

Making the railway system
work better for society.

Call for Applications for a post of Administrative Assistant in the Resources and Support Unit

*Contract Agent 3(a) (FGII) - with a further view to establish a
reserve list - ERA/CA/2016/001*

JOB CONTENT

The jobholder will work in the Resources and Support Unit in particular in the Human Resources sector, under the responsibility of the Head of the HR Sector.

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

Main tasks and responsibilities:

- › To provide overall horizontal administrative support to the HR Sector (such as organizing missions, filing HR documents, dealing with incoming/outgoing mail, booking meeting rooms, replying to spontaneous applications, dealing with French Ministry of Foreign Affairs Cards, EU Access badges, assisting the HR assistants, the HR officer and the Head of HR in their daily work, etc.);
- › To assist in the maintenance of the different HR budget lines and the preparation of financial files;
- › To provide logistical support for the organization of selection procedures (such as welcoming the candidates, reimbursement of travel expenses, registration of LEF, BAF, working in ABAC workflow and assets);
- › To fine-tune/format HR draft documents in line with the quality standards;
- › To draft the minutes for the Head of R&S Unit – Staff Committee meetings and to assist in the organization of the Staff Committee elections);
- › To prepare the agenda for the HR sector meeting;
- › To assist in the preparation of HR statistics;
- › To assist in maintaining the HR Intranet;
- › To execute any other tasks related to HR administration upon request.

In addition to the above, the post holder will be requested to dedicate 10% of the working time to support the activities of the Staff Committee, as follows:

- › To organize and register incoming and outgoing documents, requests and Staff Committee position papers;
- › To ensure quality of documents prepared and issued by Staff Committee;
- › To maintain Staff Committee Intranet webpage including the publication of documents;
- › To organize Staff Committee meetings and taking minutes of the meetings;
- › To track deadlines and follow-up actions (list and reminders);
- › To provide support to Staff Committee members on request.

PROFESSIONAL QUALIFICATIONS AND OTHER REQUIREMENTS

To be considered eligible, candidates must satisfy all the eligibility criteria as specified below on the closing date for the submission of applications:

ELIGIBILITY CRITERIA

- › Have a level of post-secondary education in administrative/secretarial studies attested by a diploma and relevant professional experience of at least 2 years,
OR
Have a secondary education attested by a diploma giving access to post-secondary education and relevant professional experience of 5 years,
- › Have a thorough knowledge of an official language¹ of the European Union and a satisfactory knowledge of another official language² 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 the states that are parties to the EEA Agreement (Iceland, Liechtenstein and Norway);
- › Enjoy full rights as a citizen;
- › Have fulfilled any obligations imposed by the applicable laws concerning military service³;
- › Meet the character requirements for the duties involved⁴
- › Be physically fit to perform the duties linked to the post⁵.

All eligible applications will be assessed and scored against the requirements listed below. Please note that non-compliance with at least one of the essential criteria will result in the exclusion of the candidate from the selection. Advantageous criteria constitute additional assets and will not result in exclusion, if not fulfilled.

SELECTION CRITERIA

In order for the Selection Committee to assess your competencies and skills, you are requested to submit concrete examples from your educational qualifications and professional experience which will demonstrate you meet the essential and advantageous selection criteria:

A) Essential

- › Administrative experience of 2 years in the field of Human Resources;
- › Working experience in ABAC workflow and assets or similar financial e-tools;
- › Experience in managing a(n) intranet/website;
- › Very good command of the English language (spoken and written as proficient user-C1 level);
- › Good knowledge of the French language (spoken and written as independent user-B2 level);
- › Sound command of MS Office applications, particularly MS Word, MS Powerpoint and MS Excel.

1 Your mother tongue or another official EU language of which you have a thorough 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>

2 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)

3 If applicable

4 Prior to engagement, the successful candidate will be asked to provide a certificate confirming the absence of any criminal record

5 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

B) Advantageous

- › Working experience in an international environment, in particular in the EU Institutions / agencies;
- › Working knowledge of other EU languages;
- › Good communications skills and service-oriented attitude;
- › Experience in administrative organization and in planning (e.g. managing calendars, organizing meetings, etc.);
- › Adapting successfully to changing situations and environment;
- › High sense of confidentiality.

Depending on the number of applications received, the Selection Committee may apply stricter requirements within the aforementioned selection criteria.

Call for Applications for a post of Administrative Assistant in the Resources and Support Unit

*Contract Agent 3(a) (FG II) - with a further view to establish a
reserve list- ERA/CA/2016/001*

<i>Date of publication:</i> 15/11/2016	<i>Deadline for applications:</i> 15/12/2016 (23.59 CET, Valenciennes local time)
<i>Type of contract:</i> Contract Agent <i>Function group and grade:</i> FGII	<i>Place of employment:</i> Valenciennes, France
<i>Duration of contract:</i> 4 years and may be renewed	<i>Monthly basic salary:</i> 1.980,96 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 list valid until:</i> 31/12/2017 (the validity of the reserve list may be extended)

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 RESOURCES AND SUPPORT UNIT

The Resources and Support Unit provides the overall management of the Agency’s resources and horizontal support to the ERA activities.

The Unit is organised in three Sectors which report directly to the Head of Resources and Support Unit:

- › Human Resources;
- › Finance and Procurement and IT;
- › Facilities Management.

This Unit has currently approximately 40 staff members.

THE STAFF COMMITTEE

- › Represents the interests of the staff;
- › Maintains continuous contact between the Agency and the Staff;
- › Contributes to the smooth running of the Agency;
- › Bring to the notice any difficulty having general implications;
- › Submits suggestions and proposals for the improvement of staff working or general living conditions.

APPLICATION PROCEDURE

For applications **to be valid**, the candidates must submit the following documents:

- › A detailed curriculum vitae (EU CV Format only). Please consult the link below:
<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>
- › A motivation letter of no more than 2 pages, explaining why the candidate is interested in the post and what her/his added value would be to the Agency, if selected;
- › The eligibility grid (see annex).

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

The working 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 **15/12/2016** 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 (hereinafter AACC) reserves the right to disqualify any candidate who disregards this instruction.

A reserve list will be established, valid until **31/12/2017**. 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 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 Selection Committee checks the validity and eligibility criteria of all applications,
2. The candidates satisfying the eligibility criteria shall be assessed against the selection criteria,
3. The Selection Committee assesses the letters of motivation and the CVs of eligible applicants and establishes a shortlist of candidates best meeting the selection criteria as set out in the call for applications,
4. The invitation shall be based on the highest scores in the pre-selection screening of the selection criteria,
5. The Selection Committee interviews and tests the shortlisted applicants,
6. The written test shall be done in English,
7. The interview shall be done in English. If your mother tongue is English, the second language indicated in the CV shall be tested during the interview,
8. Following the results of the interviews and written tests, the Selection Committee proposes a list of suitable candidates⁶ to the AACC. This list shall be in alphabetical order accompanied by the detailed list of scores obtained following the interview and written test (if applicable). Candidates achieving the qualifying marks in the interview and written tests (if applicable) shall be placed on the reserve list (if applicable). Candidates should note that inclusion on the reserve list does not guarantee engagement,
9. 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,
10. The reserve list shall be valid until 31/12/2017. It may be extended via an AACC decision,
11. Suitable candidates shall be engaged upon decision of the AACC. Prior to being offered a post, candidates on the reserve list may be required to undergo an interview with the Executive Director.

SUMMARY OF CONDITIONS OF EMPLOYMENT

The successful candidates will be engaged in **Function Group II (FGII)**. The grade within Function Group II 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 216) of the Conditions of Employment of Other Servants:

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

1. Salaries are exempted from national tax, instead a tax to the benefit of the European Union is deducted at source;

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.)

⁶ Only those candidates considered who have obtained an overall score of at least 50%

<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 public 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>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</p>
---	---

<p>COMMITMENTS</p>	
<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: A candidate who considers that a mistake has been made regarding the eligibility of his/her application may ask for a review. 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. This request should be addressed to the Agency’s dedicated mailbox (jobs@era.europa.eu).</p> <p>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>Executive Director 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 European Union Civil Service Tribunal Postal Address L-2925 Luxembourg 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 European Union Civil Service Tribunal 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>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: http://www.era.europa.eu/The-Agency/Jobs/Pages/HR-Privacy-Statement.aspx</p>