



Brussels, 29 December 2019

Update, Brussels, 16 January 2020

Dear Colleagues and Friends,

As announced, CLGE has been awarded a Horizon 2020 project, as a Consortium Partner of "GISCAD-OV". The acronym stands for Galileo Improved Services for Cadastral Augmentation Development On-field Validation. You find more details [here](#) and in this [document](#).

Motivation and process

Although a lot of know-how and expertise resides within our community, CLGE will have to recruit some staff to perform important tasks for the project.

Via this email, we launch a call for candidates. Please contact potential participants to this call in your associations / organizations without delay and keep us posted as soon you did so.

The project has started on 1 December 2019 and will run for a duration of 36 months.

At least for this period, we need some additional staff in CLGE. Although other projects could prolong the employment, the initial engagement is limited in time and doesn't exceed these 36 months, starting to count on the 1st of December 2019.

The one or two staff members that we will enrol have to be on CLGE's payroll with a proper employment contract, following either the Belgian law of the country of origin of the employee, depending on the place of employment. The employment contract must offer all guarantees of legality and regularity. If it's not signed under Belgian Law, the future staff members are responsible to get all the required information and enable CLGE to hire a proper recruitment office.

The start date for the / both employment(s) is ASAP.

The candidates must send in a cover/motivation letter and a curriculum vitae, proving that they are meeting the expectations, before 20 January at 12.00 CET.

An evaluation commission will be set up by CLGE. This commission will organize virtual conferences during which the candidates will be examined. The conference calls to do perform the evaluation will probably take place from 23 – 31 January and or early in February. Depending on the number of applications, a first selection could be made on paper. All candidates will be informed in due time about their candidacy. The earliest starting date will be the 1st of February.

The committee evaluates all candidacies as professionally and as neutrally as possible and shall use its best endeavours to reach fair decisions. It shall avoid any arbitrary choices but will not have to justify these choices. No complaints or appeals will be allowed.



Job description(s)

We are looking for one (full-time) or two (part-time) staff members (F or M).

These staff members shall have a good to very command of English. Other project languages (CZ, DE, EE, ES, FR, HR, IT) are not required but knowledge in one or more languages could be an advantage.

The project will require to travel in the EU whenever required, especially for the Technical part.

Homeworking is allowed but regular travel to Brussels could be required.

The salary will depend on the negotiations, but the budget allow descent salaries based on normal Belgian revenues.

CFAO

One staff member's task will correspond to the Financial and Administrative coordination of CLGE's part in the project. The job title could be CFAO for Chief Financial and Administrative Officer.

The estimated workload would imply a contract of about 1 to 2 days per week, to perform in a flexible way, meaning that some weeks could require less engagement while some other peak moments could require weeks with a bit more engagement.

The following requirements are mandatory:

- Good knowledge and skills in Project Managements and Organisation (Project accounting, Project management, Project financial and administrative reporting);
- Very good command of written and spoken EN for the production, review and presentation of project deliverables in a broad sense;
- A university or technical high school degree in relation with the purpose of this project and function;
- Excellent coordination skills and experiences;
- Excellent abilities to lead and work in a team and to report about it;
- Excellent communications skills.

The following requirements are recommended:

- Master degree in studies that can be put in relation with project management and or geodetic field work;
- Good knowledge of EU projects (Horizon 2020 or other).

CTO

One staff member's task will correspond to the Technical coordination of CLGE's Part in the project. The title could be CTO for Chief Technical Officer.

The estimated workload would imply a contract of about 3 to 4 days per week, to perform in a rather flexible way, meaning that some weeks could require less engagement while some other peak moments could require weeks with a bit more engagement.



The following requirements are mandatory:

- Good knowledge of Geodesy, GNSS, E-GNSS and Cadastral or Property surveying at least in the country of origin;
- Good command of the English written and spoken language for the production and presentation of project deliverables in the broad sense;
- A university or technical high school degree in relation with the purpose of this project and function;
- Excellent coordination and organisation skills and experiences, skills in on field project management;
- Excellent abilities to lead a team and to work in a team and to report about it;
- Excellent communications skills.

The following requirements are recommended:

- Master degree in geodesy, geomatics or akin with courses in Geodesy and Property Surveying;
- Skills in RTK and Network RTK on-field GNSS, Land Surveying through geodetic-grade receivers, measurements post-processing techniques through state-of-the-art software;
- On-field experience in Cadastral and or Property Surveying through GNSS, Electronic Distance and Angle Measurement instruments (e.g. Total Stations), following at least one EU country regulation;
- Good knowledge and practical skills in PPP, PPP-AR techniques and algorithms and/or knowledge in GNSS High Accuracy positioning techniques;
- Good knowledge in projects management.

Reporting, organisation

CLGE intends to engage the employee(s) in its Projects Department. The exact structure of reporting is not defined yet. However, it's clear that the staff member(s) will have to report and are accountable towards the CLGE Executive Board or persons appointed by the CLGE Executive Board.

Moreover, the staff member(s) will have regular contacts with consortium partners, especially from the Italy based companies [GeoWeb](#) and [SOGEL](#).

Questions and answers

If you have any questions about this selection process, do not hesitate to ask them at following [address](#). You can also call +32/475.39.90. After the 15 January at noon (12.00 CET), no questions are allowed anymore.

A synthesis of all relevant questions and answers will be sent to all known candidates after the deadline of 15 January 2020. Hence, it is worthwhile to express your interest by a simple email to the same address before this deadline. Only those who have pre-registered will get these relevant questions and answers via email. The Q/A document or parts of it will also be published on www.clge.eu.



GISCAD-OV – Questions and Answers

Following the initial call for applications sent on 30 December 2019, CLGE has received some questions until the deadline of 15 January. The answers to the relevant questions are given hereafter.

This procedure ensures that all candidates get the same information.

Where and how should candidates send their applications?

The applications have to be sent in, as described in the call (an update is part of this document, the change is minor and concerns the link to one of the partners based in Italy) to Maurice.Barbier@clge.eu and Jean-Yves.Pirlot@clge.eu.

As stated “The start date for the / both employment(s) is ASAP” what is a final term of beginning? I have to inform my current employer at least 30 days before leave.

It is still ASAP, but it will be part of the negotiations with the final selection of candidates. With as soon as possible we mean that some constraints can be taken into account.

When will be decided either Chief Technical Officer will be part time of full time position?

It depends of the quality of the candidates and the negotiations. The full time position will only be possible if both roles are performed by one person (CFAO and CTO).

What is projected net salary assuming that taxes are paid in Belgium?

This part of the negotiations but we have made sure to be able to pay a decent salary based on Belgian standards for this level of employment.

Moreover it is not sure that the salary will be paid in Belgium. It could be paid in the home country of the employee, following the applicable regulations, especially the taxation of all kinds.

Regular travel to Brussels could be required. What frequency that could be – monthly?

At this stage of the project we don't know this in detail. It depends of the type of cooperation that will be established amongst the different participants. A lot of things can be done via teleconferencing, if the cooperation is good.

For obvious reasons, in line with CLGE's policy, we will try to reduce the number of travels to Brussels a minimum. However many travels to other places in Europe could be required, especially in the pilot countries (ES, FR, IT, DE, HR, CZ, EE).

Are traveling and accommodation expenses covered from the salary?

Normally, expenses for meetings in Brussels are not reimbursed by CLGE and must be covered with the salary. Expenses for other missions will be reimbursed by CLGE.

Is there a possibility of additional confirmation by CLGE to the quote in the job vacancy post that there is no legal barrier by CLGE for work with/on a dual employment contract (e.g. in the home country and for CLGE)?

From CLGE's side there is no limitation of this kind. The contract has to be established either in Belgium or in the home country, following the employment regulations in the selected country.



Would it be more favourable for CLGE to hire one or two new staff members?

Each solution has its advantages and disadvantages. The decision will result from the consultations and negotiations with valid candidates.

Would an operating office be established at CLGE - Brussels headquarters for the duration of the project (and as needed with consortium partners in their offices)?

The House of the European Surveyor and GeoInformation is the legal seat of CLGE in Brussels and has to be taken into account. Even if there will be no permanent office in Brussels for the duration of the project, some meeting and working facilities will be made available in the HESGI, if required.

Is there any other document that could be obtained before making a final decision by applicants/candidates for a proposed job post that describes the role of CLGE in the project (scope, tasks, objectives, results of the project, etc.)?

An interesting document would be the Grant Agreement, we have asked the project coordinator if we can provide it to the valid candidates and are waiting for his response. Probably this document has some degree of confidentiality that will not enable its release. Anyway, all candidates have to adapt to this constraint. Questions can be asked during the interviews.

Who is financing the difference between the total cost of the project and the EU co-financing part?

There is no difference, since NPO are funded up to 100% of their expenses by the EU.

What is planned CLGE budget for the implementation of this project and is it known what would be included in it (out of the total project cost of 3.34 M€)?

This elements will be discussed during negotiations with a final selection of candidates.

Is there currently or planned project department/office in CLGE?

No there is no current department/office, we have planned to start a project department within CLGE during this project.

The call mentions that the staff members have to be on CLGE's payroll. Does this mean that the employees have to be directly employed by CLGE or could the employee also be hired as a contractor?

The employee(s) have to be directly employed by CLGE. If this employment is part time, they can have other employments / occupations during the rest of their time, as long as they are not conflicting with the project.

I understand the position requires regular travelling and flexibility in the number of days per week. Could you inform me more specific how a typical month could look like in terms of workload and travelling?

It is difficult to say. While a certain flexibility is required from the staff, the same is true for CLGE. We will have to find an equilibrium. More about this during the possible negotiations.



The contract will not prolong the duration of the project, what would be the conditions on probation and notice periods under this contract?

The contract is limited to the time period of the project i.e. 36 months from the 1st of December 2019 with a maximum workload for CLGE of 26,5 months. However some minor prolongations are possible, if the project and or the EU require it.

The probation and notice period will follow the applicable national regulations, depending on the country in which the contract will be signed.

How many persons is planned to be in the staff of CFAO and CTO. Whom will be the CFAO and CTO responsible to.

CLGE will hire one or two persons, depending on the negotiations. It might be that one single candidate is taken to fill in both positions. There is no other staff but many contacts will take place with the CLGE Executive Board or people appointed by this board, as well as with the other project partners and stakeholders.