

Moving Europe towards a sustainable and  
safe railway system without frontiers.

# Call for Applications for posts of Project Officers in the Planning and Approvals Delivery (PAD) Unit

*Contract Agent 3(a) (FGIV) - with a further view to establish a  
reserve list - ERA/CA/2024/004-OPE*

## **I - JOB CONTENT**

The Agency is looking for Project Officers to be allocated to the relevant Teams.

The jobholders will work in the Planning and Approvals Delivery (PAD) Unit in the Vehicle Authorisation Team under the responsibility of the Head of Unit and the respective Team Leader.

### **Main tasks and responsibilities:**

- › To perform as Assessor and/or Project Manager for vehicle authorisations with a focus on Conformity to Type applications;
- › To assess applications for vehicle authorisations in accordance with the regulatory framework;
- › To ensure vehicle authorisations projects are delivered on time, with quality and in line with the budget;
- › To be the contact point for applications of vehicle authorisations;
- › To be the contact point for the NSA with regards to vehicle type authorisations;
- › To provide return of experience and lessons learned from vehicle authorisations on projects;
- › To ensure accurate and consistent information for billing vehicle authorisation projects;
- › To identify possible changes (to remedy defects or improve the process) to be made to the regulatory framework, the supporting guidance or the One-Stop Shop (OSS).

For more details on the activity of the Vehicle Authorisation Team, please visit this [link](#).

## **II - ELIGIBILITY CRITERIA**

The selection procedure is open to candidates who satisfy **all** the following eligibility criteria, on the closing date for the submission of applications:

### **1. General requirements:**

- › Be a national of a Member State of the European Union<sup>1</sup>, or a national of the European Economic Area (Iceland, Liechtenstein and Norway);
- › Be entitled to the full rights as a citizen;
- › Have fulfilled any obligations imposed by the applicable laws concerning military service<sup>2</sup>;
- › Meet the character requirements for the duties involved<sup>3</sup>;

<sup>1</sup> The Member States of the European Union are : Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.

<sup>2</sup> If applicable

<sup>3</sup> Prior to engagement, the successful candidate will be required to provide a certificate confirming the absence of any criminal record

- › Be physically fit to perform the duties linked to the post<sup>4</sup>;
- › Have a very good knowledge of an official language<sup>5</sup> of the European Union and a satisfactory knowledge of another official language<sup>6</sup> of the European Union to the extent necessary for the performance of the duties pertaining to the post;
- › Be below the age at which staff of the EU is automatically retired, i.e., currently on the last day of the month in which he/she reaches the age of 66<sup>7</sup>.

## 2. Minimum qualifications:

- › Have a level of education which corresponds to completed university studies of at least 3 years attested by a diploma;  
**OR**
- › Have where justified in the interests of the service, professional training of an equivalent level.

**Only qualifications issued by EU Member State authorities or EEA (European Economic Area) authorities and qualifications recognized as equivalent by the relevant EU or EEA Member State authorities will be accepted.**

### III - SELECTION CRITERIA

The candidates meeting the eligibility criteria set out above will be assessed and scored against **selection criteria**. Candidates not satisfying one or more selection criteria will not be immediately excluded from the selection.

**Selection criteria** used to assess the candidates' applications:

- › Professional experience of at least 2 years (following the award of the university degree) in the railway domain;
- › Good knowledge of the English language (spoken and written as independent user-B2 level in the 3 domains: Speaking, Writing and Understanding);
- › University studies in the field of engineering OR exact sciences<sup>8</sup>.

**Additional selection criteria** used to assess the candidates' applications:

- › At least 1 year of **relevant**<sup>9</sup> professional experience in the fields listed in the job content;
- › Good command of one or more of the following EU languages (spoken and written as independent user-B2 level in the 3 domains: Speaking, Writing and Understanding): Bulgarian, Czech, German, Polish, Portuguese and Slovak<sup>10</sup>;

<sup>4</sup> Prior to engagement, the successful candidate shall be examined in a medical centre indicated by the Agency in order to confirm that the requirements of Article 13 of CEOS of EU are met

<sup>5</sup> Your mother tongue or another official EU language of which you have a very good knowledge corresponding to level C1 as defined in the Common European Framework of Reference for Languages (CEFR) <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

<sup>6</sup> Knowledge of your second official EU language corresponding to at least level B2 as defined in the Common European Framework of Reference for Languages (CEFR) <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

<sup>7</sup> See Article 52 (a) of the Staff Regulation of Officials for Temporary Agents, applicable to Contract Agents by analogy, Article 119 CEOS

<sup>8</sup> Exact sciences are those sciences "which admit of absolute precision in their results". Examples of the exact sciences are mathematics, chemistry and physics

<sup>9</sup> Relevant experience should be described in your ERA application

<sup>10</sup> On the basis of the workload of activities for vehicle authorisation, the Agency needs additional staff having a good command of one or more of the specified languages, a minimum B2 level in the 3 domains: Speaking, Writing and Understanding is required

- › Good knowledge of any additional official languages<sup>11</sup> (spoken and written as independent user-B2 level in the 3 domains: Speaking, Writing and Understanding) of the European Union.

**The educational/academic qualifications and the professional experiences must be described as precisely as possible in the ERA application form.**

Only candidates who pass a minimum of 60% of the total points awarded for the selection criteria (including additional criteria) will be taken into consideration and invited for an interview and a written test.

#### **IV – INTERVIEW AND WRITTEN TEST**

Candidates selected for the test phase including a structured interview and a written test will be assessed and scored on the basis of the following criteria:

##### **For the interview:**

###### **Soft skills (only assessed during the interview):**

- › Motivation;
- › Working with others;
- › Quality and result oriented;
- › Communication and interpersonal skills.

###### **Hard skills:**

- › Ability to communicate in English (as independent user-B2 level);
- › Knowledge and understanding of the functioning of the railway system, including understanding the relationship between the technical aspects, the roles and the organisations.

##### **For the written test: relevant criteria:**

- › Drafting skills;
- › Excellent analytical capabilities and problem-solving skills;
- › Ability to communicate in written English (as independent user-B2 level).

For native English speakers, your ability to communicate in your second EU language will be tested during the interview. As this forms part of the general requirements stated above, any failure in proving the satisfactory level of your second EU language would lead to your exclusion from the selection.

For the additional official languages of the European Union: **candidates shall be requested to provide supporting documents/evidence they possess the necessary level.** These languages may also be qualitatively tested during the interview by expert speakers who are not necessarily a member of the selection committee.

The scores for the interviews and the written test are established as follows:

- › Total score for the interview: **70 points**                      Minimum score to pass: **42 points (60% of 70);**
- › Total score for the written test: **30 points**                      Minimum score to pass: **18 points (60% of 30).**

**Candidates' written test shall not be assessed if the minimum score to pass during the interview is not reached.**

<sup>11</sup> See footnote 9

<i>IV – SUMMARY</i>	
<i>The Agency:</i> Click <a href="#">here</a> for the description of the Agency and its entities into the different EU languages	
<i>Date of publication:</i> 27/11/2024	<i>Deadline for applications:</i> 02/01/2025 (23.59 CET, Valenciennes local time)
<i>Type of contract:</i> Contract Agent 3(a) <i>Function group and grade:</i> FGIV	<i>Place of employment:</i> Valenciennes, France
<i>Duration of contract:</i> 4 years and may be renewed	<i>Monthly basic salary:</i> 4.102,30 EUR with a weighting factor of 14,2 % plus specific allowances where applicable
<i>Applications to be sent by email only to mailbox:</i> <a href="mailto:jobs@era.europa.eu">jobs@era.europa.eu</a> until 02/01/2025 (23.59 CET, Valenciennes local time) at the latest	<i>Reserve lists:</i> the first 20 (indicative number) candidates will be placed on the reserve list, which is valid until: 02/01/2027 with the possibility of extension
<i>Application procedure:</i> click <a href="#">here</a>	<i>Selection procedure:</i> click <a href="#">here</a>
<i>Appeal and complaint procedures:</i> click <a href="#">here</a>	<i>Data protection:</i> click on <a href="#">Data protection   European Union Agency for Railways (europa.eu)</a> and scroll down to “Selection and engagement of the Agency Staff (TA, CA, SNE and trainees) section”