



TRAINEESHIP PUBLICATION NOTICE

March 2015 – July 2015 and October 2015 – February 2016

THE AGENCY

The European Railway Agency established by Regulation (EC) N° 881/2004 of the European Parliament and of the Council of 29 April 2004 (OJ L 200, 21.06.2004, p.3) modified by Regulation (EC) N°1335/2008 of the European Parliament and of the Council of 16 December 2008 (OJ L 354, 31.12.2008, p.51). The Agency is located in Valenciennes/Lille, France.

The European Railway Agency (ERA) is an Agency of the European Union which has been established to provide the Member States and the European Commission with technical assistance in the fields of railway safety and interoperability.

As part of its common transport policy, the European Union has adopted legislation to pave the way for gradual establishment of an integrated European railway area, both legally and technically. This involves the development and implementation of technical measures for safety and a common approach to issues concerning railway safety.

Our core purpose is to make the railway system work better for society.

Our core values are:

1. We are drivers of improvement through innovation
2. We respect others and believe in progress through diversity
3. We build an independent and transparent position based on facts.

For more information on the Agency, please consult our website: <http://www.era.europa.eu>

TRAINEESHIP SCHEME

The European Railway Agency (ERA) has an in-service training programme.

The programme gives trainees an understanding of the Agency and its role within the activities of the European Union, enables them to acquire practical knowledge in one of the ERA's fields of activity and to obtain professional experience in the course of their work.

Subject to the availability of financial resources, the traineeships are organized twice a year, each for a period of 3 to 5 months, beginning in March and October. However, other durations may be possible in exceptional and duly justified cases.

The programme is mainly addressed to young university graduates, without excluding those who – in the framework of lifelong learning – have recently obtained a university diploma and are at the beginning of a new professional career. Candidates will typically have a background relating to the

activities of the ERA, i.e. engineering, economic science, science, technology. Recently qualified lawyers with an interest in the railway sector and recently qualified candidates with a profile in human resources/ communication/ quality / Legal / budget/ accounts / audit/ IT are welcomed as well. Any candidate with the minimum requirements may apply. If a candidate is not recruited at the first attempt, he/she may re-apply at a subsequent call for interest. It is however necessary to re-submit a full application.

Minimum requirements

See Article 2 of the Rules governing traineeship at ERA.

How to apply

- Before applying, we strongly recommend candidates to read carefully the Rules governing traineeship at ERA and the Privacy Statement regarding Personal Data protection.
- Complete the Application Form.
- Send the Application Form within the deadline, together with scanned copies of documents requested in the application form. Applications received after the closing date for submission will not be taken into consideration.

Timing

The time line for the selection procedure is approximately as follows:

Procedures	March session
Deadline for receipt of applications	04 January 2015
Contact with candidates	Mid-January 2015
Traineeship offer	Mid-February 2015
Traineeship period	<i>1st period:</i> March 2015 – July 2015 <i>2nd period:</i> October 2015 - February 2016
Number of trainees accepted	Maximum 8 for each period

Training grant

For the budgetary year 2014, the Agency offers a monthly grant of 1,087.40 €. This amount might be subject to a positive indexation in 2014.

To this amount, a weighting factor of 16,8 % for France applies.

Further details regarding financial issues may be found in the Rules governing traineeship at ERA.

The application process

Submission

Applications should be made in accordance with the procedures established by the ERA. All necessary instructions can be found in the Rules governing traineeship at ERA.

Applications postmarked after the closing date will be rejected. Applicants must provide all the supporting documents required. No additional documents or justifications will be accepted after reception of the application.

Pre-selection procedure

Candidates' application files are checked on receipt to ensure that they meet the defined eligibility criteria.

The purpose of the eligibility checks is:

1. to verify that the basic requirements as set out in Article 2 of the Rules governing traineeship at ERA have been met;
2. to verify that all declarations made by the candidate are supported by the required documentation.

Any wrongful, false or incomplete declarations will result in the rejection of the application or in the termination of a traineeship where applicable.

The ERA reserves the right to modify these eligibility criteria as and when necessary. All such changes will be published on this website before the start of the application period.

Following the eligibility check, the Human Resources sector draws up a list of candidates to be considered according to their preferences. This list is forwarded to the different units for the final selection process.

Final selection procedure

Taking into consideration the existing conditions (size, absorption capacity, etc.) and the budget availability, the Executive Director determines the number of trainees to be selected for each period.

Successful candidates are selected by the ERA units on the basis of qualifications and/or experience. ERA will try to observe to the highest level possible the gender balance and geographical representation between candidates from the various Member States.

The traineeship description is prepared by the relevant Unit for each trainee selected.

The final assignment is formalized by the Executive Director or his delegate.

Rejection of application

If an application is unsuccessful at any stage of the application process, depending on the reason of rejection, a candidate may re-apply for a subsequent training period at a next call for interest. It is however necessary to submit a fresh application, together with all supporting documents.

Withdrawal

At any stage of the application, applicants may withdraw their application by informing the ERA in writing. In such case, they are excluded from any further stage of the process. They may re-apply for a subsequent training period. It is, however, necessary to submit a fresh application, together with all supporting documents.

Final selection

Successful candidates are informed by email of the dates of the traineeship, the unit to which they have been assigned and the list of final documents they should provide prior to commencement of the traineeship.

Trainees may not be assigned to any unit/sector where a conflict of interest might occur.

Applicants can only be offered one single traineeship with ERA.

Candidates are obliged to provide any supporting document required by the ERA at the time of their application. They are responsible for making sure that they have the correct visa, where applicable, and that they obtain all the documentation required by the French authorities.

Personal Data Protection

ERA collects and processes Personal Data in accordance with Regulation (EC) n° 45/2001 regarding personal data protection, whether the applications gave rise to an assignment or not. Before proceeding with your application you are encouraged to read the relevant Privacy Statement regarding Personal Data protection: http://www.era.europa.eu/Pages/Privacy_Statement.aspx.

Contact Point

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