

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

# Call for Applications for posts of Administrators (Project Officers) in the ERTMS Unit

*Temporary Agent 2(f) (AD6) - with a further view to establish two reserve lists - ERA/AD/2024/002-OPE*

## I - JOB CONTENT

The Agency is looking for Administrators (Project Officers) for the ERTMS Unit. Therefore, this Call covers 2 fields for one post of ETCS Project Officer and one post of Radio Cyber security Officer:

- › Field 1: ETCS;
- › Field 2: Radio and cyber security.

Candidates may apply for more than 1 field 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.

The jobholders will work in the [ERTMS Unit](#) under the responsibility of the Head of Unit (HoU).

### **Main tasks and responsibilities for the specific fields:**

#### Field 1: ETCS:

- › To carry out and/or contribute to the drafting of technical documents to a high level of quality, such as ERTMS/ETCS technical documents, CCS TSI, technical opinions, application guides, etc.;
- › To carry out analysis and follow up of ERTMS/ETCS Change Requests in the frame of the Agency Change Control Management process;
- › To contribute to convening, chairing and leading working groups with external experts on the specific areas of expertise;
- › To provide expertise to the Agency Units and other EU Institutions / joint undertakings in the field of competence and in particular, in the frame of Vehicle authorisations.

#### Field 2: Radio and cyber security:

- › To carry out and/or contribute to the drafting of technical documents to a high level of quality, such as Radio (GSM-R – FRMCS) technical documents, CCS TSI, technical opinions, application guides, etc.;
- › To contribute to convening, chairing and leading working groups with external experts on the specific areas of expertise;
- › To provide expertise to the Agency Units and other EU Institutions / joint undertakings in the field of competence and in particular:
  - Expert knowledge on railway communication system and its evolution, as well as the evolution of telecommunication systems;
  - Understanding of the required adaptation of established cybersecurity frameworks (IT, OT, Industrial) to railway specific needs;

- Applicability of the above in the frame of Vehicle authorisations.

## 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>;
- › 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 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 **5 years** of relevant professional experience;  
**OR**
- › 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**, followed by at least **6 years** of relevant professional experience.

**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.**

1 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.

2 If applicable

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

4 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.

5 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>

6 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)

7 See Article 52 (a) of the Staff Regulations of Officials, applicable to Temporary Agents by analogy, Article 47 CEOS

### 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 **for both fields:**

- › University studies in the fields of engineering OR exact science<sup>8</sup> OR computer science;
- › Good knowledge of the English language<sup>9</sup>; (spoken and written as proficiency user-B2 level);
- › Proven experience in working in an international / multicultural environment.

**Selection criteria** used to assess the candidates' applications depending on **the chosen field(s):**

**Field 1: ETCS:**

- › Minimum 5 years of relevant professional experience related to the tasks listed in the job content;
- › Good knowledge of the ERTMS/ETCS specifications;
- › Knowledge of Vehicle authorisations process related to the ETCS on-board sub-system;
- › Good understanding of ERTMS operational principles and rules;
- › Experience with ERTMS/ETCS design, engineering and/or installation, such as:
  - Software development for ETCS systems;
  - Formal methods for requirement capture;
  - Data preparation and configuration of ETCS systems; etc.

**Field 2: Radio and cyber security:**

- › Minimum 5 years of relevant professional experience related to tasks listed in the job content;
- › Good knowledge of the GSM-R and FRMCS specifications;
- › Experience with GSM-R on-board / trackside system or products;
- › Knowledge / experience with 5G technology;
- › Experience with cybersecurity in IT, OT.

**The educational/academical 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>8</sup> Exact sciences are those sciences "which admit of absolute precision in their results" Examples of exact sciences are mathematics and physics.

<sup>9</sup> 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

**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:

**For the interview: criteria relevant for the 2 fields:****Hard skills:**

- › Ability to communicate in English (as proficiency user-B2 level).

**For the interview: criteria relevant for the field ETCS:**

- › Knowledge of ERTMS System and its specifications.

**For the interview: criteria relevant for the field Radio and cyber security:**

- › Knowledge of GSM-R and FRMCS specifications and the railway communication system;
- › Knowledge of cybersecurity framework and applicability in railway environment

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

- › Motivation;
- › Communication skills;
- › Analytical and problem-solving skills;
- › Team-minded, collaborative attitude, service-mindedness and resilience;
- › Proven ability to work in a team and in an international / multicultural environment.

**For the written tests: one written test per field**

- › Ability to analyse and summarise written information;
- › Ability to communicate effectively in written English (as proficiency user-B2 level);
- › Ability in planning (short period / extract the most important information).

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

- › Total score for the interview: **70 points**                      Minimum score to pass: **42 points (60%)**
- › Total score for the written test: **30 points**                      Minimum score to pass: **18 points (60%)**

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

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.

<i>IV – SUMMARY</i>	
<i>The Agency:</i> Click <a href="#">here</a> for the description of the Agency and its entities into the different EU languages	
<i>Date of publication:</i> 11/04/2024	<i>Deadline for applications:</i> 10/05/2024 (23.59 CET, Valenciennes local time)
<i>Type of contract:</i> Temporary Agent 2(f) <i>Function group and grade:</i> AD6	<i>Place of employment:</i> Valenciennes, France
<i>Duration of contract:</i> 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	<i>Monthly basic salary:</i> 6.231,42 EUR at step 1 with a weighting factor of 19,5 % (from 01/07/2023) plus specific allowances where applicable
<i>Applications to be sent by email only to mailbox:</i> <a href="mailto:jobs@era.europa.eu">jobs@era.europa.eu</a> until 10/05/2024 (23.59 CET, Valenciennes local time) at the latest	<i>Reserve list:</i> The first 5 (indicative number) candidates will be placed on the reserve list which is valid until: 10/05/2026 with the possibility of extension
<i>Application procedure:</i> click <a href="#">here</a>	<i>Selection procedure:</i> click <a href="#">here</a>
<i>Appeal and complaint procedures:</i> click <a href="#">here</a>	<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”