



EUROPEAN UNION SATELLITE CENTRE

VACANCY NOTICE

Traineeship Opportunity

The EU Satellite Centre (SatCen) is organising a selection procedure with a view to fill **three Traineeship positions**:

Job Title: Trainee OPS
Reference: Satcen/2022/TR011
Work Unit: Operations Division (OPS)
Responsible to: Head of Operations

JOB DESCRIPTION

The SatCen is offering traineeship positions to reinforce its Operations Division.

We are looking for university graduates or students in their last year before graduation in the field of **GIS/GEOMATICS, Intelligence, OSINT or GEOINT, 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 Defense activities.

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

- Performing imagery/data manipulation, processing and enhancement as required for analysis and creation of SatCen products using all forms of available imagery and collateral data,
- Supporting the teams with the production and quality control of GIS/GEOINT/IMINT/Cartographic products (e.g database generation, creation of specific layers of interest, creation of web-mapping services (WMS), etc.) during high peaks of workload;
- Updating and maintaining the geospatial database, as well as documentation for reference purposes;
- Contributing to the creation and implementation of automation rules.
- Supporting the teams with satellite imagery analysis for GIS/GEOINT development and applications developments;
- Performing collection and analysis of publicly available information and data (OSINT) to support the Teams in an intelligence context,
- Assisting the Team Leaders and Imagery Analysts in the execution of projects and division activities;

QUALIFICATIONS AND EXPERIENCE:

Essential

University studies in the field of GIS, GEOMATICS, Intelligence, OSINT, GEOINT, or Data Science, or other relevant studies complemented by additional training modules in any of the following areas:

- Geospatial Intelligence, Imagery Intelligence or Open Source Intelligence;
- Experience in geomatics in general, including digital imagery processing and geospatial analysis or Technical knowledge of internet tools and techniques to perform OSINT collection

- and analysis;
- Geographic Information Systems: ESRI GIS platform and/or similar software would be an advantage;
- Imagery and Remote Sensing techniques and their use for problem solving;
- Data Science methods, including Artificial Intelligence solutions: desktop related software, programming languages (C#, C, C++, Python); and/or web-based programming languages (HTML, CSS, JavaScript) would be an advantage.

Any supporting work (portfolio) candidates can grant access to would be appreciated.

SKILLS AND COMPETENCES:

Essential

- An excellent command of English (at least level B2 – CEFR¹) and knowledge of another EU language;
- Strong organisational abilities;
- 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;

Desirable

- Open-minded and oriented to problem-solving;
- Should have a high level of discretion and sense of confidentiality.

As SatCen is situated on an air force base with limited public transport outside Madrid, a driving license is highly desirable.

ELEGIBILITY REQUIREMENTS:

- Nationality of an E.U. Member State;
- Thorough knowledge of English (at least level B2 – CEFR²) and excellent knowledge of another official EU language;
- Please note that the successful candidate must hold a valid personnel security clearance, or be able and willing to apply for it immediately after the contract signature. No appointment will be fully confirmed until the security clearance has been received by SatCen from the competent National Security Authority.
- The procedure for obtaining a personnel security clearance shall be initiated on request of SatCen only, and not by the individual candidate.
- 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.
- **PLEASE READ, PRINT, SIGN AND UPLOAD THE ANNEX DOCUMENT (see attached vacancy notice) WITH YOUR APPLICATION**

EMPLOYMENT CONDITIONS:

The selected candidate will be expected to **start on 1 April 2023**.

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

² According to the CEFR, the Common European Framework of References for Languages:
<https://www.coe.int/en/web/portfolio/self-assessment-grid>

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: 1000 €, plus a travel allowance as applicable to SatCen staff members (currently 198,17€);
- 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 for 6 months).

Equal opportunities

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

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.

SUBMISSION OF APPLICATIONS:

Please use the SatCen e-recruitment platform, accessible via our webpage, by following the link of the reference of the vacancy.

No applications can be accepted by any other means.

You may upload supporting documents with your application (i.e.: copies of your ID-Card, educational certificates, evidence of previous professional experience etc). Candidates invited for interview will be requested to present for verification all original documents supporting every educational achievement and work experience they have referred to in the application.

CLOSING DATE: 15/01/2023 (23:59 hrs.)

SCREENING AND 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.



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ANNEX

Obligation to hold a valid Personnel Security Clearance

To be printed, signed and uploaded with you application as an annex.

Declaration of Acknowledgement

The European Union Satellite Centre (SatCen) applies the Council Decision of 23 September 2013 on the security rules for protecting EU classified information (2013/488/EU).

In accordance with Art 2.5 of SatCen Staff Regulations, all employees, and by extension trainees and interns, shall have security clearance giving them access to classified information in the course of their duties.

The successful candidate must hold a valid personnel security clearance at the level defined in the vacancy notice, or be able and willing to apply for it immediately after the contract signature. No appointment will be fully confirmed until the security clearance has been received by SatCen from the competent National Security Authority.

The procedure for obtaining a personnel security clearance shall be initiated on request of SatCen only, and not by the individual candidate.

Considering the above,

I,, hereby declare that I am willing to apply for a security clearance when required to do so if recruited by the SatCen, and that I am not aware of any past or present circumstances which could prevent me from obtaining such security clearance (Council Decision 2013/488/EU, Annex 1, Section III defines the security investigation criteria).

Signature:

Date