

Making the railway system  
work better for society.

## Call for Applications for posts of Project Officers in the field of Safety, Interoperability and ERTMS

*Contract Agent 3(a) (FGIV) with a further view to establish reserve lists - ERA/CA/2017/004-OPE*

### JOB CONTENT

The jobholder will work in one of the Agency Units, under the responsibility of the Head of Unit or the Administrator leading the Sector and under the supervision of temporary staff.

Main tasks and responsibilities may include:

- › To fulfil the objectives of the projects/services under own responsibility, in accordance with the Agency's standards and procedures;
- › To report on the progress of those projects/services;
- › To carry out risk and impact assessment analysis;
- › To ensure the correct applications of the relevant processes and procedures;
- › To analyse, prepare and draft policy papers, guidelines and other texts relating to field of competence;
- › To promote the EU railway legislation and monitor its implementation;
- › To contribute to the organisation and delivery of the Agency dissemination activities;
- › To organise and perform the consultation of interested parties.

The Agency is looking for Project Officers in 3 different areas, to be allocated to the relevant Unit.

Therefore, this call covers 3 fields:

- › Field 1: Railway safety and safety certification;
- › Field 2: Railway interoperability and vehicle authorisation;
- › Field 3: ERTMS and railway signalling.

Candidates may apply for one, two or three fields.

Candidates must clearly indicate in their ERA application form for which field(s) they apply.

Candidates shall not be able to change the chosen field(s) after the submission of the ERA application form.

**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)<sup>1</sup>;
- › 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>;
- › 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. 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.**

**3. Professional experience:**

To qualify for this profile, you must have at the closing date for applications a total of:

- › Professional experience of at least 1 year (following the award of the university degree).

<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, Sweden, United Kingdom.

<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

<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 28 (e) of the Staff Regulation of Officials and 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)

<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

**SELECTION CRITERIA**

The candidates meeting the eligibility criteria set out above, will be assessed and scored against the following relevant **selection criteria** for all fields listed below on the basis of the ERA application form:

- › University studies in the field of engineering, IT or exact sciences<sup>8</sup> such as mathematic, chemistry and physics;
- › Good command of English (minimum B2 level)<sup>9</sup>;
- › Good command of German (minimum C1 level)<sup>10</sup>;
- › Good command of Polish (minimum C1 level)<sup>11</sup>;
- › Good command of additional EU languages (minimum B2 level);
- › Professional experience (minimum 2 years in total) in railway matters (e.g. experience in working for a RU, IM, manufacturer, keeper, NoBo, etc.);
- › Professional experience (minimum 2 years) in planning and execution of tasks in a multicultural environment will be considered an asset;

Candidates do not need to satisfy all selection criteria: candidates not satisfying one or more selection criteria will not be immediately excluded from the selection. Candidates will be assessed and scored against other specific selection criteria depending on the chosen field(s):

The following **other specific selection criteria** depending on the chosen field(s) will be considered as assets:

**Field 1**

- › Professional experience (minimum 2 years in total) in developing, monitoring, reviewing or assessing railway safety management systems;
- › Professional experience (minimum 2 years) in human factors<sup>12</sup> and safety culture;

**Field 2**

- › Professional experience (minimum 2 years in total) in maintenance, operation, or authorisation of railway vehicles or fixed installations;
- › Professional experience (minimum 2 years) in particular railway systems (such as the 1520 mm rail systems);
- › Good command of Russian (minimum level equivalent to C1)<sup>13</sup>;
- › Professional experience (minimum 2 years in total) in IT registers, databases, telematics applications, data analysis, data management or business modelling (preferably UML);

**Field 3**

- › Professional experience (minimum 2 years) in the field of design and installation of control-command and signalling systems;
- › Professional experience (minimum 2 years) in the field of certification and acceptance of control-command and signalling systems.

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

<sup>9</sup> As the vernacular language at the Agency is English, a minimum B2-level is required.

<sup>10</sup> On the basis of the forecast of Agency activities for safety certificates and vehicle authorization, the Agency needs additional staff having a good command of German and Polish.

<sup>11</sup> See footnote 11

<sup>12</sup> This is not to be confused with HR management (skills and competencies)! By human factors we understand: "knowledge of Safety Culture and of human factors in safety".

<sup>13</sup> Russian is needed in the framework of the Agency's international activities (e.g. liaison with OSJD, OTIF, etc.) and of 1520 mm railway systems.

**The educational/academic qualifications and the professional experience and knowledge and experience considered as an asset 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/written test/additional tests (if applicable).

**For the German, Polish and Russian languages: candidates shall be requested to provide supporting documents/evidence they possess the necessary level. These languages will also be qualitatively tested during the interview by expert speakers who are not necessarily a member of the selection committee.**

#### INTERVIEW, WRITTEN TEST AND ADDITIONAL TESTS (if applicable)

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

*For the interview: criteria relevant for all fields:*

- › Suitability of the candidate to perform the duties (motivation, resilience, service culture, ability to work in a multicultural environment, awareness of the ERA role in the EU, problem-solving skills, willingness and ability to travel within and outside the EU);
- › Planning and organisational skills;
- › Ability to communicate in English (minimum B2 level);
- › Interpersonal/management skills, including ability to work in a team.

*For the interview: criteria relevant for each specific field:*

##### **Field 1**

- › Knowledge of risk management and safety management systems;
- › Knowledge in certification and supervision/surveillance of management system processes;
- › Knowledge of Safety Culture and human factors in safety<sup>14</sup>.

##### **Field 2**

- › Knowledge of railway interoperability (e.g. maintenance, operation, or authorisation of railway vehicles or fixed installations, IT registers).

##### **Field 3**

- › Knowledge and familiarity with the ERTMS system and its specifications.

*For the written test: relevant for all fields:*

- › Capability to analyse and summarise written information;
- › Ability to communicate in written in English (minimum B2 level);
- › Ability in planning with relevant IT tools (e.g. MS Office applications).

<sup>14</sup> This is not to be confused with HR management (skills and competencies)! By human factors we understand: "knowledge of Safety Culture and of human factors in safety".

# Call for Applications for posts of Project Officers in the field of Safety, Interoperability and ERTMS

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<i>Date of publication:</i> 24/08/2017	<i>Deadline for applications:</i> 30/09/2017 (23.59 CET, Valenciennes local time)
<i>Type of contract:</i> Contract Agent <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> 3.353,84 EUR with a weighting factor of 13,8 % (from 01/07/2016) 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 lists valid until:</i> 30/09/2019, with the possibility of extension

## **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 INTEROPERABILITY UNIT**

The main basis for the work of the Unit is Directive (EU) 2016/797 on rail interoperability (OJ L 138 of 26.5.2016, p. 44). On this basis, and in accordance with mandates given by the European Commission, the Unit produces proposals for Technical Specifications for Interoperability (TSIs) related the subsystems Infrastructure, Energy, Rolling Stock, Telematic Applications and Operation. In parallel, the Agency ensures coordination of activities with the standardization bodies and the notified bodies.

The Unit is also in charge of setting up and maintaining registers which contain information related to interoperability with aim at increasing transparency in this field, and fostering rail market opening.

Furthermore, the Unit carries out activities related to vocational competences and common assessment criteria for staff involved in railway operation and maintenance.

### *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.

### *THE SAFETY UNIT*

Working within the legislative framework set out in the Railway Safety Directive and the Agency Regulation, the Agency has established a dynamic safety team, committed to supporting the achievement of ambitious safety objectives, including making the European railway system the world leader for safety.

The new Railway Safety Directive clearly tasks the Agency with ensuring that safety is improved across Europe and the Agency is recruiting to meet that new challenge. The contribution of Human Performance is central to Safety and the Agency is looking for experienced individuals to join the Unit team to strengthen our performance in this area and support new work streams such as the development of a positive safety culture across Europe.

**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.

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

The vernacular 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](mailto:jobs@era.europa.eu) until **30/09/2017** 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 by delegation (hereinafter AACC) reserves the right to disqualify any candidate who disregards this instruction.

Three reserve lists will be established and will be valid for two 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 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 AACC sets up a Selection Committee consisting of at least: a Head of Unit (HoU), 2 members from the relevant Units, a member from Human Resources (HR), a member representing the Staff Committee (SC);
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. The Selection Committee will assess and score each eligible application according to the educational/academical

qualifications and professional experience of the candidate with respect to the profile described in the "job content" section in the Call for Applications;

4. For each of the field, the Selection Committee will assess and score each eligible application according to the educational/academical qualifications and professional experience of the candidate with respect to the profile described in the 'Job Content' section in the Call for Applications;

The Selection Committee will invite the first **15** highest scoring candidates (short-listed) and 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 **15<sup>th</sup>** highest scoring candidate will be included to the list of to be invited candidates;

5. Shortlisted candidates are invited to participate in the next step of the selection procedure generally consisting of an interview and a written test;

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**
- › Total score for the written test: **30 points**                      Minimum score to pass: **18 points**

Weighting of the total points awarded for the interview and the written test:

- › Interview: **70 %**
- › Written test: **30 %**

6. All interviews and the written test shall be done in English. If your mother tongue is English, the second language indicated in the ERA application form shall be tested;
7. Following the results of the interview and the written test, the Selection Committee proposes a list of suitable candidates to the AACC. For each of the field, the first **15** candidates achieving the highest qualifying marks (but no less than a minimum of **60 %**) in the interview and the written test will be placed on the reserve lists. There will be one reserve list for each field. All candidates having a score equal to the **15<sup>th</sup>** highest scoring candidate will be included in the reserve lists. The reserve lists will be in order of merit. Candidates should note that inclusion on the reserve lists does not guarantee engagement;
8. 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;
9. Suitable candidates shall be engaged upon decision of the AACC. Prior to being offered a post, candidates on the reserve list for the post of Head of Unit shall be required to undergo an interview with the Executive Director;
10. 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**

The successful candidates will be engaged in **Function Group IV (FGIV)**. The grade within Function Group IV will be determined in accordance with the years of professional experience.

**For more information, please refer to Chapter 4, Art. 86 (page 214) and to Chapter 7, Art. 93 (page**

**Depending on the individual's personal situation and the place of origin, staff members may be in addition entitled to:**

- 6. Expatriation or foreign residence allowance;
- 7. Household allowance;



<p><b>216) of the Conditions of Employment of Other Servants:</b></p> <p><a href="http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF">http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF</a></p> <ol style="list-style-type: none"> <li>1. Salaries are exempted from national tax, instead a tax to the benefit of the European Union is deducted at source;</li> <li>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 public holidays per year;</li> <li>3. General and applicable technical training plus professional development opportunities;</li> <li>4. EU Pension Scheme (after 10 years of service);</li> <li>5. EU Joint Sickness and Insurance Scheme accident and occupational disease insurance coverage, unemployment and invalidity allowance and travel insurance;</li> </ol>	<ol style="list-style-type: none"> <li>8. Dependent child allowance;</li> <li>9. Education allowance;</li> <li>10. Installation allowance and reimbursement of removal costs;</li> <li>11. Initial temporary daily subsistence allowance;</li> <li>12. Other benefits (reimbursement of travel expenses on taking up duty, etc.)</li> </ol> <p><b>For further information on the respective conditions, please consult the Annex VII of the Staff Regulations (from page 96 to 110):</b></p> <p><a href="http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF">http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF</a></p>
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<p><b>COMMITMENTS</b></p>	
<p><b>Commitment to promote equal opportunities:</b></p> <p>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><b>Appeal procedure:</b></p> <p>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 eligibility criterion/a requested to be reconsidered as well as the grounds for requesting the review.</p> <p>This request should be addressed to the Agency's dedicated mailbox (<a href="mailto:jobs@era.europa.eu">jobs@era.europa.eu</a>). 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>

**APPEAL AND COMPLAINT PROCEDURES**

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:

The Chairman of the Management Board  
European Railway Agency  
120, rue Marc Lefrancq  
FR - 59300 Valenciennes

The complaint must be lodged within 3 months from the time the candidate is notified of the act adversely affecting him/her.

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:

The General Court of the European Union  
Postal Address  
L-2925 Luxembourg  
<http://curia.europa.eu/>

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.

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:

European Ombudsman  
1, Avenue du Président Robert Schuman – CS 30403  
FR – 67001 Strasbourg Cedex  
<http://www.ombudsman.europa.eu>

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

**DATA PROTECTION**

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.

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.

See link:

<http://www.era.europa.eu/The-Agency/Jobs/Pages/HR-Privacy-Statement.aspx>