

Required Services

Title	Manager Corporate Services (CS)
Services	<p>Up to 100% resource to SDA A.I.S.B.L:</p> <ul style="list-style-type: none"> • Core working days at SDA Headquarters, Brussels, Belgium from Tuesdays to Thursdays; • In case of Member staff, Mondays and Fridays may be remotely from Members' organization offices.
Duration	Commencing as soon as possible
Accountable to	Chief Finance, Partnerships and Corporate Services
Accountable for	Management of the processes of the Corporate Services Unit with regard to all corporate services required to run the SESAR Deployment Alliance A.I.S.B.L.
Scope	The corporate services required to running of the SESAR Deployment Alliance A.I.S.B.L. including Human Resources, Tender, Purchasing and Contract Management, and Offices and Facilities Management.
Accountabilities	<p>Main accountabilities</p> <p>Execute all the tasks, he/she is accountable and responsible for with regard to the proper management of the Corporate Services of the SDA A.I.S.B.L. and its interdependencies.</p> <p>Human Resources</p> <ul style="list-style-type: none"> • Oversight and maintenance of the SDA manpower plan, management of the assessment process for new assignees, management of all Resource Service Agreements SDA has with its Members and of the direct resourcing contracts. • Establishing, maintaining and applying SDA HR policies. <p>Tendering, Purchasing and Contract Management</p> <ul style="list-style-type: none"> • Establishing and managing of supply contracts delivering services to SDA • Management of task order approvals, requisitions, purchase orders and invoice processing. • Oversight of SDA purchasing cards. • Drafting, issuing, coordinating, selecting and therewith fully executing larger calls for tender / proposals for SDA. • Establishing, maintaining and applying SDA Tendering, Purchasing and Contract Management policies. <p>Office & Facilities Management</p> <ul style="list-style-type: none"> • Securing day-to-day availability, maintenance, utilities as well as associated contracts of – currently – both two SDA office buildings. <p>SDA Governance</p>

	<ul style="list-style-type: none"> • Providing regular updates and support to the decision-making process to the Chief Finance, Partnerships and Corporate Services; • Report regularly to the Chief Finance, Partnerships and Corporate Services. <p>Communication and Human Resources</p> <ul style="list-style-type: none"> • Managing the Corporate Services Units' members under the supervision of your accountability and deal with related human resources matters; • Organising and chairing events and meetings (internally and with Member organizations). <p>Additional accountabilities</p> <ul style="list-style-type: none"> • Any other tasks identified by the Chief Finance, Partnerships and Corporate Services or by the General Manager of the SDA A.I.S.B.L.
Budget	<ul style="list-style-type: none"> • Manage the SDA budget allocated to the Corporate Services Unit; • Contribute to the effective monitoring and implementation of the SDA AISBL's budget and budgetary limitations.
Competencies	<ul style="list-style-type: none"> • Proven relevant experience of at least 5 years and proven track history of at least five years of managing complex procurement processes and tenders, also adhering to public procurement law. • Demonstrable evidence of deep experience in procurement. • Demonstrable evidence of experience in facility management. • Capability to establish relations with contractual parties of SDA; • Educational achievement and qualifications commensurate with the seniority and accountability of the role; • Previous experience in EU and financial audits processes; • Experience gained in a multicultural and multilingual environment; • Leadership and managerial skills; • Openness; • Team player; • Assertiveness; • Personal autonomy; • Flexibility, especially given contractual timeframes and related peaks of activity; • An excellent knowledge of written and oral English; • Good communication skills, especially for the purpose of external meetings.