

Making the railway system
work better for society.

Call for Applications for posts of Project Officers in the Planning and Approvals Delivery Unit

*Contract Agent 3(a) (FGIV) - with a further view to establish a
reserve list - ERA/CA/2021/001-OPE*

I - JOB CONTENT

The Agency is looking for Project Officers to be allocated to the relevant Teams.

The jobholders will work in the Planning and Approvals Delivery (PAD) Unit in the Vehicle Authorisation Team under the responsibility of the Head of Unit and the respective Team Leaders.

Main tasks and responsibilities:

- › To perform as Assessor and/or Project Manager for vehicle (type) authorisations with a focus on Conformity to Type applications;
- › To ensure vehicle (type) authorisations projects are delivered on time, with quality and in line with the budget;
- › To be the contact point for applications of vehicle (type) authorisations;
- › To be the contact point for the NSA with regards to vehicle (type) authorisations;
- › To provide return of experience and lessons learned from vehicle (type) authorisations on projects;
- › To ensure accurate and consistent information for billing vehicle (type) authorisation projects;
- › To identify possible changes (to remedy defects or improve the process) to be made to the regulatory framework, the supporting guidance or the One-Stop Shop (OSS).

For more details on the activity of the Vehicle Authorisation Team, please visit this [link](#).

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;

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

- › 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 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.

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:

- › Professional experience of at least 2 years (following the award of the university degree) in the railway domain;
- › Good knowledge of the English language (spoken and written as independent user-B2 level in the 3 domains: Speaking, Writing and Understanding);
- › University studies in the field of engineering OR exact sciences⁸.

Additional selection criteria used to assess the candidates applications:

- › At least 1 year of **relevant**⁹ professional experience in the fields listed in the job content;
- › Good command of one or more of the following EU languages (spoken and written as independent user-B2 level in the 3 domains: Speaking, Writing and Understanding): Bulgarian, Czech, German, Hungarian, Polish, Portuguese, Slovenian and Slovak¹⁰;

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 28 (e) of the Staff Regulation of Officials and 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) <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

⁷ See Article 52 (a) of the Staff Regulation of Officials for Temporary Agents, applicable to Contract Agents by analogy, Article 119 CEOS

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

⁹ Relevant experience should be described in your ERA application

¹⁰ On the basis of the workload of activities for vehicle authorisation, the Agency needs additional staff having a good command of one or more of the specified languages, a minimum B2 level in the 3 domains: Speaking, Writing and Understanding is required

- › Good knowledge of any additional official languages¹¹ (spoken and written as independent user-B2 level in the 3 domains: Speaking, Writing and Understanding) of the European Union.

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

The candidates who are assessed to be the most suitable on the basis of the selection criteria will be 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:

- › Motivation;
- › Working with others;
- › Quality and result oriented;
- › Communication and interpersonal skills.

Hard skills:

- › Ability to communicate in English (as independent user-B2 level);
- › Knowledge and understanding of the functioning of the railway system, including understanding the relationship between the technical aspects, the roles and the organisations.

For the written test: relevant criteria:

- › Drafting skills;
- › Excellent analytical capabilities and problem-solving skills;
- › 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.

¹¹ See footnote 9

Call for Applications for posts of Project Officers in the Planning and Approvals Delivery Unit

Contract Agent 3(a) (FGIV) - with a further view to establish a reserve list - ERA/CA/2021/001-OPE

<i>Date of publication:</i> 09/04/2021	<i>Deadline for applications:</i> 08/05/2021 (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> 3.555,98 EUR with a weighting factor of 20,5 % (from 01/07/2020) plus specific allowances where applicable
<i>Department / Unit:</i> Planning and Approvals Delivery Unit	
<i>Applications to be sent by email only to mailbox:</i> jobs@era.europa.eu	<i>Reserve lists valid until:</i> 08/05/2023, 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 PLANNING AND APPROVALS DELIVERY UNIT

The Unit “Planning and Approvals Delivery” (PAD) is the project centre of the Agency, the newest field of activity for the Agency.

Different specialist are involved in its key areas, which are mainly focussed on:

- › Vehicle (type) authorization;
- › Single safety certificates, and
- › ERTMS trackside approval.

All this is part of the new roles that the Agency will assume because of the implementation of the 4th Railway Package.

In addition to these approval activities, PAD also ensures sound management and control of projects and programmes developed by the Agency and that crucial for its reputation and for the proper functioning of the Single European Railway Area.

PAD has a significant feedback role in reporting on the implementation of the working document of the Agency to the EXO Unit.

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 **08/05/2021** 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.

The reserve list will be established and will be valid for 2 years as of the closing date of the selection procedure. 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 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 sets up a Selection Committee. The names of the members are published on the ERA Website;
2. The Selection Committee will check the submitted applications against the specific criteria 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. Only candidates who pass a minimum of 60% of the total points awarded for the selection criteria are taken into consideration. From this list, the Selection Committee shortlists candidates with the highest scores to be invited for the interview and a written test ;
5. The interview and the written test shall be done in English. If your mother tongue is English, the second language indicated in the application form shall be tested. Candidates who have indicated their knowledge of Bulgarian, Czech, German, Hungarian, Polish, Portuguese, Slovenian and Slovak may be tested orally for those who have indicated these languages under their selection criteria by expert speakers who are not necessarily members of the Selection Committee;
6. The scores for the interviews and the written test are established as follows:
The total score for the interview: **70 points** Minimum score to pass: **42 points (60%)**
The total score for the written test: **30 points** Minimum score to pass: **18 points (60%)**
Candidates' written test shall not be assessed if the minimum score to pass during the interview is not reached;
7. Following the results of the interviews and the written test, the first **15** (indicative number) candidates will be placed on the list of suitable candidates.
The Selection Committee proposes a list of suitable candidates in ranking order to the AACC to be put on the reserve list. Candidates should note that inclusion on the list does not guarantee engagement;
8. The reserve list shall be valid until **08/05/2023**. It may be extended via an AACC decision;
9. Reserve list established via external selection procedures may be shared with other EU Agencies;
10. Candidates on the reserve list may be required to undergo an interview with the Executive Director;
11. Prior to being offered a contract of employment, appointed candidates shall be required to submit all relevant documents proving educational background and professional experience;
12. Before engaging a contract 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;
13. 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;

14. 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

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 and to Chapter 7, Art. 93 of the Conditions of Employment of Other Servants:

<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20210101&qid=1617798743617>

1. Salaries are exempted from national tax, instead a tax to the benefit of the European Union is deducted at source;
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;
3. General and applicable technical training plus professional development opportunities;
4. EU Pension Scheme (after 10 years of service);
5. EU Joint Sickness and Insurance Scheme accident and occupational disease insurance coverage, unemployment and invalidity allowance and travel insurance;

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;
8. Dependent child allowance;
9. Education allowance;
10. Installation allowance and reimbursement of removal costs;
11. Initial temporary daily subsistence allowance;
12. Other benefits (reimbursement of travel expenses on taking up duty, etc.).

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/?uri=CELEX%3A01962R0031-20210101&qid=1617798743617>

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.</p> <p>This request should be addressed to the chairperson of the selection committee using the Agency’s dedicated mailbox (jobs@era.europa.eu). 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	
<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>

DATA PROTECTION	
<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>Your personal data provided to ERA are dealt with in compliance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of individuals 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>