



Corporate Officer

Vacancy details

Type of contract	Contract Agent	Reference number	EUSPA/2025/CA/003
Grade/Function group	FGIV	Place of employment¹	Prague / Czech Republic
Deadline for applications	03.06.2025 11:59 AM (GMT+2)		
Contract duration (Y)	5	Possibility of renewal²	yes
Desired start date	As soon as possible	Possible reserve list valid until	31.12.2025
Organisational department	Office of the Executive Director	Reporting to³	Head of the Office of the Executive Director
Level of security clearance⁴	SECRET UE / EU SECRET		

[1] The place of employment is subject to changes in the interest of the service and always under due consideration of the Staff Member's interests. **[2]** Possibility of renewal for a fixed period and a further renewal for an indefinite period on the conditions set out in the Staff Regulations and in the Conditions of Employment for Other Servants **[3]** The organisational department and the hierarchical reporting line may change in line with the developments of the EUSPA and department's organisation **[4]** The successful candidate must hold a valid personnel security clearance at the level defined above or be able and willing to apply for it immediately after the contract signature. The procedure for obtaining a personnel security clearance shall be initiated on request of the employer only, and not by the individual candidate. Description of the EU classified information levels is available here.

1. EUSPA AND THE HIRING DEPARTMENT

The European Union Agency for the Space Programme (EUSPA) provides safe and secure European satellite navigation services, advances the commercialization of Galileo, the European Geostationary Navigation Overlay Service (EGNOS), and Copernicus data and services, engages in secure SATCOM (GOVSATCOM & IRIS²), and operates the Space Surveillance and Tracking (SST) Front Desk. Through these projects, EUSPA enhances European autonomy in space technologies, fosters innovation and creativity, supports European transport net and agriculture, all while contributing to the economic growth and health of the European Union.

EUSPA offers a diverse multicultural workplace that welcomes all applicants without distinction on any grounds of gender identity, race, ethnic or social origin, nationality, religion or belief, political or any other opinion, birth, disability, age, sexual orientation, marital status or other family situation. EUSPA wishes to employ competent talents and be representative of the diversity of the EU citizens and is committed to provide the best working conditions and benefits to its staff. For more information on the EUSPA and the EU Space Programme, click here.

The EUSPA Office of the Executive Director team is placed directly under the Executive Director and assists him in ensuring an efficient and effective system of management of the Agency as well as effective corporate coordination and outreach, including relations with external stakeholders and institutional partners.

The current vacancy is for a position situated at the Agency's headquarters 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.

2. TASKS AND RESPONSIBILITIES

The Office of the Executive Director is looking for a Corporate Officer who will support the Agency in a broad range of administrative and corporate tasks, including secretariat of the Administrative Board, corporate management, corporate strategy, Business Continuity, information management, environmental management and audit. Reporting directly to the Head of Office of the Executive Director, the Corporate Officer's will in principle be entrusted with the following main tasks and responsibilities:

- Provide secretariat services to the Administrative Board, coordinating and ensuring its smooth functioning, including preparation of meetings, documentation, and follow-up actions, working closely with all EUSPA departments, officers and teams;
- Coordinate the development and implementation of:
 - appropriate policies and processes for information management in the Agency;
 - an up-to-date and regularly tested Business Continuity Plan (BCP) for the Agency, working closely with all EUSPA departments, officers and teams;
 - corporate social responsibility activities under responsibility of the Inspection General and Corporate Quality, including in the area of environmental responsible Agency and specifically contribute to Eco-Management and Audit Scheme (EMAS) and environmental performance reporting, including data gathering, audit support, and carbon offsetting activities, working closely with all EUSPA departments, officers and teams;
- Contribute to the Integrated Management System (IMS), specifically in areas related to corporate quality management, planning, performance monitoring, and environmental reporting under the remit of the Office and in close coordination with the Inspection General and Corporate Quality;
- Coordinate, produce and support the adoption process for the Agency's key planning and reporting documents, such as Single Programming Document, Consolidated Annual Activity Report and Multiannual Work Programme, including the organisation of dedicated workshops, working closely with all EUSPA departments;
- Organise and administer internal coordination meetings under the responsibility of the Office (e.g. Internal Coordination Meetings, internal corporate reviews);
- Contribute to the enhancement of operational management and compliance of the Office in ISO9001 and other applicable standards, including support in document and records management and archiving, drafting relevant policies, standards, and procedures, as well as to the internal reporting to stakeholders

- on the status and progress of the activities and any other tasks of the Office, as necessary;
- Support coordination and provision of inputs to internal and external audits, statements of compliance assessments, and lessons learned exercises related to the OED responsibilities, in cooperation with the Inspector General and Corporate Quality as well as and Internal Control Coordinator;
 - Assist in the preparation and management of tenders, contract specifications, and support contract execution in accordance with relevant procedures;
 - Liaise with other departments, notably in the area of Administration and Operations, to ensure the effective execution of related corporate tasks;
 - Prepare documentation for internal and external meetings in coordination with other departments and offices of the Agency, including agendas, programmes, briefings, speaking points, and summary records;
 - Support coordination and logistics for high-level visits and events, as needed.

3. ELIGIBILITY CRITERIA

The selection procedure is open to applicants who satisfy the following eligibility criteria, on the closing date for application:

1. Have a level of education which corresponds to completed university studies⁵ of at least three years attested by a diploma
2. Be a national of a Member State of the European Union, Iceland or Norway
3. Be entitled to their full rights as citizen
4. Have fulfilled any obligations imposed by the applicable laws concerning military service
5. Meet the character requirements for the duties involved⁶
6. Have a thorough knowledge (minimum C1 level) of one of the languages of the European Union⁷ and a satisfactory knowledge (minimum B2 level) of another language of the European Union⁷
7. Be physically fit to perform the duties linked to the post⁸

Contract agents from EUSPA and other EU agencies are also invited to apply in accordance with the following EUSPA rules: https://www.euspa.europa.eu/sites/default/files/2024-04/conditions_of_employment_of_contract_staff_ca.pdf

[5] Only study titles that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration. Qualifications/diplomas awarded in the United Kingdom until 31/12/2020 are accepted without further recognition. For diplomas awarded in the United Kingdom after this date (from 01/01/2021), a NARIC recognition is required: <https://www.enic-naric.net/>

[6] Prior to the appointment, the successful candidate will be asked to provide a Police certificate confirming the absence of any criminal record.

[7] The languages of the EU are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish, Swedish. The level shall be determined according to the Common European Framework of Reference for Languages.

[8] Before a successful candidate can be appointed, they will be medically examined by a selected medical service so that the Agency will be satisfied that they fulfil the requirement of Article 28(e) of the Staff Regulation of Officials of the European Communities.

4. SELECTION CRITERIA

All eligible applications, according to the afore-mentioned criteria, will be assessed against the requirements listed below solely based on the information provided by the candidates in their application.

The Selection Board responsible for this selection will determine the criteria to be assessed in the various phases of the selection procedure (assessment of the application forms, interview and written test) prior to being granted access to the names of the applicants.

When filling the online application, candidates are expected to clearly include elements that demonstrate how their profile matches the requirements below.

Professional experience and expertise

1. Experience in the public sector administration (national or EU/International), as well as liaising with institutional stakeholders, in relation to the tasks and responsibilities of the post;
2. Experience in corporate planning, reporting, audits and quality management, including knowledge of KPIs, performance monitoring, and annual reporting cycles;
3. Experience in development, maintenance and implementation of Business Continuity Frameworks and coordination of BCP exercises;
4. Experience in supporting the development, maintenance and implementation of information and document management systems;
5. Experience in defining and/or implementing environmental policies, such as EMAS;
6. Experience in managing administratively the governing/administrative board of an EU body or other national public European or international organisation, and providing planning and reporting documentation;
7. Knowledge of the European Space Programme and relevant regulations will be considered an asset;
8. Experience in procurement and contract management;
9. Excellent command of both written and spoken English;

Required competencies

10. Motivation for the post;
 11. Effective communication;
 12. Result orientation, prioritising and organising;
 13. Analytical thinking and problem solving;
 14. Transversal collaboration and working in teams.
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5. SELECTION PROCEDURE

The current vacancy aims to fill 1 (one) post and establish a reserve list.

A comprehensive description of the selection process is available [here](#).

Indicative date for the interview and written test: June/July 2025. The date might be modified depending on the availability of the Selection Board members.

Candidates are strictly forbidden to make any contact with the Selection Board members, either directly or indirectly. Any infringement of this rule will lead to disqualification from the selection procedure.

Any questions regarding the selection procedure should be addressed only to: jobs@euspa.europa.eu

In addition, candidates having any personal relationship within the EUSPA shall declare such situation to jobs@euspa.europa.eu.

6. APPLICATION PROCEDURE

To apply for this position, candidates need to create an account by registering via the EUSPA e-recruitment tool.

Only applications submitted via the e-recruitment tool will be accepted. Applications sent via email or post will not be taken into consideration.

Multiple applications received for the same position via different accounts will lead to the exclusion of the applicant from the selection procedure.

Important: the information provided by candidates in their online application constitutes the solely basis for the assessment of the eligibility and selection criteria. Therefore, they are invited to carefully read the requirements and to provide the relevant information in such detail that would allow this assessment. Particular attention should be paid to information on the education and professional experience, in particular exact dates, description of responsibilities and duties carried out. It is the candidate's responsibility to ensure accurate and elaborate completion of the application form and avoidance of unclarities and typos.

All sections of the application should be completed in English in order to facilitate the selection procedure.

In order to be considered, applications must be received by the closing date indicated in the vacancy notice.

Candidates are advised to submit the application well ahead of the deadline in order to avoid potential problems during the final days before the closing date of applications' submissions. The Agency cannot be held responsible for any last-minute malfunctioning of the e-recruitment tool due to heavy traffic on the website.

Any request for technical support must be sent to: jobs@euspa.europa.eu minimum two working days before the vacancy notice deadline. Please note, that if you submit your request for technical support later, we may not be able to assist you.

Please consult the e-recruitment guideline for instructions on completing the application.

Any questions regarding the selection procedure should be addressed only to: jobs@euspa.europa.eu.

7. APPEAL PROCEDURE

If a candidate considers that they have been adversely affected by a particular decision, they can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union and Conditions of employment of other servants of the European Union; submit a judicial appeal under Article 270 of the Treaty on the Functioning of the EU (ex Art. 236 of the EC Treaty) and Article 91 of the Staff Regulations of Officials of the European Union; or make a complaint to the European Ombudsman.

Details on how to initiate these processes are available here.

8. SUMMARY OF CONDITIONS OF EMPLOYMENT

FINANCIAL ENTITLEMENTS

The remuneration consists of a basic salary⁹ and, where applicable, additional allowances¹⁰, paid on a monthly basis and reimbursements¹¹, paid upon their evidenced occurrence.

The sum of the basic salary and the applicable additional allowances is weighted by the correction coefficient applicable for the location of the post¹². The sum of usual social deductions from salary at source is subtracted from the weighted amount¹³. The full pay is exempted from the national income tax, but is subject to the internal income tax and the solidarity levy¹⁴.

Examples of net monthly salaries (as currently applicable in the Czech Republic) are presented below:

FG IV 13 (less than 5 years of work experience after the relevant diploma)¹⁵		
a) Minimum final net salary (without any allowances)	b) Final net salary with expatriation allowance	c) Final net salary with expatriation, household and 1 dependent child allowance
3,346.14 EUR	3,796.72 EUR	4,766.66 EUR

FG IV 14 (between 5 and 17 years of work experience after the relevant diploma)¹⁵		
a) Minimum final net salary (without any allowances)	b) Final net salary with expatriation allowance	c) Final net salary with expatriation, household and 1 dependent child allowance
3,552.40 EUR	4,270.28 EUR	5,263.36 EUR

WORKING CONDITIONS AND BENEFITS

Information about our comprehensive welfare package, including leave entitlements, social security, professional development and benefits contributing to work-life balance, is available here.

INTERNAL AND INTERAGENCY MOBILITY

In case of internal or interagency mobility, EUSPA and the selected candidate shall conclude a contract of employment in accordance with the applicable EUSPA rules.

[9] As per Articles 92 and 93 CEOS.

[10] Household allowance (e.g. if you have a dependent child or you are married and your spouse's income is below a defined threshold); **Dependent child allowance** (e.g. if you have a child under the age of 18 or between 18 and 26, if in specified training programme); **Education allowances** (in very specific cases) or **Payment of the education fees** applicable to the educational institutions EUSPA has an agreement with (currently more than 18 international schools in the Czech Republic and Spain, and European Schools in France and in the Netherlands); **Expatriation allowance** (16% of the sum of basic salary and other applicable allowances).

[11] If the staff member is requested to change the residence in order to take up duties, they will be entitled to: reimbursement of the travel costs; temporary daily subsistence allowance (EUR 53.17 for up to 180 days, with dependents; or EUR 42.89 for up to 120 days, if no dependents); installation allowance (depending on the personal situation, 1 or 2 months of the basic salary – paid upon successful completion of the nine-month probationary period).

[12] Currently correction coefficients for the EUSPA duty locations are: 91,8% for CZ, 114,2% for FR, 111,4% for NL, 92,3% for ES. The coefficient is updated every year, with retroactive effect from 1 July.

[13] Pension (12.10%); health insurance (1.70%); accident cover (0.10%); unemployment insurance (0.51%).

[14] Currently: income tax: tax levied progressively at a rate of between 8% and 45% of the taxable portion of the salary; solidarity levy: 6%.

[15] Kindly note that the numbers in examples b) and c) are indicative and net monthly remuneration varies depending on the personal, life and social situation of the incumbent. **The various components of the remuneration are updated every year, with retroactive effect from 1 July.**

9. COMMITMENT

Declaration of commitment to serve the public interest independently:

The jobholders 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 jobholders 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.

10. 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.