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# Mobility between Union Agencies (IAM): Call for Applications for a post of Legal Officer in the Executive Director Office (EDO)

## *Contract Agent 3(a) (FGIV) - IAM/ERA/CA/2024/003*

<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> 18/09/2024	<i>Deadline for applications:</i> 17/10/2024 (23.59 CET, Valenciennes local time)
<i>Type of contract:</i> CA 3(a). See below	<i>Applications to be sent by email only to mailbox:</i> <a href="mailto:jobs@era.europa.eu">jobs@era.europa.eu</a> until 17/10/2024 (23.59 CET, Valenciennes local time) at the latest
<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”

<p><b><i>I - JOB CONTENT</i></b></p> <p>The Agency is looking for candidates to support the Agency’s needs. The jobholder will work in the <u>Executive Director Office (EDO)</u>, under the responsibility of the respective Legal and Procurement Team Leader.</p> <p>We are looking to engage a person with proven experience delivering legal advice who can quickly become operational. The successful candidate will be involved in the day-to-day work of the Agency's legal activities, i.e. to ensure the compliance of all Agency’s measures with the applicable legal framework, particularly on operational and administrative matters.</p> <p>Due to the sensitivity of the job, a high sense of confidentiality is required from the successful candidate.</p> <p><b>Main tasks and responsibilities:</b></p> <ul style="list-style-type: none"> <li>› To draft legal opinions, reports and working documents on any legal topic arising in the Agency’s day-to-day operations and in the implementation of applicable rules and policies;</li> <li>› To offer legal support on the operational (mainly EU railway legislation) and administrative (mainly staff, financial, procurement, data protection) matters of the Agency, and on the Agency’s institutional aspects;</li> <li>› To provide support in drafting of legal correspondence;</li> </ul>
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- › To assist in conducting studies/analysis on the relevant legal and regulatory environment in which the Agency carries out its activities;
- › To participate on request in working groups, working parties, task forces, etc. to help ensure compliance with the legal and institutional aspects of the Agency;
- › To assist the Agency in dealing with staff complaints and other complaints;
- › To analyse cases, legal advice, working papers, legal documentation etc.;
- › To research on the general EU legislative framework and case-law of the Court of Justice of the European Union, related to *inter alia* operational matters, EU civil-service law, EU financial regulations and procurement/grant questions.

## II - ELIGIBILITY CRITERIA

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 contract agent 3(a) or 3(b) who, on the closing date for the submission of applications and on the day of filling the vacant post, are engaged within the Agency in the function group corresponding to the published function group;
- › Have served for at least 3 years as contract staff in a Union Agency or Institution.

## 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 candidate's applications:

- › University degree in Law;
- › Minimum 1 year of relevant professional experience, following award of the diploma, related to the main tasks and responsibilities listed in the job content (see section I-Job content);
- › Knowledge of EU railway legislation relevant for the Agency;
- › Knowledge of the EU legal framework, ideally in one or more of EU financial, staff, data protection and access to documents regulations, and EU procurement rules;
- › Proven experience in drafting legal documents (e.g. reports, notes, advice, submissions in judicial proceedings, decisions and opinions);
- › Minimum 3 months professional experience in an international environment dealing with legal matters;
- › Excellent knowledge of the English language (spoken and written as proficient user-at least C1 level in the 3 domains: Speaking, Writing and Understanding);
- › Knowledge of the French language (spoken and written as independent user-B2 level in the 3 domains: Speaking, Writing and Understanding).

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.

**The educational/academic qualifications and the professional experience 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.

#### 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:***

**Soft skills:**

- › Motivation;
- › Communication skills;
- › Analytical and problem-solving skills;
- › Teamwork, collaboration attitude, service culture and resilience.

**Hard skills:**

- › Knowledge of EU law;
- › Knowledge of EU railway legislation as relevant for the Agency;
- › Excellent knowledge of English language (C1 level);
- › Knowledge of French language (B2 level).

***For the written test:***

- › Knowledge and competences related to the job;
- › Ability to communicate in written English (as proficient user-C1 level).

For both fields, the scores for the interviews and the written test are established as follows:

- › Total score for the interview: **60 points**                      Minimum score to pass: **39 points (65% of 60)**
- › Total score for the written test: **40 points**                      Minimum score to pass: **26 points (65% of 40)**

**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.

**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](mailto:jobs@era.europa.eu) 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 sets 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. Only candidates who pass a minimum of 60% of the total points awarded for the selection criteria are taken into consideration. From this list, the Selection Committee shortlists candidates with the highest scores to be invited for the interview and a written test;
5. Before engaging a contract 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;
6. 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.
7. 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 Contract Agent shall conclude a contract of employment which ensures continuation of his/her employment and career in the category of contract agent 3(a). 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 contract staff 3(a) 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 Contract Agent 3(a); 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 Contract Agent 3(a) shall not serve a probationary period in the Agency;
4. The selected Contract Agent 3(a) 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.**