be withdrawn if funding ceases to be available in accordance with Art. 7-3. of the staff regulations.

- Union in particular on the Space and Security domains would be an advantage.
- Experience in R&I projects and experience in the Framework Programme / H2020 of the European Commission would be an advantage.
- Experience in international organisations would be an advantage.
- An excellent command of English and knowledge of another EU language.

SPECIFIC REQUIREMENTS:

- Nationality of an E.U. Member State.
- Security Clearance to at least EU SECRET, or equivalent. In case the successful candidate is not in possession of such a clearance, the EU SatCen will request it, but no appointment will be fully confirmed until it has been received.
- Stress resistant and good state of health.
- Driving licence.

EMPLOYMENT CONDITIONS:

- Employment at EU SatCen is governed by the [EU SatCen Staff Regulations](#);
- This post is graded **A1/A3** of the Coordinated Organizations salary scale². Recruitment will normally be set at Grade A2, step 1.
- Appointments are made for a duration of four years (renewable);
- Posting is at EU SatCen, Torrejón de Ardoz (Madrid) Spain;
- The selected candidate will be required to start **ASAP**.

EQUAL OPPORTUNITIES:

The EU SatCen takes care to avoid any form of discrimination in its recruitment procedures and actively encourages application both from women and men.

SUBMISSION OF APPLICATIONS:

Please use the SatCen e-recruitment platform, by following the link of the reference of the vacancy: <http://apps.satcen.europa.eu/recruitment>

No applications can be accepted by any other means.

You may upload supporting documents with your application (i.e.: copies of your ID-Card, educational certificates, evidence of previous professional experience etc). Candidates invited for interview will be requested to present for verification all original documents supporting every educational achievement and work experience they have referred to in the application.

CLOSING DATE: 30 June 2020 (inclusive).

SCREENING AND SELECTION PROCEDURE

All applicants will automatically receive acknowledgement of the reception of their application. This however does not imply any obligation on the part of SatCen.

The SatCen will not respond to any direct enquiries from applicants.

Due to the volume of applications only candidates short-listed for the post will be contacted individually and called for interview and/or a written test.

² The indicative basic monthly salary for grade A2, step 1, is 4 936,9€

Once the selection procedure has taken place and a candidate has been successfully nominated for the post, a reserve list with other successful candidates may be established with an initial validity of 1 year. All shortlisted candidates will be informed of the outcome of the interview.

Please note that the work and deliberations of the Selection Board are strictly confidential and that any contact, direct or indirect, with its members is strictly forbidden.

SatCen ensures that applicants' personal data are processed in accordance with Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. Please note that SatCen will not return applications to applicants. This applies in particular to the confidentiality and security of such data.

All personal data collected for any selection procedure to be handled by SatCen will only be used for its purposes and will in no case be transmitted to any third party. Any data provided will be treated in the strictest confidence and with high standards of security.

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