Annex II -Vacancy Notice

Trainee Operation/Frontex
Satcen/2024/TR001

Type of contract:	Traineeship
Work unit:	Operations Division
Reporting to:	Head of Operations
Place of employment:	Torrejón de Ardoz (Madrid), Spain
Deadline for applications:	24/03/2024 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

SatCen is offering **Two (2)** traineeship positions to reinforce its Operations Division:

- One Trainee position in **FRONTEX**
- One trainee position in **OSINT**

We are looking for university graduates or students in their last year before graduation in the field of **GIS/GEOMATICS, Intelligence, OSINT or Data Science,** or candidates with other relevant studies who have additional training in the fields as specified under "Qualifications and Experience" (below).

As a trainee, you will be given the opportunity to gain first-hand experience of working for an EU body and to participate the completion of meaningful, real-world projects related to Earth Observation (EO) and Security and Defence activities.

Depending on the selected trainee's skills set, these activities may include a combination of the following:

- Performing raster and vector data manipulation, and processing as required for analysis and creation of SatCen products using all forms of available raster, vector and collateral data,
- Updating and maintaining the geospatial database, as well as documentation for reference purposes;
- Contributing to the creation and implementation of automation rules for the ESRI environment.
- Performing collection and analysis of publicly available information and data (OSINT) to support the Teams in an intelligence context, with a focus on social media.
- Assisting the Team Leaders and Imagery Analysts in the execution of projects and division activities;

For the FRONTEX position:

- Supporting your team with the production of geo-analytical products (database generation, specific layers of interest, web-mapping services (WMS), etc.) during peaks of high workload;
- Supporting your team with satellite imagery analysis for projects, as well as GEOINT/GIS development and applications development;

For OSINT position:

- Assist in the production and quality control of GIS/IMINT/Cartographic products during high peaks of workload.
- Provide support in satellite imagery analysis for GIS/GEOINT development and applications development.
- Contribute to tasks such as geospatial database generation, creation of specific layers of interest, and creation of ESRI portal-based web-mapping services.

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 completed university studies of at least three years attested by a diploma, or being in the last year of the university degree;
   - 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 B2[1]), 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, and no appointment will be fully confirmed until the security clearance has been received by 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.

As the SatCen is situated in an air force base outside of Madrid, with limited access by public transport to the entrance of the base and no public transport on the base itself, a driving licence is highly desirable. It is the duty of any staff member to get to the office by its own means.

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:**

- University studies in the field of Remote Sensing, Geospatial Science, Geographic Information Systems (GIS), Intelligence, Open Source Intelligence (OSINT), Data Science, or candidates with other relevant scientific, engineering, or geospatial-related field complemented by additional training modules in any of the following areas:
    o Geospatial Intelligence, Imagery Intelligence or Open Source Intelligence;
    o Security and/or Intelligence analysis.
    o ESRI GIS Suite

- **Desirable:**

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

- Relevant experience with in ArcGIS Pro, with experience in spatial analysis and data visualization and/or similar software would be an advantage;
- Relevant experience in remote sensing principles and image interpretation techniques.
- Relevant experience with open-source intelligence (OSINT) gathering and analysis methods.
- Relevant experience in Data Science methods, including Artificial Intelligence (e.g. AI, ML, NN, QPU) solutions: desktop-related software; programming languages (C#, C, C++, Python); and/or web-based programming languages (HTML, CSS, JavaScript) would be an advantage.

Skills and competencies:

• Essential:

- An excellent command of English (at least level B2 – CEFR) and knowledge of another EU language;
- Experience in digital imagery processing, imagery data manipulation and geospatial analysis
- Good working knowledge of the ESRI GIS suite, mainly ArcGIS PRO.
- Cartographic skills: proficiency in creating maps and cartographic products and Geospatial databases management
- Remote sensing: understanding the remote sensing principles and basic analysis techniques (e.g: image classification, change detection, etc)
- Knowledge of OSINT Tools and methodologies for gathering and analysing information from publicly available sources (e.g news websites, social media platforms, public records, etc)

• Desirable:

- Excellent analytical and problem-solving skills.
- Strong communication and writing skills.
- Should have a high level of discretion and sense of confidentiality.
- Able to work well under pressure, be flexible and respond positively to changes in a rapidly evolving professional environment;
- Able to work independently within a team and in an international, multicultural, multilingual environment;
- A demonstrable interest in European Integration, Security Studies or Intelligence Studies would be an advantage;

- Knowledge of Arabic or Russian languages would be an advantage;
- Knowledge of social media APIs would be an advantage
- Flexibility to cover a wide range of tasks.

All essential and desirable criteria are evaluated to identify the most suitable candidates to be invited for an interview and/or written test.

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. Therefore, candidates are recommended to give evidence of their knowledge by 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 **24/03/2024, 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 the reception of their application. This however does not imply any obligation on the part of SatCen.

The EU 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.

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 is processed in compliance 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.

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 the privacy statement at: Privacy statement (europa.eu)

Please note that SatCen will not return applications to applicants. Any data provided will be treated in the strictest confidence and with high standards of security.

Contract and remuneration

The selected candidate will be required to start on **as soon as possible**.

Health Insurance needs to be organised by the trainee and proof of cover must be provided to the SatCen.

SatCen is offering:

- Monthly subsistence allowance: 1200 €, plus a travel allowance as applicable to SatCen staff members (2024 = 203.58 €);

- Reimbursement of travel expenses upon starting and ending the traineeship under specific conditions;

- Upon presentation of the proper medical justification and costs incurred, disabled trainees may receive a supplement to their allowance equal to a maximum of 50% of the amount of the allowance due to additional costs they may have to make;

- Annual Leave: 2.5 days per month;

- Duration: 6-month assignment (renewable once);

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).

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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.