

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

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

Temporary Agent 2(f) (AD6) - with a further view to establish a reserve list - ERA/AD/2025/001-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 the Assessor role for vehicle type authorisations for thermal/electric traction units, special vehicles and trainsets with special focus on the assessment of:
 - the rolling stock subsystem, AND/OR
 - the Control Command and Signalling (CCS) subsystem that integrates an ERTMS on-board equipment
- › To perform the Project Manager role for vehicle type authorisations to ensure that projects are delivered on time, with quality and in line with budget;
- › To ensure vehicle type authorisations projects are delivered on time, with quality and in line with budget;
- › To be the contact point for applicants of vehicle type authorisations;
- › To coordinate the workstream with the National Safety Authorities (NSA) with regards to the vehicle type authorisations;
- › To provide internal return of experience and lessons learned from vehicle type authorisations on projects;
- › To ensure accurate and consistent information for billing vehicle type authorisation projects;
- › To identify possible changes (to remedy defects or improve the process) to be made to the regulatory framework, the guidance or the One-Stop Shop (OSS).

For more details on the activities 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 Union¹, 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 service²;
- › Meet the character requirements for the duties involved³;
- › Be physically fit to perform the duties linked to the post⁴;
- › Have a very good knowledge of an official language⁵ of the European Union and a satisfactory knowledge of another official language⁶ 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 66⁷.

2. Minimum qualifications:

- › Have a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is **4 years or more** followed by at least **5 years** of relevant professional experience;
OR
- › Have a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is **3 years**, followed by at least **6 years** of relevant professional experience.

Only qualifications issued by EU Member State authorities or EEA (European Economic Area) authorities and qualifications recognised 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 5 years (following the award of the university degree) in the railway domain;

1 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.

2 If applicable

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

4 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.

5 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>

6 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)

7 See Article 52 (a) of the Staff Regulations of Officials, applicable to Temporary Agents by analogy, Article 47 CEOS

- › 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 sciences⁸.

Additional selection criteria used to assess the candidates' applications:

- › At least 2 years of **relevant**⁹ professional experience in the fields listed in the job content;
- › **Experience in a minimum of 3 projects** concerning thermal or electric traction units, special vehicles or trains in which they have been part of a team for the specification, design, manufacture or construction, certification, installation, authorisation, inspection, use or maintenance of the railway components, subsystems or vehicles;

Information on the 3 projects to be included in the candidates' applications:

Candidates' applications must include **one text box for each of the projects** (minimum 3) with a technical description of the vehicle type involved.

If the ERTMS onboard solution was within the scope of the project, please elaborate on this.

Candidates are requested to explain their role in the project, highlighting those tasks linked to the vehicle authorisation process.

Candidates shall not include information of commercial interest and value or considered sensitive or restricted to the authorised users only by the proprietary.

- › Good knowledge of the German¹⁰ language is considered an advantage (spoken and written as independent user-B2 level in the 3 domains: Speaking, Writing and Understanding). German mother tongue will be considered as a C2 level in the 3 domains.

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 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;

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

⁹ Relevant experience should be described in your ERA application

¹⁰ On the basis of the workload of activities for vehicle authorisation, the Agency needs additional staff having a good command of the specified language, a minimum B2 level in the 3 domains: Speaking, Writing and Understanding is required

- › Quality and result oriented;
- › Communication skills;
- › Service mindedness.

Hard skills:

- › Ability to communicate in English (as independent user-B2 level);
- › Knowledge and understanding of the functioning of the railway system, including understanding of the relationship between the technical aspects, the roles and the organisations;
- › Knowledge of the vehicle authorisation process as per Commission Implementing Regulation (EU) 2018/545;
- › Knowledge of the Technical Specifications for Interoperability (TSI) for the rolling stock i.e. Commission Regulation (EU) 2014/1302
AND/OR;
- › Knowledge of the Technical Specifications for Interoperability (TSI) for the control command and signalling subsystem i.e. Commission Regulation (EU) 2023/1695
AND/OR;
- › Knowledge on the common safety method for risk evaluation and assessment i.e. Commission implementing regulation (EU) 402/2013.

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.

The German language for non-native speaker shall be qualitatively tested during the interview.

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

- › Total score for the interview: **80 points** Minimum score to pass: **48 points (60%);**
- › Total score for the written test: **20 points** Minimum score to pass: **12 points (60%).**

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

<i>IV – SUMMARY</i>	
<i>The Agency:</i> Click here for the description of the Agency and its activities in the different EU languages	
<i>Date of publication:</i> 15/04/2025	<i>Deadline for applications:</i> 14/05/2025 (23.59 CET, Valenciennes local time)
<i>Type of contract:</i> Temporary Agent 2(f) <i>Function group and grade:</i> AD6	<i>Place of employment:</i> Valenciennes, France
<i>Duration of contract:</i> 4 years and may be renewed for a definite period of no more than 2 years. If renewed for a second time, the contract becomes indefinite	<i>Monthly basic salary:</i> 6.681,51 EUR at step 1 with a weighting factor of 14,2 % plus specific allowances where applicable
<i>Applications to be sent by email only to mailbox:</i> jobs@era.europa.eu until 14/05/2025 (23.59 CET, Valenciennes local time) at the latest	<i>Reserve list:</i> The first 18 (indicative number) candidates will be placed on the reserve list which is valid until: 14/05/2027 with the possibility of extension
<i>Application procedure:</i> click here	<i>Selection procedure:</i> click here
<i>Appeal and complaint procedures:</i> click here	<i>Data protection:</i> click on Data protection European Union Agency for Railways (europa.eu) and scroll down to “Selection and engagement of the Agency Staff (TA, CA, SNE and trainees) section”