

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

Call for Applications for posts of Administrators (Project Officers) in the Safe Rail Department

Temporary Agent 2(f) (AD6) - with a further view to establish a reserve list - ERA/AD/2026/001-OPE

I - JOB CONTENT

The Agency is looking for Administrators (Project Officers) for the **Safe Rail Department**, to support its ambition for making Rail an increasingly safe and secure mode of transport for its users and workers as well as resilient and agile in responding to emergency situations.

A key competence of the Agency is to issue Single Safety Certificates, to give evidence that Railway Undertakings have established their safety management system and are able to comply with their legal obligations.

The integrated programs of the Agency in the Safety domain aim in particular to achieve the following outcomes:

- › All operators (i.e. infrastructure managers, railway undertakings, entities in charge of maintenance) understand and accept their responsibility and actively implement a Safety Management System to control the risks of operational activities;
- › Increased performance of and trust in the different safety related control levels (e.g. national safety authorities, assessment and certification bodies, national investigating bodies) in the rail system;
- › Safety management and safety performance related data is shared in an open and transparent way and is used to continuously improve safety management at all levels in the European railway system.

Main tasks and responsibilities of the jobholder:

- › Contribute to the assessment of Single Safety Certificate (SSC) applications, as a member of an assessment team, and provide technical and professional advice as well as opinion on SSC application projects;
- › Contribute to the development and maintenance of core Safety Management System (SMS) principles and the methodological framework for railway safety management, including among others maintenance as regulated in Common Safety Methods (CSM) and supported by the Agency with guidance and sharing of experiences;
- › Contribute to the monitoring of control levels in the European railway safety (e.g. national safety authorities, assessment and certification bodies), as a member of an assessment team, and provide technical and professional advice as well as opinion on their set-up and performance;
- › Contribute to supporting stakeholders with the reporting of safety related data and the use of this data to produce evidence-based safety insights and informed decision-making.

The jobholders will work in the Safe Rail Department, under the responsibility of the respective Head of Units and Team Leaders. The Agency manages a matrix organisation. Therefore, job holders may contribute to other activities depending on the needs.

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 **3 years** of relevant professional experience in a domain that is relevant for the selected field(s);
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 **4 years** of relevant professional experience in a domain that is relevant for the selected field(s).
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 recognised as equivalent by the relevant EU or EEA Member State authorities will be accepted.

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

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

- › Good knowledge of the English language⁸ (spoken and written as independent user-B2 level in the 3 domains: Speaking, Writing and Understanding);
- › Professional experience of at least 3 years **in one or more** of the following:
 - Auditing of Safety Management Systems;
 - Designing or implementing (risk based) Safety Management Systems.
- › Professional experience of at least 3 years **in one or several** of the following:
 - Analysis of operational data available from different information systems for safety management purposes;
 - Train operation or traffic management: e.g. planning, staff and rolling stock rostering, real-time/dispatching, train composition, pre-departure inspection, shunting, degraded and emergency situations;
 - Maintenance of railway vehicles or fixed installations: definition of maintenance needs, development of maintenance plans, and steering and monitoring of their implementation;
- › Good knowledge (spoken and written as independent user-B2 level in the 3 domains: Speaking, Writing and Understanding) **of one or more** of the following EU official languages⁹ Czech, German, Hungarian, Slovenian, Slovak, Lithuanian, Latvian, Estonian and Croatian will be considered as advantageous;
- › Minimum 1 year of professional experience in project management methods and tools.

The educational/academical 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: relevant criteria:

Soft skills (only assessed during the oral interview):

- › Motivation;
- › Working with others;
- › Communication skills;
- › Problem solving and result orientation.

⁸ As the vehicular language of the Agency is English, a minimum B2 level (in the 3 domains: Speaking, Writing and Understanding) in English is required

⁹ On the basis of the workload of activities for the Safe Rail Department, the Agency needs additional staff having a good knowledge of additional EU official languages, a minimum B2 level in the 3 domains: Speaking, Writing and Understanding

Hard skills:

- › Ability to communicate in English (as independent user-B2 level);
- › Knowledge and understanding in EU legislation as relevant for the above-mentioned selection criteria.

For the written test: relevant criteria:

- › Excellent analytical capabilities;
- › Knowledge and competencies related to the specific post;
- › 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: **80 points** Minimum score to pass: **48 points (60% of 80);**
- › Total score for the written test: **20 points** Minimum score to pass: **12 points (60% of 20).**

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

IV – SUMMARY**The Agency:**

Click [here](#) for the description of the Agency and its activities in the different EU languages

Date of publication: 23/09/2026

Deadline for applications: 22/10/2026 (23.59 CET, Valenciennes local time)

Type of contract: Temporary Agent 2(f)
Function group and grade: AD6

Place of employment: Valenciennes, France

ERA operates a hybrid working model that combines onsite presence with remote work opportunities. Remote working is subject to specific limits set out in internal rules and must align with business needs and managerial approval. Please note that full-time remote work is not permitted.

Duration of contract: 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

Monthly basic salary: 6.961,29 EUR at step 1 with a weighting factor of 13,6 % plus specific allowances where applicable

<i>Applications to be sent by email only to mailbox:</i> jobs@era.europa.eu until 22/10/2026 (23.59 CET, Valenciennes local time) at the latest	<i>Reserve list:</i> The first 30 (indicative number) candidates will be placed on the reserve list which is valid until: 22/10/2028 with the possibility of extension. This reserve list may be shared with other EU Agencies / Joint Undertakings which signed the Memorandum of Understanding¹⁰ (MoU) and upon the candidates' consent only.
<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"

¹⁰ This refers to the [List](#) of EU Agencies and Joint Undertakings which signed a [Memorandum of Understanding](#) for using reserve lists of suitable candidates resulting from vacancy notices for temporary staff engaged under Article 2(f) of the CEOS and of contract staff engaged under the terms of Article 3a of the CEOS.