

Making the railway system
work better for society.

Call for Applications for a post of Project Officer in the ERTMS Unit - Temporary Agent 2(f) (AD8) - with a further view to establish a reserve list

ERA/AD/2016/002-OPE

JOB CONTENT

The jobholder will work in the ERTMS Unit, under the responsibility of the Head of Unit. S(he) will be responsible for the maintenance of the Technical Specifications for Interoperability (TSI) for the Control Command and Signalling subsystems (CCS), with a view to define appropriate measures facilitating the testing and verification of ERTMS, addressing the remaining open points, offering support to the Agency activities related to ERTMS in the 4th Railway Package.

Due to the sensitivity of the job, a sense of confidentiality is required from the successful candidate.

Main tasks and responsibilities:

- › To chair and coordinate Working Groups:
 - › To organize the work and chair the working group with Sector Representatives and NSA to revise and close the open points of the TSI CCS,
 - › To ensure the maintenance of the CCS TSI and related documentation in line with the IMS framework of the Agency, considering the legislative demands, regulatory compliance and ensuring good business practice and risk management,
 - › To ensure the consistency of the documentation and related workflows with the other operational units, and, if requested, provide expertise to other units in the field of quality system.
- › To coordinate the activity of the Unit with the NB Rail;
- › To draft and review technical documents and organize and perform the consultation of interested parties, on specific issues;
- › To draft communication and guideline documents related to the TSI CCS;
- › To provide expertise and support in the ERTMS operational field to the Agency;
- › To interface with Commission officials in charge of railway ERTMS aspects.

PROFESSIONAL QUALIFICATIONS AND OTHER REQUIREMENTS

To be considered eligible, candidates must satisfy all the eligibility criteria as specified below on the closing date for the submission of applications:

ELIGIBILITY CRITERIA

- › Have a level of education which corresponds to completed university studies attested by a diploma¹ when the normal period of university education is 4 years or more, followed by at least 9 years of 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 at least 3 years, followed by at least 10 years of professional experience,
OR
- › Have where justified in the interests of the service, professional training of an equivalent level.

Important:

The university studies must be in the field of Engineering or in a similar discipline.

- › Have a thorough knowledge of an official language² of the European Union and a satisfactory knowledge of another official language³ of the European Union to the extent necessary for the performance of the duties pertaining to the post;
- › Be a national of a Member State of the European Union or the states that are parties to the EEA Agreement (Iceland, Liechtenstein and Norway);
- › Enjoy full rights as a citizen;
- › Have fulfilled any obligations imposed by the applicable laws concerning military service⁴;
- › Meet the character requirements for the duties involved⁵;
- › Be physically fit to perform the duties linked to the post⁶.

All eligible applications will be assessed and scored against the requirements listed below. Please note that non-compliance with at least one of the essential criteria will result in the exclusion of the candidate from the selection. Advantageous criteria constitute additional assets and will not result in exclusion, if not fulfilled.

SELECTION CRITERIA

The following criteria shall be checked against the application documents provided by the applicant:

A) *Essential*

- › At least 9 years of professional experience, of which at least 5 years acquired in the field of design and installation, or certification and acceptance of signalling systems;
- › Knowledge and familiarity with the ERTMS system and its specifications;
- › Experience with the application of the EU Interoperability policies.

B) *Advantageous*

¹ Only studies titles that have been awarded in the EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration

² Your mother tongue or another official EU language of which you have a thorough 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>

³ 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)

⁴ If applicable

⁵ Prior to engagement, the successful candidate will be asked to provide a certificate confirming the absence of any criminal record

⁶ 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 28 (e) of the Staff Regulation of Officials and CEOS of EU are met

- › Relevant experience in the organization and work of assessment bodies (e.g. Notified Bodies);
- › Good knowledge and experience in Quality Certification and/or Auditing;
- › Good knowledge and experience in track-circuits technology;
- › Good knowledge and experience with the regulatory and normative framework for railway safety;
- › Proven experience of working in an international environment.

Depending on the number of applications received, the Selection Committee may apply stricter requirements within the aforementioned selection criteria.

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<i>Date of publication:</i> 22/08/2016	<i>Deadline for applications:</i> 25/09/2016 (23.59 CET, Valenciennes local time)
<i>Type of contract:</i> Temporary Agent 2(f) <i>Function group and grade:</i> AD8	<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 4 years. If renewed for a second time, the contract becomes indefinite	<i>Monthly basic salary:</i> 6.502,76 EUR at step 1 with a weighting factor of 14,6 % (from 01/07/2015) plus specific allowances where applicable
<i>Unit:</i> see below	
<i>Applications to be sent by email only to mailbox:</i> jobs@era.europa.eu	<i>Reserve list valid until:</i> 31/12/2017 (the validity of the reserve list may be extended)

THE AGENCY

The European Union Agency for Railways (hereafter “the Agency”) has been established by Regulation (EU) 2016/796 of the European Parliament and of the Council of 11 May 2016. Our mission is to make the railway system work better for society, and we do this by contributing to creating a Single European Railway Area without frontiers guaranteeing a high level of safety, by developing a common approach to safety on the European Train Control Communication System (ERTMS), and by promoting simplified access for customers for the European rail sector. In addition, the Agency will become, from 2019 onwards, the European Authority to issue single EU-wide safety certificates to railway undertakings, to issue vehicle authorisations for operation in more than one country and to grant pre-approval for ERTMS infrastructure. The Agency is based in Valenciennes (headquarters) and Lille (meeting center), France, and currently employs 160 staff.

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

THE ERTMS UNIT

The European Railway Traffic Management System, ERTMS, is a major industrial project at the forefront of the EU agenda for an interoperable railway system and the progressive establishment of an open market in the sector.

The Agency is the system authority for ERTMS.

ERTMS has two main components: the harmonized train control system ETCS (European Train Control System) and the railway communication system GSM-R.

The ERTMS Unit:

- › Ensures that the harmonized specifications are made available and maintained to fulfil the objectives of interoperability and progressive establishment of the market.
- › Proactively collects and processes the return of experience applying the Change Control Management, maintaining the Change Requests Database
- › Promotes and facilitates the common understanding of the principles and the specifications for ERTMS deployment
- › Provides technical help to ensure that growing investments in ERTMS are protected and targeted to realize compliant implementations
- › Carries out tasks to contribute to the coherent European strategy to foster the deployment of ERTMS, closely cooperating with the Commission and the Sector to ensure up-to-date technical specifications, supporting the European initiatives to identify and ensure compliant implementations.

The Unit is also in charge of the maintenance and evolution of the Control Command and Signalling TSI, which also cover the train detection systems, of the development and maintenance of the ERTMS operational rules, and provides assistance to the Commission in the follow up of ERTMS projects funded by the TEN-T programme.

The ERTMS Unit has also started a multi annual program in cooperation with the sector and stakeholders to identify the viable options and prepare the grounds for the progressive phasing in of the future communication system after the planned GSM-R end of life.

The harmonization of the specifications cannot bear fruit without a common approach to their applications: in this respect specific activities with the Notified Bodies and cooperation with the National Safety Authorities (NSA) will be of increasing relevance.

APPLICATION PROCEDURE

For applications **to be valid**, the candidates must submit the following documents:

- › A detailed curriculum vitae (EU CV Format only). Please consult the link below:
<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>
- › A motivation letter of no more than 2 pages, explaining why the candidate is interested in the post and what her/his added value would be to the Agency, if selected;
- › The eligibility grid (see annex).

Failure to comply with the above instructions will result in the exclusion from the selection procedure.

The working language of the Agency being English, candidates are encouraged to apply in English to facilitate the selection process.

Applications must be sent by email to mailbox jobs@era.europa.eu until **25/09/2016** at 23.59 CET (Valenciennes local time) at the latest, **clearly indicating the call for applications reference number in the subject line.**

Please note that applications submitted by fax or postal mail shall not be taken into consideration.

If at any stage in the procedure, it is established that the information provided by a candidate is incorrect, the candidate in question may be disqualified.

It is forbidden for candidates to make direct or indirect contact with the members of the Selection Committee, or for anyone to do so on their behalf. The Authority Authorised to Conclude Contracts (hereinafter AACC) reserves the right to disqualify any candidate who disregards this instruction.

A reserve list will be established, valid until **31/12/2017**. The validity of the reserve list may be extended if the AACC so decides. The reserve list may be used for the engagement for other posts carrying the same profile as the one described above.

Please note that due to the large numbers of applications we might receive by the submission deadline, the system may encounter problems processing large amounts of data. Applicants are therefore advised to send their application well ahead of the deadline.

Important: Supporting documents (e.g. certified copies of degrees/diplomas, proof of experience, etc.) should NOT be sent at this stage but may be requested at a later stage of the procedure. No documents will be sent back to candidates.

SELECTION PROCEDURE

The selection will be organised as below:

1. The Selection Committee checks the validity and eligibility criteria of all applications,
2. The candidates satisfying the eligibility criteria shall be assessed against the selection criteria,
3. The Selection Committee assesses the letters of motivation and the CVs of eligible applicants and establishes a shortlist of candidates best meeting the selection criteria as set out in the call for applications,
4. The invitation shall be based on the highest scores in the pre-selection screening of the selection criteria,
5. The Selection Committee interviews and tests the shortlisted applicants,
6. The written test shall be done in English,
7. The interview shall be done in English. If your mother tongue is English, the second language indicated in the CV shall be tested during the interview,
8. Following the results of the interviews and written tests, the Selection Committee proposes a list of suitable candidates⁷ to the AACC. This list shall be in alphabetical order accompanied by the detailed list of scores obtained following the interview and written test (if applicable). Candidates achieving the qualifying marks in the interview and written tests (if applicable) shall be placed on the reserve list (if applicable). Candidates should note that inclusion on the reserve list does not guarantee engagement,
9. Before engaging a temporary agent, the AACC examines whether the candidate has any personal interest such as to impair his/her independence or any other conflict of interest. The candidate shall inform the AACC, using a specific form of any actual or potential conflict of interest. If necessary, the AACC shall take any appropriate measures,
10. The reserve list shall be valid until 31/12/2017. It may be extended via an AACC decision,
11. Suitable candidates shall be engaged upon decision of the AACC. Prior to being offered a post, candidates on the reserve list may be required to undergo an interview with the Executive Director.

⁷ Only those candidates considered who have obtained an overall score of at least 50%

SUMMARY OF CONDITIONS OF EMPLOYMENT	
<p>1. Salaries are exempted from national tax, instead a tax to the benefit of the European Union is deducted at source;</p> <p>2. Annual leave entitlement of two days per calendar month plus additional days for age and grade, plus 2 ½ days for expatriate staff and in addition on average 16 ERA holidays per year;</p> <p>3. General and applicable technical training plus professional development opportunities;</p> <p>4. EU Pension Scheme (after 10 years of service);</p> <p>5. EU Joint Sickness and Insurance Scheme accident and occupational disease insurance coverage, unemployment and invalidity allowance and travel insurance;</p>	<p>Depending on the individual’s personal situation and the place of origin, staff members may be in addition entitled to:</p> <p>6. Expatriation or foreign residence allowance;</p> <p>7. Household allowance;</p> <p>8. Dependent child allowance;</p> <p>9. Education allowance;</p> <p>10. Installation allowance and reimbursement of removal costs;</p> <p>11. Initial temporary daily subsistence allowance;</p> <p>12. Other benefits (reimbursement of travel expenses on taking up duty, etc.)</p> <p>For further information on the respective conditions, please consult the Annex VII of the Staff Regulations (from page 96 to 110): http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF</p>

COMMITMENTS	
<p>Commitment to promote equal opportunities: The Agency is an equal opportunities employer and strongly encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction whatsoever on grounds of nationality, age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or other family situation.</p>	<p>Appeal procedure: A candidate who considers that a mistake has been made regarding the eligibility of his/her application may ask for a review. To this end, a request for review may be submitted, within 20 calendar days of the email informing him/her of the rejection of his/her application. The request for review should quote the reference of the selection procedure concerned and should mention clearly the eligibility criterion/a requested to be reconsidered as well as the grounds for requesting the review. This request should be addressed to the Agency’s dedicated mailbox (jobs@era.europa.eu).</p> <p>The candidate shall be informed, within 15 calendar days following the receipt of his/her request, on the decision of the Selection Committee on the matter.</p>

<i>APPEAL AND COMPLAINT PROCEDURES</i>	
<p>If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge an administrative complaint under Article 90 (2) of the Staff Regulations of Officials and Conditions of employment of other servants of the European Union, at the following address:</p> <p>Executive Director European Union Agency For Railways 120, rue Marc Lefrancq FR - 59300 Valenciennes</p> <p>The complaint must be lodged within 3 months from the time the candidate is notified of the act adversely affecting him/her.</p> <p>If the complaint is rejected the candidate may bring a case under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials of the European Communities and Conditions of Employment of Other Servants of the European Communities before:</p> <p>The European Union Civil Service Tribunal Postal Address L-2925 Luxembourg http://curia.europa.eu/</p> <p>Please note that the AACC does not have the power to amend the decisions of a Selection Committee. The Court has consistently held that the wide discretion enjoyed by Selection Committee is not subject to review by the Court unless rules which govern the proceedings of Selection Committees have been infringed.</p>	<p>It is also possible to complain to the European Ombudsman pursuant to Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the regulations and the general conditions governing the performance of the Ombudsman's duties, published in Official Journal of the European Union L 113 of 4 May 1994:</p> <p>European Ombudsman 1, Avenue du Président Robert Schuman – CS 30403 FR – 67001 Strasbourg Cedex http://www.ombudsman.europa.eu</p> <p>Please note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations of Officials of the European Union for lodging, respectively, a complaint or an appeal with the European Union Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union</p>
<i>DATA PROTECTION</i>	
<p>The purpose of processing of the data you submit is to manage your application in view of a possible pre-selection and engagement at the Agency.</p> <p>The personal information we request from you will be processed in line with Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.</p>	<p>See link: http://www.era.europa.eu/The-Agency/Jobs/Pages/HR-Privacy-Statement.aspx</p>