

Making the railway system
work better for society.

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

ERA/SNE/2021/001

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 Rail Systems Department under the responsibility of the Head of Department. Due to the sensitivity of the job, a high sense of confidentiality is required from the successful candidate.

This call covers 4 fields:

- › Field 1: Rolling Stock VA (Vehicle Authorisation);
- › Field 2: ERTMS VA (Vehicle Authorisation);
- › Field 3: ERTMS Trackside Approval decisions;
- › Field 4: Single safety certification.

Candidates may apply for more than 1 field and must clearly indicate in their ERA application form for which field(s) they apply.

Main tasks and responsibilities for the 4 fields:

- › To contribute to the fulfilment of the objectives of projects, in accordance with Agency's standards and procedures;
- › to contribute to the development and updating of guidance and dissemination/training materials;
- › to liaise with external stakeholders, (including representatives from national authorities in and outside the EU) and to prepare related meetings and reports; and
- › to take part in dissemination activities.

Field 1: Rolling Stock VA:

With a focus on rolling stock subsystem:

- › To ensure effective, timely and technically sound assessment of applications for vehicle (type) authorisations;
- › To support the Agency project manager for ensuring vehicle (type) authorisations projects are delivered on time, with quality and in line with the budget.
- › To provide return of experience and lessons learned from vehicle (type) authorisations.
- › 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).

Field 2: ERTMS VA:

With a focus on on-board control-command and signalling subsystem (ETCS and GSMR on-board):

- › To ensure effective, timely and technically sound assessment of applications for vehicle (type) authorisations;
- › To support the Agency project manager for ensuring vehicle (type) authorisations projects are delivered on time, with quality and in line with the budget;
- › To provide return of experience and lessons learned from vehicle (type) authorisations;
- › 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).

Field 3: ERTMS Trackside Approval decisions:

With a focus on fixed control-command and signalling subsystem (ETCS and GSMR trackside):

- › To ensure effective, timely and technically sound assessment of applications for ERTMS Trackside Approval decisions;
- › To support the Agency project manager for ensuring ERTMS Trackside Approval decisions projects are delivered on time, with quality and in line with the budget;
- › To provide return of experience and lessons learned from ERTMS Trackside Approval decisions;
- › 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).

Field 4: Single Safety Certification:

With a focus on Safety management systems, TSI Operation and Traffic Management and Certification of entities in charge of maintenance:

- › To ensure effective, timely and technically sound assessment of applications for single safety certificates;
- › To support the Agency project manager for ensuring single safety certificates projects are delivered on time, with quality and in line with the budget;
- › To provide return of experience and lessons learned from single safety certification;
- › 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).

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 administration¹ or an Intergovernmental Organisation (IGO)²;

¹ 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.

² 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

- › To have worked for the current employer on a permanent or a contract of employment basis for at least 12 months before the secondment;
 - the SNE shall remain in the service of the current employer throughout the period of secondment;
- › Have a very good knowledge of English language (preferably B2 level³) and a satisfactory knowledge of another official language⁴ 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, legal, scientific, technical, advisory or supervisory functions.

III - SELECTION CRITERIA

The candidates meeting the eligibility criteria set out above, will be assessed 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 depending on **the chosen field(s)**

Field 1: Rolling Stock VA:

- › Knowledge of European rail interoperability regime;
- › Knowledge of relevant EU legislation and supporting processes (i.e. OSS and guidance on vehicle (type) authorization);
- › Knowledge of Technical Specifications for Interoperability relating to the 'rolling stock – locomotives and passenger rolling stock' subsystems, 'rolling stock - freight wagons' subsystems and 'rolling stock – noise' subsystems;
- › Experience of the assessment process for vehicle (type) authorization;
- › Proven experience of working in international teams or working groups;
- › Knowledge of one or more of the following languages: German, Bulgarian, Czech, German, Hungarian, Polish, Portuguese, Slovenian and Slovak languages (B2 level⁵);
- › Knowledge and professional experience in project management methods and tools (e.g. Microsoft Project).

Field 2: ERTMS VA:

- › Knowledge of European rail interoperability regime;
- › Knowledge of relevant EU legislation and supporting processes (i.e. OSS and guidance on vehicle (type) authorization);
- › Knowledge of Technical Specifications for Interoperability relating to the 'Control command and signalling' subsystems;
- › Experience of the assessment process for vehicle (type) authorization;
- › Proven experience of working in international teams or working groups;

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

⁴ 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)

⁵ B² level in all domains : understanding, speaking and writing

- › Knowledge of one or more of the following languages: German, Bulgarian, Czech, German, Hungarian, Polish, Portuguese, Slovenian and Slovak languages (B2 level⁵);
- › Knowledge and professional experience in project management methods and tools (e.g. Microsoft Project).

Field 3: ERTMS Trackside Approval decisions:

- › Knowledge of European rail interoperability regime;
- › Knowledge of relevant EU legislation and supporting processes (i.e. OSS and guidance on ERTMS Trackside Approval decisions) ;
- › Knowledge of Technical Specifications for Interoperability relating to the ‘Control command and signalling’ subsystems ;
- › Proven experience of working in international teams or working groups;
- › Knowledge of one or more of the following languages: German, Bulgarian, Czech, German, Hungarian, Polish, Portuguese, Slovenian and Slovak languages (B2 level⁵);
- › Knowledge and professional experience in project management methods and tools (e.g. Microsoft Project).

Field 4: Single Safety Certification:

- › Knowledge of European rail safety regime;
- › Knowledge of relevant EU legislation and supporting processes (i.e. OSS and guidance on single safety certification);
- › Knowledge of common safety methods on safety management system requirements, risk evaluation and assessment;
- › Knowledge of Technical Specifications for Interoperability relating to Operation and Traffic Management;
- › Knowledge of Regulation relating to the certification of entities in charge of maintenance;
- › Experience of the assessment process for safety certification of railway undertakings ;
- › Proven experience of working in international teams or working groups;
- › Knowledge of one or more of the following languages: Bulgarian, Czech, German, Hungarian, Polish, Portuguese, Slovenian, Slovak, Lithuanian, Latvian, Estonian and Croatian (B2 level⁵);
- › Knowledge and professional experience in project management methods and tools (e.g. Microsoft Project).

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/2021/001

<i>Date of publication:</i> 28/10/2021	<i>Deadline for applications:</i> This call for expression of interest is open-ended , there is NO deadline 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 DECISION n°173 of the Management Board 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>THE AGENCY</p> <p>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.</p> <p style="text-align: center;">The Agency's main mission is to make the railway system work better for society.</p> <p>We are committed to achieve this by:</p> <ul style="list-style-type: none"> › 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. <p>More details on our activities are available in our Single Programming Document.</p> <p>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.</p>

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

THE RAILWAY SYSTEM DEPARTMENT

The Railway System Department is the centre of Railway System Competence for the Agency.

Divided in three different Units, the RSY department covers:

- › Railway safety and operations matters;
- › Railway Interoperability of vehicles and infrastructure;
- › ERTMS.

For this, the RSY aims to drive the evolution of the SERA Target System Architecture in terms of specifications, verification and certification processes, identifying the research needs for the future target Railway System.

The RSY is also responsible for developing proposals and supporting the sector to optimise the evolution of the SERA Target Railway system exploiting the most viable solutions for further technical and operational interoperability. Besides, the RSY is tasked with the maintenance and, to a feasible extent, the improvement of the safety and overall performance of the railway system.

Another RSY mission is to act as the corporate memory for the evolution of SERA Railway System Architecture, and as the System Authority for ERTMS and Telematic Applications for Passenger and Freight.

Last but not least, the RSY aims to ensure the consistency of technical decisions taken across the different Units and Teams of the Agency.

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 **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 profile 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>	
1.	<p>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 DECISION n°173 of the Management Board 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>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 f secondment period. The secondment will be confirmed by an exchange of letters between the Agency and the employer in the Member State concerned.</p>
2.	<p>The SNE may benefit from general and applicable technical training opportunities.</p>

<i>COMMITMENTS</i>	
<p>Commitment to promote equal opportunities:</p> <p>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 pre-selection and engagement at the Agency.</p> <p>The personal information we request from you will be processed in line with Regulation (EU) 2018/1725 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>	