

Making the railway system  
work better for society.

# Permanent call for expression of interest for the mandate of Seconded National Experts (SNEs)

*ERA/SNE/2019/001*

**Before sending in your application, ensure your employer supports your candidacy and will commit to paying your salary and social security contributions during the secondment period!**

## I - JOB CONTENT

The SNE will work in the Executive Office and Communication Unit under the responsibility of the Head of Unit/the Administrator leading the Team, in the following areas:

- › *Area A - Corporate governance, work programme management;*
- › *Area B - Strategic planning;*
- › *Area C – Communication, events management, social media, dissemination and training.*

**Candidates may apply for one, two or three areas.**

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

## II - ELIGIBILITY CRITERIA

The permanent call for expression of interest is open to candidates who satisfy **all** the following eligibility criteria:

### **1. General requirements:**

- › Be employed by a national, regional or local public administration<sup>1</sup> or an Intergovernmental Organisation (IGO)<sup>2</sup>;
- › To have worked for the current employer on a permanent or a contract of employment basis for as least 12 months before the secondment;
- › the SNE shall remain in the service of the current employer throughout the period of secondment;

<sup>1</sup> *Public administration means all State administrative services, at central, federal and regional level, comprising ministries, government and parliament services, the courts, central banks, and the administrative services of local authorities, as well as the decentralized administrative services of the State and of such authorities.*

<sup>2</sup> *The Executive Director of the Agency may, on a case-by-case basis, authorise the secondment of an SNE from an employer other than State public administration or an IGO, according to Article 1.2 of the MB decision n°173 of May 2018*

- › Have a very good knowledge of English language (preferably B2 level<sup>3</sup>) and a satisfactory knowledge of another official language<sup>4</sup> 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 a national of the European Economic Area (Iceland, Liechtenstein and Norway);

## 2. **Qualifications:**

To qualify for secondment to ERA a national expert must have at least three years' experience in administrative or legal or scientific or technical or advisory or supervisory functions.

### III - SELECTION CRITERIA

- › **Area A - Corporate governance, work programme management**
- › **Area B – Strategic planning**
- › **Area C – Communication, events management, social media, dissemination and training**

Applicants' experience for any of the profiles above should be in **at least one** of the fields listed below:

- › **For Area A - Corporate governance, work programme management**
  - Experience in work programme preparation, monitoring and reporting;
  - Experience in budget planning and monitoring, including the use of dedicated tools (Microsoft Excel / Access etc.);
  - Experience in cost control;
  - Experience in (re)prioritisation of work and expenditure within a (multi-)annual budget cycle;
  - Experience in setting up and monitoring performance indicators in the public sector.
- › **For Area B – Strategic planning**
  - Experience in policy formulation / evaluation / analysis in an EU context;
  - Experience in preparing, implementing and monitoring multi-annual strategies / roadmaps in an EU context.
- › **For Area C – Communication, events management, social media, dissemination and training**
  - Organisation and project management, experience:
    - in assisting the development and implementation of strategic communication plans;
    - in supporting or deploying project management.
  - Experience in working in International environments:
    - Working experience in EU or International institutions, or
    - Participation to international working groups, projects, etc.
  - Communication skills/experience, experience:
    - in drafting, editing and managing publications;

<sup>3</sup>According to the Common European Framework of Reference for Languages, available at <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

<sup>4</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)

- in preparing press releases and articles;
- in designing communication campaigns;
- in crisis management, (or specific training supported by a certificate);
- In managing social-media accounts and profiles;
- in media content creation (e.g. photography, videos, graphic design, music, etc.);
- preparing technical content and/or media formats for training material;
- in organising events and/or dissemination/training courses.
- Training and dissemination, knowledge and experience:
  - Proven knowledge of analysing tasks and roles, preferably in relation to operational and/or managerial roles in the railways industry (e.g. safety managers, managing directors, train drivers, etc.)
  - Definition of competency and skills requirements, preferably related to the roles indicated above (e.g. safety management competency, knowledge of EU legislation, etc.)
  - Preparation of training material related to railway matters (e.g. design of safety management systems, ERTMS, safety culture, etc.)
- Railway experience:
  - 3 years of experience in railway operations;
  - Proven experience in the domain of railway safety and interoperability.
- All relevant computer skills:
  - Office applications (e.g. MS Office, Libre office, Open office, etc.);
  - Project management applications (e.g. MS Project, Zoho, etc.) ;
  - Desktop publishing and typesetting software applications (e.g. Adobe InDesign, Scribus, QuarkXPress, etc.);
  - Raster and vector graphics editors (e.g. Adobe Photoshop, Adobe Illustrator, Inkscape, Gimp, etc.);
  - video editing software programs (e.g. Adobe Premiere, Final Cut, etc.);
  - knowledge of DRUPAL 7.0/8.0.

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

# Permanent call for expression of interest for the mandate of Seconded National Experts (SNEs)

*ERA/SNE/2019/001*

<i>Date of publication:</i> 09/07/2019	<i>Deadline for applications:</i> This call for expression of interest is <b>open-ended</b> , there is <b>NO deadline</b> for applications
<i>Type of mandate:</i> Seconded National Expert	<i>Place of employment:</i> Valenciennes, France
<i>Duration of mandate:</i> 2 years with a possibility of renewal(s) for a total period of maximum four years	<i>Salary:</i> Seconded National Experts remain in the service of their employer throughout the period of their secondment. The SNE will continue to be remunerated by his/her employer and will remain under his/her national social security coverage. During his/her secondment, the SNE will receive daily subsistence allowances from the Agency and –if applicable- reimbursement of travel expenses as set out in the <a href="#">DECISION n°173 of the Management Board</a> of the European Union Agency of Railways laying down rules on the secondment to the Agency of seconded national experts and national experts in professional training
<i>Unit:</i> see below	
<i>Applications to be sent by email only to mailbox:</i> jobs@era.europa.eu	

<p><b>THE AGENCY</b></p> <p>The European Union Agency for Railways is an agency of the European Union established by the <a href="#">Regulation (EU) 2016/796</a>. Its purpose is to support the development of a Single European Railway Area, without frontiers, guaranteeing a high level of safety.</p> <p><b>The Agency's main objective is to make the railway system work better for society.</b></p> <p>We are committed to achieve this by:</p> <ul style="list-style-type: none"> <li>› Providing certifications, authorisations and pre-approval services to the railway sector;</li> <li>› Providing technical support to the European Commission;</li> <li>› Monitoring National Safety Authorities (NSAs) and Notified Bodies;</li> <li>› Assistance (e.g. dissemination, training) to member states, NSAs and stakeholders;</li> <li>› Developing a common approach to safety on the European Rail Traffic Management System (ERTMS); and</li> <li>› Promoting simplified access for customers for the European rail sector.</li> </ul> <p>More details on our activities are available in our <a href="#">Single Programming Document</a>.</p> <p>The Headquarter of the Agency is in Valenciennes, with additional facilities in Lille dedicated to specific events. Please consult following link <a href="#">here</a> for the Agency's mission, vision and values.</p>
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For more information, please read about us on [era.europa.eu](http://era.europa.eu).

#### *THE EXECUTIVE OFFICE AND COMMUNICATION UNIT*

The Executive Office and Communication Unit (EXO) takes care of the strategic development of the Agency defining key priorities together with the Agency units, the stakeholders, the management board and the Executive Director.

Are part of the EXO Unit:

- › Corporate management and Integrated Management System;
- › Communication; and
- › International relations.

The activities of EXO are linked with setting up and monitoring:

- › The relevant Agency strategies;
- › The budget and the work programme of the Agency.

All in coherence with the vision of the Executive Director. The Communication team takes care of defining the right messages and of using the right channel to boost the Agency's reputation by communicating the activities and the achievements. It also work to ensure the right presence in the social media and a correct external and internal communication especially in case of crisis. It is also an EXO task to care about international relations, i.e. cooperation of the Agency with stakeholders within and outside EU.

#### *APPLICATION PROCEDURE*

For applications **to be valid**, the candidates must submit the ERA application form duly completed in English.

Applications must be sent by email to mailbox [jobs@era.europa.eu](mailto:jobs@era.europa.eu) **clearly indicating the call for interest reference number in the subject line.**

In order to facilitate the process, all communication to applicants concerning this vacancy will be in English.

**This permanent call for expression of interest is not subject to a deadline..**

#### *SELECTION PROCEDURE*

Interested candidates may apply for any of the areas advertised in section III "selection criteria". The applications received will be evaluated on a regular basis.

The candidates who are judged to be the most suitable on the basis of the selection criteria will be retained. Their application file will be stored in a dedicated database and when a mandate becomes available which suits the profile of the successful candidate, he/she **may** be invited for an interview and/or written test.

A position as SNE may be offered according to the needs of the Agency and budget availability. The secondment will be effected by an exchange of letters between the Executive Director of the Agency and the future SNE's employer.

<i>SUMMARY OF CONDITIONS OF EMPLOYMENT</i>	
<p>1. This permanent call for expression of interest concerns mandates for a seconded national expert (SNE). The secondment is not an employment, nor does it lead to an employment at the Agency. The SNE shall remain in the service of his/her employer throughout the period of secondment and shall continue to be remunerated by that employer.</p> <p>The SNE is entitled to subsistence allowances under the conditions of secondment which can be found in <a href="#">DECISION n°173 of the Management Board</a> of the European Union Agency of Railways laying down rules on the secondment to the Agency of seconded national experts and national experts in professional training</p> <p><b>Before applying, each candidate should assure him/herself that his/her current employer will support the candidacy and pay the salary and social security contributions during the secondment period.</b> The secondment will be confirmed by an exchange of letters between the Agency and the employer in the Member State concerned.</p>	
<p>2. The SNE may benefit from general and applicable technical training opportunities.</p>	

<i>COMMITMENTS</i>	
<p><b>Commitment to promote equal opportunities:</b>                      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>	

<i>DATA PROTECTION</i>	
<p>The purpose of processing of the data you submit is to manage your application in view of a possible secondment to the Agency.</p> <p>The personal information we request from you will be processed in line with Regulation <a href="#">(EU) 2018/1725</a> 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 Text with EEA reference.</p>	