

Moving Europe towards a sustainable and safe railway system without frontiers.

Mobility between Union Agencies (IAM): Call for Applications for posts of Administrators (Project Officers) in the Agency's Units

Temporary Agent 2(f) (AD5-AD8) - IAM/ERA/AD/2023/001-OPE

<i>Date of publication:</i> 16/01/2023	<i>Deadline for applications:</i> 14/02/2023 (23.59 CET, Valenciennes local time)
<i>Type of contract:</i> The Agency and the selected staff member shall conclude a contract of employment which ensures continuation of the selected staff member's employment and career in the category of Temporary Agent 2(f)	<i>Units:</i> Operational Data Unit (OPD), Corporate Assurance and Performance (CAP) and Planning and Approvals Delivery (PAD) <i>Team:</i> N/A <i>Title of the post:</i> Project Officer
<i>Applications to be sent by email only to mailbox:</i> jobs@era.europa.eu	

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.

Moving Europe towards a sustainable and safe railway system without frontiers

We are committed to achieve this by:

- › Providing certifications, authorisations and approvals 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 OPERATIONAL DATA UNIT

The "Operational Data Unit" (OPD) is the Unit that brings together the Agency's work on Data, supporting the successful functioning of the Single European Railway Area. In particular the team leads on the work for the development and implementation of the TAF/TAP TSIs, the Agency's Registers and the work to migrate the tools to a datacentric approach, developing and publishing a controlled vocabulary to support the FAIR (Findable, Accessible, Interoperable and Reusable) implementation of railway data. To support this, the Unit also chairs the Data & IT Governance Steering Committee, ensuring a coherent approach to data management and providing expert advice to the Management Team.

Currently the team has developed the railway infrastructure database as a knowledge graph, has developed and published a controlled vocabulary to support this and is working on the gradual evolution of the other systems.

The OPD Unit comprise the following groups:

- › Registers;
- › Data Interoperability and Information Governance;
- › Digital transformation.

THE CORPORATE ASSURANCE AND PERFORMANCE UNIT

The Corporate Assurance and Performance Unit (CAP) drives the multi-annual work planning, monitoring, and reporting of the Agency, with a focus on the added value and impact for the railway system and EU citizens and provides assurance to the Executive Director on the best use of Agency's resources in compliance with the applicable rules.

The Unit manages the following workstreams:

- › Strategic programming, monitoring and reporting cycle;
- › Corporate performance, including the implementation of the Strengthening Plan and the Agency dashboard;
- › Budget planning and monitoring;
- › Facilitation and follow-up of audits ;
- › Internal control and financial verification.

The Unit coordinates the preparation of the Single Programming Document (SPD) with a flexible yet compelling approach, where accountability and impact occupy a central role.

This includes the identification and steering of the Agency's priorities with the Management Board and with the other Units to support the European Commission vision and policy objectives.

Furthermore, the Unit foresees budget planning, and monitors its implementation, which includes necessary reviews to guarantee good governance and rigorous spending.

Through the financial verification of the Agency's transactions and the implementation of the internal control strategy, CAP provides assurance to the Executive Director on the effective implementation of the Internal Control Framework.

CAP supports and facilitates the external audits, ensuring that any gaps and shortcomings identified are addressed, with a focus on organisational learning. It also coordinates the organisation of the Agency's Management Board and Executive Board meetings.

THE PLANNING AND APPROVALS DELIVERY UNIT

In the Agency the Planning and Approvals Delivery Unit (PAD) is the programme and project delivery and technical assistance hub for the following areas of work:

- › Vehicle (type) authorisations;
- › Single safety certificates; and
- › ERTMS trackside approval.

PAD's role is to ensure the sound management of the processes above thereby enhancing the reputation of the Agency and delivering the proper functioning of the Single European Railway Area in accordance with the goals set out in the 4th Railway Package.

In addition, PAD also ensures Agency-wide programme and project portfolio management and control to ensure the efficient planning and resourcing of projects at ERA and the achievement of their respective objectives.

PAD also has a significant role in reporting to the CAP Unit on the implementation of the Agency single programming document within its area of expertise.

I - JOB CONTENT

The Agency is looking for Administrators (Project Officers) for the following 3 fields:

- › **Field 1: Linked Data / data governance;**
- › **Field 2: Registers / data provisioning systems / Information and communication systems;**
- › **Field 3: Corporate assurance and performance.**

Candidates may apply for one, two or three fields and **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.

FIELD 1: Linked Data / data governance:

The jobholder will work in the Operational Data Unit.

Main tasks and responsibilities:

- › To support the Agency to become a data-centric organization by mediating the translation of business to technical requirements for data-centric solutions;
- › To conduct the digitalization of the data hosted within the Agency (“registers”) in order to improve information delivery and data management towards Agency’s data providers and users from public to railway stakeholders and multimodal actors: “*from data to knowledge*” cycle;
- › To design architecture for data-centric solutions and in particular those utilizing semantic web technologies;
- › To provide expertise, knowledge and scientific advice to Agency’s stakeholders on the envisaged use of recent data and information technologies such as Linked Data, knowledge graphs, semantic web technologies;
- › To contribute to Agency’s Linked Data developments;
- › To understand the data available in the Agency in order to identify:
 - *Use cases;*
 - *Target users; and*

- *Benefits to add business value;*

- › To develop accordingly semantic models (ontologies), using technologies such as RDF, OWL, SKOS validation rule-based models, (e.g. SHACL, ShEx ..);
- › To implement RDF graph generation from heterogeneous data sources (e.g. SQL databases, tabular data CSV ...);
- › To act as administrator of knowledge graphs;
- › To develop different ways of accessing to Agency's data (APIs, SPARQL queries, visual interfaces) to cater for different types of users;
- › To evaluate Linked Data tools and technologies.

FIELD 2: Registers / data provisioning systems / Information and communication systems:

The jobholder will work in the Operational Data Unit or in the Planning and Approvals Delivery Unit.

Main tasks and responsibilities:

- › To translate business needs from the users (the Agency and the railway stakeholders) into business cases, requirements and specifications, including the identification of methods, technology and means to ensure efficient and effective data provisioning systems or information and communications systems, in line with the internal Agency data governance process;
- › To develop, document and maintain specifications of data provisioning systems or information and communications systems and ensuring their availability in accordance with the level of criticality of the different services;
- › To liaise with internal and external stakeholders, including Member States and National Safety Authorities, in relation to the data provisioning services and/or information and communications system, also organising and managing working parties, task forces and general consultations;
- › To provide guidance and user support on registers and other data provisioning systems to relevant stakeholders;
- › To effectively and efficiently manage projects, services and contracts;
- › To provide expertise, knowledge and scientific advice to Agency's stakeholders on railway data provisioning systems or information and communications systems (e.g. registers, databases, One-Stop-Shop).

FIELD 3: Corporate assurance and performance:

The jobholder will work in the Corporate Assurance and Performance Unit.

Main tasks and responsibilities:

- › To prepare and monitor the Agency's Single Programming Document (SPD), including among others:
 - Strengthening the multi-annual and outcome/impact driven component of the Agency's work programme, as part of the intervention logic application
 - Preparing multi-annual strategies and action plans related to various areas from the work programme, in close cooperation with the internal and external stakeholders;
 - Driving the allocation of resources by SPD Strategic Statement and output through internal arbitration, in view SPD and budget adoption by the Agency's Management Board;
 - Monitoring the implementation of the SPD in terms of outputs achievement and resource deployment (budget and human resources);
 - Ensuring the change management for the SPD during the year;
- › To prepare the Annual Activity Report (AAR), including the support for the assessment of assurance;
- › To implement and improve the Agency's internal management and control system, in line with the European Commission Internal Control Framework;

- › To contribute to the monitoring and follow-up of action plans implementation in the context of external audits (European Court of Auditors, Internal Audit Service);

To support any other corporate assurance and performance related processes.

II - ELIGIBILITY CRITERIA

For the 3 fields, to be considered eligible, candidates must satisfy all the eligibility criteria as specified below on the closing date for the submission of applications:

- › Be a temporary agent 2(f) who, on the closing date for the submission of applications and on the day of filling the vacant post, are employed within their current Agency in the function group and grade corresponding to the published function group and grade bracket;
- › Have at least 2 years' service within his/her agency before moving;
- › Have successfully completed the probationary period provided for in Article 14 of the CEOS, in the relevant function group.

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 depending on **the chosen field(s)**:

FIELD 1: Linked Data / data governance:

- › Minimum 2 years of relevant professional experience¹ related to **minimum** three of the tasks listed in the job content;
- › Good knowledge of the English language (spoken and written as proficiency user-B2 level)²;
- › Technical knowledge and/or proven experience in data management and governance, related methodologies, tools and standards;
- › Technical knowledge and/or proven experience of Semantic Web/Linked Data technologies (e.g. RDF, SPARQL, OWL etc.);
- › Technical knowledge and/or proven experience of one or more triple data stores (e.g. Virtuoso, Stardog, Neptune, GraphDB, ...);
- › Technical knowledge and/or proven experience on Ontology development tools and methodologies.

FIELD 2: Registers / data provisioning systems / Information and communication systems:

- › Minimum 3 years of relevant professional experience³ related to **minimum** three of the tasks listed in the job content;
- › Good knowledge of the English language (spoken and written as proficiency user-B2 level)⁴;
- › Minimum 2 years of relevant experience in testing and validation and one more among the following activities: design, verification, installation, maintenance, support and decommissioning of IT systems, preferably in the railway domain;

¹ Relevant experience should be described in your ERA application.

² As the vehicular language of the Agency is English, a minimum B2 level (in the 3 domains: Speaking, Writing and Understanding) in English is required

³ See point 1

⁴ See point 2

- › Minimum 2 years of relevant experience in IT data provisioning systems, databases, data analysis, data management and/or business modelling;
- › Technical knowledge and/or proven experience in railway operations and/or certification/authorisation processes.

FIELD 3: Corporate assurance and performance:

- › Minimum 3 years of relevant professional experience⁵ related to **minimum** three of the (sub) tasks listed in the job content;
- › Good knowledge of the English language (spoken and written as proficiency user-B2 level)⁶;
- › Proven experience in the development of Single Programming Documents and/or the Consolidated Annual Activity Reports or equivalent documents / reports;
- › Proven experience and knowledge in monitoring and/or auditing;
- › Proven experience in developing and/or using monitoring indicators, including performance indicators;
- › Proven experience in and knowledge of the European Commission Internal Control Framework, including risk assessment/management.

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 A 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:

FIELD 1: Linked Data / data governance:

For the interview:

Hard skills:

- › Knowledge of Linked Data technologies and semantic technologies;
- › Ability to communicate clearly in English.

Soft skills:

- › Communication skills;
- › Analytical and problem-solving skills;
- › Team-minded, collaborative attitude, service-mindedness and resilience.

For the written test:

- › Capability to analyse and summarise written information;
- › Ability to communicate effectively in written English;
- › Ability to schematically represent business/information/data ecosystems.

⁵ See point 1

⁶ See point 2

FIELD 2: Registers / data provisioning systems / Information and communication systems:**For the interview:**Hard skills:

- › Knowledge of railway operations, interoperability and safety matters, including vehicle authorisation and railway registers;
- › Project and contract management;
- › Ability to document functional and technical requirement in relation to data provisioning services, following the analysis of business needs;
- › Ability to communicate clearly in English.

Soft skills:

- › Communication skills;
- › Customer orientation;
- › Analytical and problem-solving skills;
- › Team-minded, collaborative attitude, service-mindedness and resilience;
- › Lateral and critical thinking.

For the written test:

- › Capability to analyse and summarise written information;
- › Ability to communicate effectively in written English;
- › Project management;
- › Ability to schematically represent business/information/data ecosystems.

FIELD 3: Corporate assurance and performance:**For the interview:**Hard skills:

- › See above in point III – Selection criteria for field 3

Soft skills:

- › Ability to upholding excellent customer and service orientation;
- › Ability to deploy a solution-oriented approach and a proactive way of working;
- › Ability to work collaboratively and build strong working relationships within a diverse and multicultural environment;
- › High capacity to work under pressure and within tight deadlines;
- › Ability to uphold a strong sense of initiative, responsibility, professional integrity and commitment.

For the written test:

- › Capability to analyse and summarise written information, good drafting skills;
- › Ability to communicate effectively in written English;
- › Ability to effectively plan, monitor and report on a work programme;
- › Ability to set up and monitor performance indicators;
- › Ability to prioritise control measures in line with identified risks.

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.

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;
- › A copy of their current contract of employment

Failure to comply with the above 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 **14/02/2023** 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) or his delegate reserves the right to disqualify any candidate who disregards this instruction.

SELECTION PROCEDURE

The selection will be organised as below:

1. The AACC set up a Selection Committee which is available on the ERA Website;
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 field, only candidates who pass a minimum of 60% of the total points awarded for the selection criteria are taken into consideration. From this list and for each field, the Selection Committee shortlists candidates with the highest scores to be invited for the interview and a written test;
5. The interview and the written test shall be done in English. 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: **60 points** Minimum score to pass: **36 points (60%)**
 - › Total score for the written test: **40 points** Minimum score to pass: **24 points (60%)**

Candidates' written test shall not be assessed if the minimum score to pass during the interview is not reached;
7. 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 or his delegate, using a specific form of any actual or potential conflict of interest. If necessary, the AACC shall take any appropriate measures;

8. 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 N° 199 of the Management Board Adopting the Framework for Good Administrative Behaviour dated 6 June 2019 and its Annex. Applicants must confirm their willingness to comply with these rules in their application form.
9. 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.

CONTRACTUAL CONDITIONS

1. The Agency and the selected Temporary Agent 2(f) shall conclude a contract of employment which ensures continuation of his/her employment and career in the category of temporary agent 2(f). That contract shall be concluded without interruption of the contract concluded with the agency of origin ("the preceding contract") and shall fulfil the following requirements, in particular:
 - › The same grade and the same seniority in the grade as the preceding contract;
 - › The same step and the same seniority in the step as the preceding contract.
2. The end dates of the contract concluded with the Agency and of the preceding contract shall be the same. If the contract with the agency of origin was for an indefinite period, the member of temporary staff 2(f) shall also be engaged by the Agency for an indefinite period; In the event that the preceding contract comes to its natural end on the day of the move, the duration of the contract concluded shall be the same as that the Agency would have set in case of a renewal of one of its own Temporary Agent 2(f); A contract of employment concluded following interagency mobility shall not be considered as a renewal unless it ends at a later date than the previous contract, in which case it shall be treated as a renewal;
3. The Temporary Agent 2(f) shall not serve a probationary period in the Agency;
4. The selected Temporary Agent 2(f) shall take up duty in the Agency in principle three months after the job offer, unless it is otherwise agreed between the two agencies and the staff member concerned;
5. The agency of origin shall transfer the personnel file to our Agency no later than 30 days after the date of the move;
6. **The rights and entitlements inherent to the country of employment (i.e. France) will be adapted accordingly.**

COMMITMENTS

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.

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

	<p>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 clearly mention 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). 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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<i>APPEAL AND COMPLAINT PROCEDURES</i>	
<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: 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: The General Court of the European Union</p> <p>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>

<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>Your personal data provided to ERA are dealt with in compliance with Regulation <u>(EU) 2018/1725</u> of the European Parliament and of the Council of 23 October 2018 on the protection of individuals 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>