

Making the railway system  
work better for society.

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

*Temporary Agent 2(f) (AD6) - with a further view to establish a reserve list - ERA/AD/2018/001-OPE*

### I - 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.

Main tasks and responsibilities:

- › To fulfil the objectives of the projects/services under own responsibility, in accordance with 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 application of the applicable processes and procedures;
- › To analyse, prepare and draft policy papers, guidelines and other texts relating to field of expertise;
- › To promote the EU railway legislation and monitor its implementation;
- › To contribute to the organisation and delivery of the Agency dissemination activities;
- › To organize and perform the consultation of interested parties;
- › To contribute to the coordination, supervision of the project/service teams;
- › To contribute to convening, chairing and leading working groups and networks managed by the Agency;
- › To provide expertise to the Agency Units and other EU Institutions / joint undertakings in the field of competence, if requested;
- › To liaise with external stakeholders, (including representatives from national authorities in and outside of Europe) and to prepare related meetings and reports.

The Agency is looking for Administrators (Project Officers) in 4 different areas.

Therefore, this call covers 4 fields:

- › Field 1: Railway safety and safety certification;
- › Field 2: Railway interoperability and vehicle authorisation;
- › Field 3: ERTMS and railway signalling;
- › Field 4: Transport data systems.

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.

## 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)<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.

**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 3 years (following the award of the university degree).

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<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

**III - SELECTION CRITERIA**

The candidates meeting the eligibility criteria set out above, will be assessed and scored against selection criteria. 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.

**Selection criteria** used to assess the candidates applications depending on the chosen field(s):

**Field 1:**

- › Good command of English<sup>8</sup>;
- › Good command of one or both of the following languages: German<sup>9</sup>, Polish<sup>10</sup>;
- › Minimum 1 year of professional experience in developing, monitoring, reviewing or assessing railway safety management systems;
- › Minimum 1 year of professional experience in human factors<sup>11</sup> and safety culture;
- › Minimum 1 year of professional experience in risk management.

**Field 2:**

- › University studies in the field of engineering or exact science<sup>12</sup>;
- › Good command of English<sup>13</sup>;
- › Good command of one or more of the following languages: German<sup>14</sup>, Polish<sup>15</sup>, Russian<sup>16</sup>;
- › Minimum 1 year of professional experience in maintenance, operation or design of railway vehicles or fixed installations;
- › Minimum 1 year of professional experience in authorisation of railway vehicles or on-board ETCS.

**Field 3:**

- › University studies in the field of engineering or exact science<sup>17</sup>;
- › Good command of English<sup>18</sup>;
- › Minimum 3 years of professional experience in the field of design and installation of control-command and signalling systems;
- › Minimum 3 years of professional experience in the field of certification and testing of control-command and signalling systems.

**Field 4:**

- › University studies in the field of engineering or exact science<sup>19</sup>;
- › Good command of English<sup>20</sup>;

*8 As the vehicular language at the Agency is English, a minimum B2 level in English is required*

*9 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 one or more of the following languages: German, Polish (minimum B2 level)*

*10 See footnote 9*

*11 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"*

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

*13 See footnote 8*

*14 See footnote 9*

*15 See footnote 9*

*16 Russian (minimum C1 level) is needed in the framework of the Agency's international activities (e.g. liaison with OSJD, OTIF, etc.) and of 1520 mm railway systems*

*17 See footnote 12*

*18 See footnote 8*

*19 See footnote 12*

*20 See footnote 8*

- › Minimum 1 year of professional experience in transport registers, databases, telematics applications, data analysis, data management or business modelling.

**Professional experience 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, WRITTEN TEST AND ADDITIONAL TESTS (if applicable)

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

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

- › Suitability of the candidate to perform the duties (interpersonal/management skills, including ability to work in a team);
- › Planning and organisational skills;
- › Ability to communicate in English.

*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<sup>21</sup> in safety.

**Field 2:**

- › Knowledge of railway interoperability (e.g. maintenance, operation or design of railway vehicles, on-board ETCS or fixed installations).

**Field 3:**

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

**Field 4:**

- › Knowledge of transport registers and related supporting tools exploiting technologies for data processing.

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

- › Capability to analyse and summarise written information;
- › Ability to communicate in written in English;
- › Ability in planning.

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<sup>21</sup> See footnote 11

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

## *Temporary Agent 2(f) (AD6) - with a further view to establish a reserve list - ERA/AD/2018/001-OPE*

<i>Date of publication:</i> 12/02/2018	<i>Deadline for applications:</i> 13/03/2018 (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> 5.247,33 EUR at step 1 with a weighting factor of 14,8 % (from 01/07/2017) plus specific allowances where applicable
<i>Unit:</i> <a href="http://www.era.europa.eu">http://www.era.europa.eu</a>	
<i>Applications to be sent by email only to mailbox:</i> <a href="mailto:jobs@era.europa.eu">jobs@era.europa.eu</a>	<i>Reserve list valid until:</i> 13/03/2020, 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>

### 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](mailto:jobs@era.europa.eu) until **13/03/2018** 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.

Four 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 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 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 or his delegate sets up a Selection Committee consisting of at least: a Head of Unit (HoU) and/or an Administrator leading a Sector, a member representing Human Resources (HR) and 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;
4. For each of the field, the Selection Committee will assess and score each eligible application according to the educational/academic qualifications and professional experience of the candidate with respect to the profile described in the 'Job Content' section in the Call for Applications;
5. The Selection Committee shall invite the first **15** highest scoring candidates 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 shall be invited;
6. Shortlisted candidates are invited to participate in the next step of the selection procedure consisting of an interview and a written test;
7. The interview and the written test shall be done in English. If you mother tongue is English, the second language indicated in the application form shall be tested. The knowledge in German or in Polish or in Russian may be tested orally for those candidates who have indicated German,

Polish and Russian under their selection criteria **by expert speakers who are not necessarily members of the selection committee;**

8. 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

**Candidates' written test shall not be assessed if the minimum score to pass during the interview is not reached.**

9. Following the results of the interview and written test, the Selection Committee proposes a list of suitable candidates to the AACC. For each of the field, the candidates achieving the qualifying pass marks defined in point 8 will be placed on the reserve lists. There will be one reserve list for each field. The reserve lists will be in order of merit. Candidates should note that inclusion on the reserve lists does not guarantee engagement;
10. 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;
11. The reserve list shall be valid until 13/03/2020. It may be extended via an AACC decision;
12. Suitable candidates shall be engaged upon decision of the AACC. Prior to being offered a post, candidates on the reserve lists may be required to undergo an interview with the Executive Director;
13. Prior to being offered a contract of employment, appointed candidates shall be required to submit all relevant documents proving educational background and professional experience;
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**

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 ERA 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** (from page 96 to 110):

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

<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>	<p><b>Appeal procedure:</b>                      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>

<b>APPEAL AND COMPLAINT PROCEDURES</b>	
<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 Chairman of the Management Board 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 Postal Address L-2925 Luxembourg <a href="http://curia.europa.eu/">http://curia.europa.eu/</a></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 <a href="http://www.ombudsman.europa.eu">http://www.ombudsman.europa.eu</a></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>
<b>DATA PROTECTION</b>	
<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 (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.</p>	<p>See link: <a href="http://www.era.europa.eu/The-Agency/Jobs/Pages/HR-Privacy-Statement.aspx">http://www.era.europa.eu/The-Agency/Jobs/Pages/HR-Privacy-Statement.aspx</a></p>