

Making the railway system
work better for society.

Call for Applications for a Middle-Management post of Head of Unit Finance and Procurement in the Finance and Procurement Unit

*Temporary Agent 2(f) Administrator (AD9) - with a further view to
establish a reserve list - ERA/AD/2020/002*

I - JOB CONTENT

The jobholder will manage the Unit and will report to the Executive Director and work closely to the other Heads of Department / Heads of Unit in the Agency.

Main tasks and responsibilities:

- › To manage and (re)design the finance and procurement processes, procedures and policies established to ensure efficiency and customer satisfaction in the context of the applicable EU Financial Regulations;
- › To safeguard good accounting standards and ensure the quality, accuracy and integrity of financial data, financial analysis and reporting;
- › To prepare, implement and monitor the (multi-) annual budget for ERA in cooperation with the other departments and Units;
- › To plan and implement the financial resources of ERA;
- › To issue financial and procurement interim reports, decisions and quality management documents;
- › To ensure the applicable procurement procedures are effectively and qualitatively carried out while maintaining a high level of customer satisfaction in order to efficiently meet changing objectives and priorities;
- › To contribute to the audit preparations with internal, external auditors and other controlling bodies;
- › To liaise with counterparts in other institutions and agencies and/or represent ERA in finance and procurement-related matters at interinstitutional meetings;
- › To manage and supervise the finance and procurement staff;
- › To establish and overview finance and procurement training plans and other awareness raising activities.

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, 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 service¹;
- › Meet the character requirements for the duties involved²;
- › Be physically fit to perform the duties linked to the post³;
- › Have a very good knowledge of an official language⁴ of the European Union and a satisfactory knowledge of another official language⁵ 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 66⁶.

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 15 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 3 years or more, followed by at least 16 years of professional experience.

3. Competencies required to apply for a Middle-Management post:

To qualify for this profile, you must possess, on the closing date for the submission of applications, the core competencies required to apply for a Middle-Management post:

General management skills including:

- › The ability to set and revise objectives for the Unit within the overall strategic framework and priorities of the Agency;
- › The ability to determine and focus on priorities and to monitor and evaluate the progress made towards achieving the Unit's and team members objectives set, in cooperation with the members of the team;
- › The ability to organise, assign and manage the Unit's work among the members of the team and to set them challenging but realistic objectives;
- › The ability to empower members of the team while ensuring that they understand what is expected of them and how their work contributes to the Unit's objectives;
- › The ability to choose co-workers and to build strong teams with complementary strengths suited to the efficient pursuit of the Unit's objectives;
- › The ability to motivate members of the team to achieve the desired results and also to provide regular feedback, acknowledge success and the need for improvement in order to enable them to achieve their objectives and greatest potential;

¹ If applicable

² Prior to engagement, the successful candidate will be required to provide a certificate confirming the absence of any criminal record

³ 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

⁴ 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>

⁵ 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)

⁶ See Article 52 (a) of the Staff Regulation of Officials for Temporary Agents, applicable to Contract Agents by analogy, Article 119 CEOS

- › The ability to develop and support career development and learning opportunities for the members of the team.

Communication skills:

- › The ability to communicate clearly and present complex subjects simply, both orally and in writing including to the members of the team;
- › The ability to solicit inputs from and listen to staff, partners and stakeholders.

Interpersonal skills:

- › The ability to deal with people effectively, respectfully and courteously;
- › The ability to build productive and cooperative working relationships with the hierarchy and other Units and colleagues.

Negotiation skills:

- › The ability to steer discussions and generate the best possible results without compromising productive working relationships with the other parties involved.

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:

- › University degree in the field of economics OR commercial engineering OR accountancy.

Hard skills:

- › Minimum 6 years of proven appropriate experience and knowledge in the areas mentioned above;
- › Ability to communicate clearly and precisely to different audiences both orally and in writing in fluent English (both as proficient user-C1 level);
- › Proven experience and knowledge of finance and procurement principles and practices preferably in an EU Institutional context;
- › Proven experience of at least 4 years in a management role and proven track record in managing teams (please indicate the size of the team you had to manage / are managing and the number of years during which you led / are leading the team/s);
- › Proven analytical skills.

Soft skills:

- › Capability to motivate, organize, coordinate and manage work and responsibilities of team members;
- › Ability to uphold excellent customer and service orientation;
- › Ability to deploy a solution oriented approach and a proactive way of working;

- › Ability to work collaboratively and build strong working relationships within a diverse and multicultural environment;
- › Ability to uphold attention to detail and a quality driven attitude;
- › High capacity to work under pressure and within tight deadlines;
- › Ability to uphold a strong sense of initiative, responsibility and commitment.

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

The candidates who are judged to be the most suitable on the basis of the selection criteria will be invited for an interview, a written test and an additional test in an Assessment Centre.

IV - INTERVIEW, WRITTEN TEST AND ADDITIONAL TEST (Assessment Centre)

Candidates selected for the test phase including a structured interview, a written test and an additional test (Assessment Centre), will be assessed and scored on the basis of the following criteria:

1. For the interview:

- › Professional knowledge and motivation;

Hard skills:

- › See above in point III – Selection Procedure

Soft skills (only assessed during the interview):

- › See above in point III – Selection Procedure
- › Ability to communicate in English (as proficient user-C1 level);
- › Managerial skills on the basis of the “Competencies required to apply for a Middle-Management post” See above in point 3 of the Eligibility criteria.

2. For the written test:

- › Knowledge and competencies related to the specific post;
- › Ability to write in English (as proficient user-C1 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.

3. For the additional tests in an Assessment Centre:

- › Specific managerial competencies and skills assessed by a dedicated Assessment Centre.

After having successfully passed the interview and the written test, candidates shall be invited to an external Assessment Centre which shall evaluate the applicants’ management potential and shall provide an in-depth analysis of managerial skills, adaptability and other core competencies. It shall comprise individual and/or group exercises as well as in-depth interviews focussed on management skills.

Candidates who have already undergone such an assessment in the course of the two years preceding the closing date for the receipt of applications, can request to consider also the result of that previous assessment.

Call for Applications for a Middle-Management post of Head of Unit Finance and Procurement in the Finance and Procurement Unit

Temporary Agent 2(f) Administrator (AD9) - with a further view to establish a reserve list - ERA/AD/2020/002

<i>Date of publication:</i> 27/07/2020	<i>Deadline for applications:</i> 07/09/2020 (23.59 CET, Valenciennes local time)
<i>Type of contract:</i> Temporary Agent 2(f) <i>Function group and grade:</i> AD9	<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> 8.002,30 EUR at step 1 with a weighting factor of 17,7% (from 01/07/2019) plus specific allowances where applicable
<i>Unit:</i> Finance and Procurement	
<i>Applications to be sent by email only to mailbox:</i> jobs@era.europa.eu	<i>Reserve list valid until:</i> 07/09/2022, with the possibility of extension

THE AGENCY

The European Union Agency for Railways is an agency of the European Union established by Regulation (EU) 2016/796. Its purpose is to support the development of a Single European Railway Area, without frontiers, guaranteeing a high level of railway safety and interoperability.

The Agency's main mission is to make the railway system work better for society.

We are committed to achieve this by:

- › Providing certifications, authorisations and pre-approval services to the railway sector;
- › Developing a common approach to safety on the European Rail Traffic Management System (ERTMS);
- › Monitoring National Safety Authorities (NSAs) and Notified Bodies;
- › Assistance (e.g. dissemination, training) to member states, NSAs and stakeholders;
- › Providing technical support to the European Commission; and
- › Promoting simplified access for customers for the European rail sector.

More details on our activities are available in our Single Programming Document.

The Headquarter of the Agency is in Valenciennes, with some facilities in Lille dedicated to specific events. Here you can find our mission, vision and values.

For more information, please read about us on era.europa.eu.

THE FINANCE AND PROCUREMENT UNIT

The Finance and Procurement Unit (FPU) provides the Agency with services aiming to support its daily functioning for aspects related to Finance and Procurement matters.

The FPU ensures sound and transparent financial management and procurement procedures.

It also provides support and expertise on financial files, public procurement and contracts, in accordance with the EU Financial regulation.

APPLICATION PROCEDURE

For applications **to be valid**, the candidates must submit the ERA application form duly completed on the closing date for the submission of applications.

Candidates holding non-EU or non-EEA degrees/diplomas are requested to send the EU or the EEA validated degrees/diplomas scanned versions together with their ERA application.

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

The vehicular 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 **07/09/2020** 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 in relation to this selection with the members of the Selection Committee, or for anyone to do so on their behalf. The Authority Authorised to Conclude Contracts by delegation (hereinafter AACC) reserves the right to disqualify any candidate who disregards this instruction.

Reserve lists will be established and will be valid for 2 years as of the closing date of the selection procedure. The validity of the reserve lists may be extended if the AACC so decides. The reserve lists may be used for the engagement for other posts carrying the same FG and grade, 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 ERA 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 shall be requested at a later stage of the procedure.

SELECTION PROCEDURE

The selection will be organised as below:

1. The AACC set up a Selection Committee which is available on the ERA Website;
2. The Selection Committee will check the submitted applications against the specific conditions described in the 'Eligibility criteria' section in the Call for Applications;
3. Applications satisfying these conditions will then be assessed and scored against the selection criteria described in the "Selection criteria" section in the Call for Applications;
4. The Selection Committee shall invite the first **10** (number to be decided during the kick-off meeting) highest scoring candidates scoring no less than a minimum of 60% of the total points awarded for the selection criteria. All candidates having a score equal to the **10** highest scoring candidate shall be invited;
5. Shortlisted candidates are invited to participate in the next step of the selection procedure consisting of an interview, a written test and an additional test (in an assessment centre);
6. All interviews, the written tests and the additional test shall be done in English. If your mother tongue is English, the second language indicated in the application form shall be tested;
7. The scores for the interviews, the written test and the additional test are established as follows:

› Total score for the interview:	50 points	Minimum score to pass: 35 points
› Total score for the written test:	30 points	Minimum score to pass: 21 points
› Total score for the additional test:	20 points	Minimum score to pass: N/A

Candidates' written test shall not be assessed if the minimum score to pass during the interview is not reached;
8. An indicative number of maximum 5 candidates who scored the minimum score to pass (70%) for the interview and for the written test, will be invited to take part in the dedicated assessment centre;
9. The Executive Director shall consider the results of the Assessment Centre, and, when applicable in accordance with section IV above, the result of a previous assessment centre;
10. Following the results of the interviews, the written tests and the Assessment Centre, the Selection Committee proposes a list of suitable candidates to the AACC. The first **5** candidates achieving the qualifying pass marks defined in point 7 will be placed on the reserve list. All candidates having a score equal to the **5** highest scoring candidate will be included in this list. The reserve list will be in order of merit. Candidates should note that inclusion on the reserve list does not guarantee engagement;
11. Candidates on the reserve list may be required to undergo an interview with the Executive Director;
12. The successful candidate will be selected from the established reserve list for that post, which may also be used for the engagement of a similar post depending on the needs of the Agency;
13. The reserve list shall be valid until 07/09/2022. It may be extended via an AACC decision;
14. Prior to being offered a contract of employment, appointed candidates shall be required to submit all relevant documents proving educational background and professional experience;
15. 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;
16. The Agency applies very strict rules on conflict of interest. Given the special and specific nature of the work undertaken by ERA, specific rules on conflict of interests applicable to staff members have been adopted by the Management Board. For more information please refer to Decision 199 of the Management Board Adopting the Framework for Good Administrative Behaviour and its Annex. Applicants must confirm their willingness to comply with these rules in their application form;
17. Under no circumstances should candidates approach the selection committee, directly or indirectly, concerning this engagement. The AACC reserves the right to disqualify any candidate who disregards this instruction.

SUMMARY OF CONDITIONS OF EMPLOYMENT AND BENEFITS	
<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>13. Management allowance.</p> <p>For further information on the respective conditions, please consult the Annex VII of the Staff Regulations: https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1591974629964&uri=CELEX%3A01962R0031-20200101</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: Candidates who participated in a selection procedure may request feedback on their performance of the written test, additional tests and interviews. A candidate who considers that the procedure was implemented incorrectly and/or a mistake has been made at any stage of the assessment procedure may request a review of his/her application, and may lodge a complaint or an appeal. 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 criteria 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). The candidate shall be informed, within 15 calendar days following the receipt of his/her</p>

	request, on the decision of the Selection Committee on the matter.
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APPEAL AND COMPLAINT PROCEDURES	
<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>The Executive Director of the 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 General Court of the European Union 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 General Court of the European Union 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 <u>(EU) 2018/1725</u> of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union Institutions, Bodies, Offices and Agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.</p>	<p>For more information, please consult:</p> <p><u>Privacy Statement - Selection and engagement of the Agency Staff (TA, CA, SNE and trainees)</u></p>