

Making the railway system
work better for society.

Call for Applications for a post of Administrator (Legal Officer) in the Executive Director Office

Temporary Agent 2(f) (AD6) - with a further view to establish a reserve list - ERA/AD/2021/002

I - JOB CONTENT

The jobholder will work in the Executive Director Office, under the responsibility of the Executive Director.

The Legal Officer provides legal advice and assistance on all functions and tasks of the Agency (with the aim to ensure the compliance of all Agency's measures with the applicable legal framework) and represents - in case of need - the Executive Director, in particular before the European Union's Courts, and manages all litigation.

Main tasks and responsibilities:

- › To provide legal expertise and support on the operational (mainly EU railway legislation) and administrative (mainly staff, financial, procurement and contractual) matters of the Agency, and on the Agency's institutional aspects and other activities of the Agency;
- › To analyse cases, performing research activities and drafting legal advice, working papers, etc.;
- › To provide legal expertise and guidance on the Agency's acts and decisions, as required;
- › To participate on request in working groups, working parties, task forces, etc. to ensure compliance with the legal and institutional aspects of the Agency;
- › To contribute to the Quality Management System of the Agency by developing documents, templates and procedures related to legal matters in collaboration with the Quality Officer;
- › To represent the Agency as agent in judicial/legal proceedings before the EU Court of justice, the Board of Appeal and the European Ombudsman;
- › To assist the Agency in dealing with staff and other complaints;
- › Other relevant legal tasks, as required.

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

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;
- › 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 attested by a diploma when the normal period of university education is **4 years** or more, followed by at least 3 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**, followed by at least 4 years of professional experience.

Only qualifications issued by EU Member State authorities or EEA (European Economic Area) authorities and qualifications recognised 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 studies in the field of law;

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

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)

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

- › Minimum 3 years of relevant professional experience⁸ related to tasks listed in the job content;
- › Proven knowledge of EU Law;
- › Good knowledge of EU Railway legislation relevant for the Agency;
- › Good knowledge of EU financial, staff , procurement data protection and access to documents regulations;
- › Proven experience in legal drafting;
- › Minimum 1 year professional experience in an international environment dealing with legal matters;
- › Very good knowledge of the English language⁹ (spoken and written as proficient user-C1 level in the 3 domains: Speaking, Writing and Understanding);
- › Knowledge of the French language (spoken and written as independent user-B2 level in the 3 domains: Speaking, Writing and Understanding).

The educational/academical 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 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:

1. For the interview:

Hard skills:

- › Knowledge of EU law and EU railway legislation as relevant for the Agency;
- › Knowledge of EU staff regulations and procurement rules;
- › Ability to communicate in English;
- › Knowledge of French language.

› **Soft skills:**

- › Motivation;
- › Communication skills;
- › Analytical and problem-solving skills;
- › Teamwork, collaboration attitude, service culture and resilience.

2. For the written test:

- › Capability to analyse a case and to provide a relevant legal advice in a clear and comprehensive way;
- › Conceptual and analytical skills;
- › Ability to communicate effectively in written English.

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.

⁸ Relevant experience should be described in your ERA application.

⁹ As the vehicular language of the Agency is English, a minimum C1 level (in the 3 domains: Speaking, Writing and Understanding) in English is required

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Temporary Agent 2(f) (AD6) - with a further view to establish a reserve list - ERA/AD/2021/002

<i>Date of publication:</i> 10/05/2021	<i>Deadline for applications:</i> 08/06/2021 (23.59 CET, Valenciennes local time)
<i>Type of contract:</i> Temporary Agent 2(f) <i>Function group and grade:</i> AD6	<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> 5.563,58 EUR at step 1 with a weighting factor of 20,5% (from 01/07/2020) plus specific allowances where applicable
<i>Unit:</i> Executive Director Office	
<i>Applications to be sent by email only to mailbox:</i> jobs@era.europa.eu	<i>Reserve list valid until:</i> 08/06/2023, with the possibility of extension

THE AGENCY

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

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. Please consult following link [here](#) for the Agency's mission, vision and values.

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

THE EXECUTIVE DIRECTOR OFFICE

The Executive Director is leading the Agency in fulfilling its mission and strategic goals. The Executive Director Office (EDO) is responsible for supporting the Executive Director in taking informed and sound decisions, setting work priorities and allocates resources efficiently.

The EDO supports the Executive Director also in the daily operations of the Agency. In particular, it is responsible for:

- › Setting up, maintaining and controlling the accounting system of the Agency;
- › Providing expertise, specific advice and overseeing all legal matters;
- › Setting the internal control framework and organizing audits and performance evaluations on the Agency's work.

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 degrees/diplomas are requested to send the EU 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 **08/06/2021** 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 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.

A 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. 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. 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. All interviews and the written test shall be done in English and in French. If your mother tongue is English, the second language indicated in the application form shall be tested;
6. The scores for the interviews and the written test are established as follows:
 - › Total score for the interview: **50 points** Minimum score to pass: **30 points (60%)**
 - › Total score for the written test: **50 points** Minimum score to pass: **30 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 **8** (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 these lists does not guarantee engagement;
8. The reserve list shall be valid until **08/06/2023**. It may be extended via an AACC decision;
9. Reserve list established via external selection procedures may be shared with other EU Agencies;
10. In compliance with Management Board (MB) Decision n°210, Title II, Art. 2(b), the Agency may exceptionally offer a contract of employment for a similar Contract Agent (CA) position to a successful laureate on a Temporary Agent (TA) reserve list;
11. Candidates on the reserve lists may be required to undergo an interview with the Executive Director;
12. Prior to being offered a contract of employment, appointed candidates shall be required to submit all relevant documents proving educational background and professional experience;
13. 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;
14. 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;

15. 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>For further information on the respective conditions, please consult the Annex VII of the Staff Regulations (from page 96 to 110): https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20210101&qid=1617798743617</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 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>
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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>