

Vacancy Notice

Brussels Office Liaison Officer - (A1-A3) **(SatCen/2024/043)**

Type and duration of contract:	Permanent post, 4 years, with possibility of renewal
Work unit:	Directorate
Reporting to:	Head of Brussels Office
Grade:	A2 of the Coordinated Organisations salary scale
Grade Range	A1-A3 of the Coordinated Organisations salary scale
Monthly basic salary:	Between €6557.70 at step 1, and €6909.70 at step 3 in grade A2. The final step allocated depends on the relevant work experience. This basic salary will be supplemented, where applicable, by various allowances (see point 7 below).
Place of employment:	Brussels, Belgium
Deadline for applications:	03/04/2025 at 17:00 hours (CET)

The European Union Satellite Centre

The European Union Satellite Centre supports the decision making and actions of the European Union in the field of Common Foreign and Security Policy (CFSP), in particular Common Security and Defence Policy (CSDP), including European Union crisis management missions and operations, by providing products and services resulting from the exploitation of relevant space assets and collateral data, including satellite imagery and aerial imagery, and related services.

SatCen is a decentralised agency of the EU working under the supervision of the Political and Security Committee and the operational direction of the High Representative of the Union for Foreign Affairs and Security Policy. The Centre was founded in 1992 as a Western European Union body and incorporated as an agency into the European Union on 1 January 2002.

SatCen offers challenging and rewarding careers to enthusiastic, motivated and highly skilled people who want to work within an international environment and contribute to the vision of this organisation.

The seat of SatCen is in Torrejón de Ardoz, in the vicinity of Madrid, Spain.

Main Responsibilities

The SatCen is seeking suitable candidates to cover one position as Brussels Liaison Officer and to establish a reserve list for the position. The post's duty station is Brussels. However, the future jobholder will need to be available for regular missions, including to SatCen HQ's in Spain.

The Brussels Office (BO) serves as the primary liaison between SatCen and the Brussels community, facilitating the organisation of SatCen activities in Brussels. The Brussels Office (BO) works closely with the SatCen Headquarters in Madrid and the Operational Delegate of the EEAS, enhancing cooperation with key stakeholders such as EU Institutions, Member States, International Organisations, Think Tanks, and other third parties. From an operational perspective, the BO assists Brussels-based SatCen users, ensuring efficient workflows from request to delivery. In a policy and strategic capacity, the BO engages with the above mentioned key stakeholders, monitoring and reporting on relevant debates and initiatives to SatCen Senior Management.

The BO provides a 24/7 on-call service, ensuring uninterrupted support and seamless operations. There is always one Liaison Officer on duty, who will be available at all times to address urgent task-related issues, coordinate solutions and provide immediate guidance on operational and security matters, thereby ensuring the prompt and efficient handling of critical tasks.

The Brussels Liaison Officer will be responsible, amongst others, for the following duties:

Job description:

- Provide effective and direct support to SatCen, particularly to the Directorate and the Operations Division;
- Maintain trustful, efficient and regular working relations **on operational matters** with the European External Action Service (EEAS), notably SIAC, including EU Missions and Operations planning, to optimise and strengthen the role of SatCen within the CFSP/CSDP;
- Maintain trustful, efficient and regular working relations **on operational matters** with EU Commission Services, in particular related to the Copernicus Security Service and other services with responsibility in security, defence and space matters;
- Support the HBO, from an operational dimension, to maintain trustful, efficient and regular working relations **on policy- and strategy-related matters** with relevant EU institutions and Member States services with responsibility in security, defence and space matters;
- Represent SatCen in meetings, specifically held in the Brussels area, in particular on operational and technical matters;
- Provide briefings, information sessions and trainings on SatCen mission, capabilities, and support options, for operational users as well as for existing and future partners;
- Identify actual and potential critical issues between SatCen and its key stakeholders and users, and provide recommendations to SatCen;
- Facilitates the efficient exchange of classified and unclassified information with Brussels-based SatCen users;
- In liaison with the Tasking Frontdesk at SatCen HQ, maintain the database of Brussels-based SatCen users and provide them with guidance on operational and security aspects;
- Assist SatCen's users in formulating their requests in a standard and effective manner, while performing an initial feasibility assessment;
- Assist the Tasking Frontdesk in coordinating task-related matters, particularly those originated by Brussels-based stakeholders and users;
- Assist the Operational Delegate at the EEAS in tasking-related matters, particularly with regard to the sensitivity check process;

- As Liaison Officer On-call, guarantee 24/7 on-call service, handling urgent tasking-related issues and coordinating solutions to ensure seamless operations and support;
- Support the development of elementary on-site GEOINT analysis capabilities within the Brussels Office, which would allow in-situ task processing and execution for extraordinary situations, ensuring rapid and straightforward responses;
- Ensure continuous improvement and adaptation of processes to meet evolving operational needs and enhance the overall effectiveness of SatCen's mission.

Requirements:

1. Eligibility criteria:

To be considered eligible, candidates must satisfy all of the following eligibility criteria by the closing date for submitting applications:

- Have a level of education, which corresponds to university studies of at least four years attested by a diploma in a field relevant for this position; or a level of education, which corresponds to completed university studies of at least three years attested by a diploma with an additional year of relevant professional experience; or an equivalent combination of education, training and experience that would be expected for the job specific competencies.
- Be a national of one of the Member States of the Union and enjoy their full rights as citizen;
- Have fulfilled any obligations imposed by the laws concerning military service;
- Produce evidence of a thorough knowledge of English (at least level B2¹), the working language of SatCen, and of a satisfactory knowledge of another official language of the EU to the extent necessary for the performance of their duties;

In addition, candidates must:

- Hold a security clearance at least at the level of EU SECRET., or equivalent. In case the successful candidate is not in possession of such a clearance at the time of submitting an application, the SatCen will request it. It is important to note that the selected candidate will not be able to take up her/his duties until the security clearance has been received from the competent national authority. In addition, and during the selection procedure, candidates will need to declare any particular circumstances which could be in conflict with the performance of their duties at SatCen
- Be physically fit to perform their duties. Prior to the appointment the successful candidate will be medically examined to fulfil the requirement of Article 6 of the SatCen Staff Regulations;

¹ According to the Common European Framework of References for Languages:
<https://www.coe.int/en/web/portfolio/self-assessment-gridsuggest>

2. Selection criteria:

Applications will be assessed based on the information provided by the candidates in the Application Form, and their performance against the following criteria:

Only applications meeting **all** essential selection criteria will be assessed.

Qualifications and experience:

- **Essential:**

- A level of education, which corresponds to university studies of at least four years attested by a diploma in a field relevant for this position; or a level of education, which corresponds to completed university studies of at least three years attested by a diploma with an additional year of relevant professional experience, or an equivalent combination of education, training and experience that would be expected for the job specific competencies.
- At least five years of relevant professional experience in the fields of GIS and/or Remote Sensing technologies and/or GEOINT/intelligence task management.
- At least five years of relevant experience as an imagery analyst, or as a GIS specialist, including a very good practical knowledge of IMINT/GEOINT software, in the security, defence, humanitarian, cross-border crime, peacekeeping fields and/or similar missions
- Knowledge of SatCen rules and procedures, including on Operations Division methodologies, tasking procedures and related workflows.
- Understanding of earth observation (EO) concepts, including satellite sensors and capabilities, as well as imagery analysis principles.
- Demonstrated experience of working with internal and external stakeholders to assess, define and apply quality control at different levels of the operational production cycle
- Ability to convincingly present the agency's spectrum of support capabilities to users, partners and relevant stakeholders

- **Desirable:**

- Experience in building, managing, or exploiting databases.
- Knowledge of methodologies, procedures, and workflows in other SatCen divisions such as IT or CapDev.
- Knowledge of performance management systems or key performance indicators.
- Experience in networking, relationship-building and communication.

Skills and competencies:

- **Essential:**

- Strong verbal and written communication skills in English to interact effectively at all levels, including users and senior management.
- Demonstrated commitment, responsibility, flexibility and a positive, service-oriented attitude.
- Attention to detail, and ability to identify and implement the most efficient solution to unforeseen situations.
- Proven ability to work effectively both independently, as part of a multi-disciplinary team and with cross-functional teams.
- A forward-thinking approach to identifying medium to long-term drivers and technologies, with an interest in improving workflows beyond the assigned tasks.
- Strong organisational skills, able to cope with demanding tasks, heavy workload and time pressure.
- High level of discretion and confidentiality.
- Strong professional ethics, respect, and integrity.

- **Desirable:**

- Understanding of social media and digital communication tools.
- Good level of French.

All essential and desirable criteria are evaluated so as to identify the most suitable candidates.

Application procedure

Candidates are required to check carefully whether they meet all the eligibility criteria, particularly concerning the required types of diplomas and professional experience, before submitting an application.

All applications must be submitted in English.

For applications to be valid, candidates shall use the SatCen e-recruitment platform by following the link of the reference of the vacancy. No applications can be accepted by any other means of submission.

Part-time work will be taken into account in proportion to the percentage of full-time hours worked; therefore, candidates are requested to indicate the percentage of part-time employment. PhDs may be counted as professional experience if the candidates received a study grant or salary during the time of PhD studies. The maximum duration counted for PhD is three years provided that the PhD has been successfully concluded by the closing date for applications of the selection procedure.

The top candidates (number of the shortlisted candidates scoring above the threshold to be set by the Selection Board) will be invited for an interview and/or written test. Therefore, candidates are recommended to give evidence of their knowledge referring to specific examples and/or detailed professional experience in the application form in order to be evaluated in the best possible way. For that purpose, **candidates are requested to be as detailed and as clear as possible in the description of their professional experience and specific skills and competences.**

Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience, etc.) should **not** be sent at this stage, but must be submitted at a later stage of the procedure upon request of the SatCen.

Due to the high number of applications received in each selection procedure, only shortlisted candidates will be contacted.

Closing date for applications

The closing date for application is **03/04/2025, 17:00, (CET)** (please check for eventual time zone differences).

The SatCen will disregard any application sent after the deadline. **Applicants are strongly advised not to wait until the last day to submit their applications, since heavy internet traffic or fault with the internet connection could lead to difficulties in submission.** The SatCen cannot be held responsible for any delay due to such difficulties.

Selection procedure

All applicants will automatically receive acknowledgement of receipt of their application.

A preliminary test may be held as part of the evaluation process. Short-listed candidates may proceed then to be assessed against the eligibility and the essential and desirable selection criteria. The most suitable candidates may be invited for an interview and a written test by a Selection Board. The final evaluation of the candidates will be based on the information provided by the candidates in the Application Form and their performance.

The Selection Board will propose a list of successful candidates (reserve list) to the Director, who will make the final decision.

Due to the volume of applications only candidates short-listed will be contacted and may be called for interview and a written test. All short-listed candidates will be informed of the outcome of the procedure.

All applications are treated fairly. Applicants will be assessed on the basis of their qualifications and in strict compliance with the principle of equal opportunities in order to have the best possible match between the profile of the candidate and the requirements of the job.

Under no circumstances should candidates contact the Selection Board, directly or indirectly, concerning this recruitment. The SatCen reserves the right to disqualify any candidate who would disregard this instruction.

Contract and remuneration

Successful candidate(s) may be offered a contract as a permanent staff member in accordance with the SatCen Staff Regulations, for an initial period of 4 (four) years, renewable.

Successful candidate(s) who will be offered a contract of employment will, on their entry into service, be placed in grade A2, and step 1, 2 or 3 depending on the length of their relevant professional experience. The basic monthly salaries in the different grades and steps of the Coordinated Organisations salary scale are published on the SatCen's website.

In addition to the basic monthly salary, the following benefits might apply:

- Additional specific allowances (e.g. expatriation (up to 18% of the salary), household, dependent child, education, installation), depending on the individual's family situation and the place of origin;
- Flexible work arrangements (such as part-time work, teleworking, home leave) under certain conditions;
- Training and development opportunities;
- Annual leave entitlement of 30 days;
- Maternity/paternity leave and parental leave under certain conditions;
- Private Medical Insurance Scheme enabling access to worldwide medical care;
- Defined-benefit pension scheme, with right to a retirement pension accrued after 10 years of service.

The salary is subject to a community tax deducted at source and exempt of national taxation.

Equal opportunities

SatCen applies a zero-tolerance policy towards any forms of discrimination, or disrespectful or sexist behaviour.

The SatCen is an equal opportunities employer and strongly encourages applications from all candidates without any distinction whatsoever on grounds of nationality, age, race, ethnic origin, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or other family situation.

SatCen recruitment is a competitive process, based on the merits of candidates and the principles of equal opportunity and non-discrimination. In line with this principled approach and also with the desire to improve the gender balance among SatCen staff, female candidates are encouraged to apply and compete for this position.

Disabled candidates are encouraged to apply. If you have a disability or medical condition that may hinder ability to sit the interview or written test, please indicate this in your application and let us know the type of special arrangements you need.

SatCen staff members are recruited on the broadest possible geographical basis from among nationals of all Member States of the European Union.

Data Protection

The SatCen ensures that candidates' personal data are processed as required by Regulation (EU) 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, offices and Agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. (Official Journal of the European Union L 295, 21 November 2018, p. 39–98).

Unless indicated otherwise, any personal data will be processed solely for the purpose of the recruitment procedure. Details concerning the processing of personal data in recruitment procedures are available in [this privacy statement](#).

Any data provided will be treated in the strictest confidence and with high standards of security.

Appeals

The appeal procedure is reflected in Chapter VIII, Art. 28 of the [SatCen Staff Regulations](#), also published on the SatCen website.

If an applicant considers to have been adversely affected by a particular decision, a complaint can be lodged under Article 28 of the SatCen Staff Regulations, to the following address:

SatCen

Base Aérea Torrejón de Ardoz

Avenida de Cádiz, Edificio 457

28850 Torrejón de Ardoz, Spain

The complaint must be lodged within three (3) months. The time limit for initiating this type of procedure starts from the time the applicant is notified of the act adversely affecting him/her.