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safe railway system without frontiers.

# Call for Applications for a post of Assistant (Financial/Administrative Assistant) in the Resources and Support (RSU) Unit

*Temporary Agent 2(f) (AST3) - with a further view to establish a  
reserve list - ERA/AST/2023/001*

## I - JOB CONTENT

The jobholder will work in the RSU Unit, under the responsibility of the ITFM Team Leader and will provide general financial/administrative/organizational support to the daily functioning of the Agency for aspects related to ICT and facility/logistic services management.

### Main tasks and responsibilities:

- › To process financial transactions as Data Entry Agent and/or Initiating Agent in compliance with applicable rules and regulations:
  - o Financial Commitments (e.g. Fund reservations, Purchase Orders);
  - o Legal commitments (e.g. Specific contracts, Order forms, Purchase orders);
  - o Payments (e.g. Payment Directives, Regularisation payments);
  - o Recovery orders.
- › To follow-up and assist in the monitoring of the budget lines,
- › To follow-up contract execution and Framework contracts consumption,
- › To provide administrative support as required by the ITFM Team leader/Head of Resources and Support unit.

## 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<sup>1</sup>, or a national of the European Economic Area (Iceland, Liechtenstein and Norway);
- › 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>;

<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 and Sweden.

<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

- › 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. Minimum qualifications:**

- › Have a level of post-secondary education attested by a diploma;  
**OR**
- › Have a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least 6 years.

**Only qualifications issued by EU Member State authorities or EEA (European Economic Area) authorities and qualifications recognised as equivalent by the relevant EU or EEA Member State authorities will be accepted.**

### **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:

- › Proven professional experience of at least 3 years in financial initiation: commitments;
- › Proven professional experience of at least 3 years in financial initiation: payments;
- › Proven professional experience of at least 3 years in procurement and contract management;
- › Required knowledge of the English language<sup>8</sup> (at least B2 level in the 3 domains);
- › Required knowledge of the French language<sup>9</sup> (at least B2 level in the 3 domains);
- › Experience in the use of the EU financial management tools is considered as an asset.

**The educational/academic qualifications and the professional experiences must be described as precisely as possible in the ERA application form.**

Only candidates who pass a minimum of 60% of the total points awarded for the selection criteria will be taken into consideration and invited for an interview and a written test.

<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 13 of 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 Regulations of Officials, applicable to Temporary Agents by analogy, Article 47 CEOS

<sup>8</sup> As the vehicular language of the Agency is English, minimum B2 level (in the 3 domains; Speaking, Writing and Understanding) in English is required

<sup>9</sup> As French represents a relevant language of communication with internal and external stakeholders in the financial domain, minimum B2 level (in the 3 domains; Speaking, Writing and Understanding) in French is required

**IV – INTERVIEW AND 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:

1. *For the interview:*

**Soft skills (only assessed during the interview):**

- › Motivation;
- › Communication skills;
- › Ability to deliver accurate work under pressure and tight deadlines, organise workload and prioritise tasks;
- › Ability to work with others.

**Hard skills:**

- › Ability to communicate in English (at least B2 level) and French (at least B2 level);
- › Knowledge of EU Financial Regulation and its implementing rules.

2. *For the written test:*

- › Analytical and problem-solving skills;
- › Reporting skills;
- › Ability to write in English (at least B2 Level)

The scores for the interviews and the written test are established as follows:

- › Total score for the interview: **60 points**      Minimum score to pass: **42 points (70% of 60 points)**
- › Total score for the written test: **40 points**      Minimum score to pass: **28 points (70% of 40 points)**

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

In order to assess your required knowledge of the French language, please note that one question during the interview will be asked in this language. Candidates are expected to reply in French.

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.

**IV – SUMMARY*****The Agency:***

Click [here](#) for the description of the Agency and its entities into the different EU languages

***Date of publication:*** 17/05/2023

***Deadline for applications:*** 15/06/2023 (23.59 CET, Valenciennes local time)

***Type of contract:*** Temporary Agent 2(f)  
***Function group and grade:*** AST3

***Place of employment:*** Valenciennes, France

***Duration of contract:*** 4 years and may be renewed for a definite period of no more than 2 years. If renewed for a second time, the contract becomes indefinite

***Monthly basic salary:*** 4.188,45 EUR at step 1 with a weighting factor of 16,8 % (from 01/07/2022) plus specific allowances where applicable

<p><i>Applications to be sent by email only to mailbox:</i> <a href="mailto:jobs@era.europa.eu">jobs@era.europa.eu</a> until 15/06/2023 (23.59 CET, Valenciennes local time) at the latest</p>	<p><i>Reserve list:</i> The first 10 (indicative number) candidates will be placed on the reserve list which is valid until: 15/06/2025 with the possibility of extension</p>
<p><i>Application procedure:</i> click <a href="#">here</a></p>	<p><i>Selection procedure:</i> click <a href="#">here</a></p>
<p><i>Appeal and complaint procedures:</i> click <a href="#">here</a></p>	<p><i>Data protection:</i> click on <a href="#">Data protection   European Union Agency for Railways (europa.eu)</a> and scroll down to “Selection and engagement of the Agency Staff (TA, CA, SNE and trainees) section”</p>