

Title	Specific Grant Agreement (SGA) Execution Specialist
Localisation	<p>At least 80%, at SESAR Deployment Alliance (SDA) AISBL headquarters in Brussels, Belgium:</p> <ul style="list-style-type: none"> • Core office days at SDA offices in Brussels are Tuesdays through Thursdays; • Assigned staff shall spend at least 3 days a week during core office days at SDA offices in Brussels.
Duration	Until end of 2020
Accountable to	Manager Partnerships Management in the Finance, Partnerships & Corporate Services Directorate (FPS)
Accountable for	Specific Grant Agreement execution activities as detailed below
Scope	<p>Activities performed under Article II 1.3 of the SESAR Deployment Framework Partnership Agreement (FPA) and any associated Connecting Europe Facility (CEF) Specific Grant Agreements (SGA) which are administered by INEA for Implementation Projects performed in accordance with the Pilot Common Project (PCP) and any subsequent revisions to the PCP.</p>
Main Accountabilities	<p>SGA Execution specialists are responsible for preparatory and supporting activities underpinning the coordination and management of Connecting Europe Facility Specific Grant Agreements (CEF SGAs), inter alia:</p> <ul style="list-style-type: none"> • Advice to grant beneficiaries on SGA execution processes and applicable legal contractual framework(s); • Support in the analysis of modifications and management of amendment requests by beneficiaries and coordinator; • Administrative support to beneficiaries during the execution phase of the SGAs • Assist SGA Execution Manager in communicating all the financial principles and rules governing CEF SGAs; • Supporting the elaboration and finalisation of the Action Status Report (ASR) and Final Report (FR), including supporting and preparation activities to ASR and FR cycle management; • Monitoring Member States certifications and validation processes with regards to the CEF SGAs; • Monitoring and management of action budgets as necessary; • Processing of pre-financing, interim and balance payments and related issues for correct financial management of actions in accordance with provisions foreseen in Framework Partnership Agreements and Specific Grant Agreements; • Drafting of materials according to SDM processes and SGA Execution Manager guidelines; • IT requirements definition for the needs of the Unit (e.g. payment tool) and relevant follow up • Report and document content integration; • Generating report graphics and final editing.

<p>Competencies</p>	<p>In order to perform each essential duty satisfactorily the post holder must meet at least the following representative examples of knowledge, skill and/or ability.</p> <p>Essential:</p> <ul style="list-style-type: none"> • Good knowledge is expected in the field of grant funding and financing instruments (ideally within the EC framework); • Good knowledge of applicable rules and regulations within an EC framework; • IT competences (e.g. good knowledge of Microsoft office, Excel VBA Programming, etc.) • Team working ability and capabilities to work under tight deadlines; • Good analytical, numeracy and communication skills; • Excellent written and spoken English. <p>Desirable:</p> <ul style="list-style-type: none"> • A proven track record in the range of processes and activities required to supervise large projects and programmes with EC grant funding, preferably in the ATM sector; • Good experience of administering funding requests and claims in the context of large projects and programmes within EC grant funded and/or EC financed initiatives, ideally involving a high number of stakeholders/ participants; • Track record in financial and administrative activities in the context of large projects / programmes/contracts related to EU funded / financed initiatives, ideally in the ATM sector; • Good experience in the supervision of financial flows and payments management in the context of large projects / programmes involving a high number of stakeholders / participants.
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