ELIGIBILITY GRID

Call for applications for posts of Administrators in the Operational Units

Temporary Agent 2(f) (AD8) – with a further view to establish a reserve list - ERA/AD/2017/001-OPE

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| --- | --- |
| *Name (in capitals):* |  |
| *First name:* |  |
| *Where did you hear about/read this publication of post:* |  |

*ELIGIBILITY CRITERIA*

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| --- | --- | --- | --- |
| 1. | I have a university degree in the field of Engineering, Science or in a similar disciplinePeriod of university education: **Please specify number of years:** | [ ]  Yes | [ ]  No |
| 2. | I 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 12 years of professional experienceI 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** or more, followed by at least 13 years of professional experienceNumber of years of professional experience following the award of my university degree:**Please specify:**Number of years of professional experience in positions relevant for the post:**Please specify:** | [ ]  Yes[ ]  Yes | [ ]  No[ ]  No |
| 3. | The university studies must be in the field of Engineering, Science or in a similar discipline | [ ]  Yes | [ ]  No |
| 4. | I have relevant professional experience of at least 5 years (following the award of the university degree) in the railway sector, in positions related to the post | [ ]  Yes | [ ]  No |
| 5. | I have a very good knowledge of an official language[[1]](#footnote-1) of the European Union and a satisfactory knowledge of another official language[[2]](#footnote-2) of the European Union to the extent necessary for the performance of the duties pertaining to the post | [ ]  Yes | [ ]  No |
| 6. | I am a national of Member State of the European Union, Iceland, Liechtenstein or Norway | [ ]  Yes | [ ]  No |
| 7. | I enjoy full rights as a citizen | [ ]  Yes | [ ]  No |
| 8. | I have fulfilled any obligations imposed by the applicable laws on military service | [ ]  Yes | [ ]  No |
| 9. | I meet the character requirements for the duties involved | [ ]  Yes | [ ]  No |
| 10. | I am physically fit to perform the duties linked to the post | [ ]  Yes | [ ]  No |

*SELECTION CRITERIA - ESSENTIAL*

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| --- | --- | --- | --- |
| 1. | I have a sound knowledge of and experience in railway matters, in particular concerning railway interoperability and/or vehicle authorisaiton | [ ]  Yes | [ ]  No |
| 2. | I have a very good knowledge of the English language (spoken and written as proficient user-C1 level) | [ ]  Yes | [ ]  No |
| 3. | I am able to integrate information in order to formulate valuable and correct conclusions (information management skills) | [ ]  Yes | [ ]  No |
| 4. | I am able to prioritise work and manage resources under my own responsibility (task management skills) | [ ]  Yes | [ ]  No |
| 5. | I have experience in positions entailing management of people (people management skills) | [ ]  Yes | [ ]  No |
| 6. | I have good interpersonal management skills (including communication and advocacy skills in a multicultural environment) | [ ]  Yes | [ ]  No |
| 7. | I have good personal management skills (including resilience, perseverance, coping with obstacles in a constructive may) | [ ]  Yes | [ ]  No |
| 8. | I have a sound command of MS Office applications | [ ]  Yes | [ ]  No |

*SELECTION CRITERIA - ADVANTAGEOUS*

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| --- | --- | --- | --- |
| 1. | I have knowledge of EU railway policy and legislation | [ ]  Yes | [ ]  No |
| 2. | I have knowledge of railway rolling stock design and validation | [ ]  Yes | [ ]  No |
| 3. | I have experience in policy development and delivery | [ ]  Yes | [ ]  No |
| 4. | I have specific experience and direct involvement in real vehicle authorisaiton cases | [ ]  Yes | [ ]  No |
| 5. | I have specific experience in the operation of railway systems (fixed installations or vehicles) | [ ]  Yes | [ ]  No |
| 6. | I have working knowledge of additional EU languages (spoken and written as independent user-B2 level) | [ ]  Yes | [ ]  No |

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| --- | --- | --- | --- |
| 1. | I hereby declare that the statements in my letter of motivation as well as in my CV are correct | [ ]  Yes | [ ]  No |

1. 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> [↑](#footnote-ref-1)
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) [↑](#footnote-ref-2)