



EUROPEAN RAILWAY AGENCY

Reserve list for Project Officers in the Interoperability Unit – Contract Agents (FGIII)

(F/M)

VACANCY NOTICE REF.: ERA/CA/2012/001 - OPE

Date of publication: 30/01/2012	Deadline for applications: 24/02/2012 (midnight CET, Valenciennes local time)
Type of contract: Contract Agent Function group and grade: FGIII	Place of employment: Valenciennes/Lille, France
Duration of contract: contract until 30 th September 2014	Monthly basic salary: 2.457,08 EUR at step 1 with a weighting factor of 16,1 % (from 01/07/2010) plus specific allowances where applicable.*
Unit: INTEROPERABILITY	
Applications to be sent by email only to mailbox: jobs@era.europa.eu	Reserve list valid until: 31/12/2013 (the validity of the reserve list may be extended)

THE AGENCY

The European Railway Agency established by Regulation (EC) N° 881/2004 of the European Parliament and of the Council of 29 April 2004 (OJ L 220, 21.06.2004, p.3) modified by Regulation (EC) N°1335/2008 of the European Parliament and of the Council of 16 December 2008 (OJ L 354, 31.12.2008, p.51). The Agency is located in Valenciennes/Lille, France.

The European Railway Agency (ERA) is an Agency of the European Union which has been established to provide the Member States and the European Commission with technical assistance in the fields of railway safety and interoperability.

As part of its common transport policy, the European Union has adopted legislation to pave the way for gradual establishment of an integrated European railway area, both legally and technically. This involves the development and implementation of technical measures for safety and a common approach to issues concerning railway safety.

For more information on ERA, please consult our website: <http://www.era.europa.eu>

THE INTEROPERABILITY UNIT

The mission of the Agency in the field of interoperability is to support on technical matters the implementation of the European Union legislation on Railways:

- Produce proposals for Technical Specifications for Interoperability (TSIs) related to subsystems like Infrastructure, Energy, Rolling Stock, Telematics Applications and Operation in accordance with mandates given by the Commission
- 1520, 1524 railway system
- Coordination of TSIs related activities with the standardisation bodies, the notified bodies and NSAs
- Setting up and maintenance of registers which contain information related to interoperability and insure transparency in railway field.

Activities related to vocational competences on common uniform criteria and the assessment of staff involved in the operation and the maintenance.

JOB CONTENT

The jobholder will work in the Interoperability Unit under the direct responsibility of the Head of Operational Sector and will assist in carrying out the tasks of the Agency in the railway **Staff competences studies and activities**.

Due to the sensitivity of the job, a high sense of confidentiality is required from the successful candidate.

Main tasks and responsibilities:

- Assist Project Officers in charge of railway staff competences in the evaluation of transposition of the Directive 2007/59/EC (Train Driver Directive)
- Collect information, analyse and evaluate the actions taken by Member States in their implementation of Directive 2007/59/EC
- Draft the report to the European Commission
- Contribute to the Operational Sector's daily tasks (participation to meetings, redaction of notes,...)
- Participate in the development of ERA's tasks in the field of vocational competences.

PROFESSIONAL QUALIFICATIONS AND OTHER REQUIREMENTS

ELIGIBILITY CRITERIA

- A post-secondary education attested by a diploma in the field of economics, law or political science
Or
A secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of three years
- Thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of the duties pertaining to the post
- Be a national of a Member State of the European Union or the states that are parties to the EEA Agreement (Iceland, Liechtenstein and Norway)
- Be entitled to his or her full rights as citizen
- Have fulfilled any obligations imposed by the applicable laws concerning military service
- Meet the character requirements for the duties involved
- Be physically fit to perform the duties linked to the post.

SELECTION CRITERIA

A) Essential

- Proven knowledge of European Union Institutions and of the European railway system policy
- Good knowledge of EU railway legislation
- Good legal background
- Experience in working in an international environment
- Very good command of the English language (oral and written)
- Ability to prioritise work, deal with a large number of documents and manage his/her responsibilities
- Good planning and interpersonal skills
- Excellent communication skills
- Very good analytical skills
- Computer literacy and familiarity with the most wide-spread electronic office equipment (word processing, spread sheets, e-mail, internet, etc.)

B) Advantageous

- Experience in project management teams
- Good knowledge of French, German or one of the languages of the Member States
- Motivated, dynamic personality with strong aptitude for team work
- Good knowledge in the field of railway vocational competences

Depending on the number of applications received, the Selection Committee may apply stricter requirements within the aforementioned selection criteria.

APPLICATION PROCEDURE

For application **to be valid**, the candidates must submit their application including:

- A detailed curriculum vitae (**EU CV Format only**)
- A motivation letter of no more than 2 pages, explaining why the candidate is interested in the post and what her/his added value would be to the Agency, if selected
- The eligibility and selection criteria grid (see in annex).

Failure to do so will result in the exclusion from the selection procedure.

Candidates are invited to apply in English to facilitate the selection process.

Applications must be sent to mailbox jobs@era.europa.eu until 24/02/2012 at midnight CET (Valenciennes local time) at the latest, clearly indicating the vacancy reference number in the subject line.

Please note that applications submitted by fax or postal mail cannot be taken into consideration.

This call may be used for the recruitment of another post carrying the same profile as the one described above. A reserve list will be constituted, valid until **31/12/2013**. The validity of the reserve list could be extended if the Agency Executive Director so decides.

Please note that due to the large numbers of applications we might receive, when reaching the submission deadline, the system may encounter problems processing large amounts of data. Applicants are therefore advised to send their application well ahead of the deadline.

Important: Supporting documents showing evidence of the information given in the application documents may be requested at a later stage. No documents will be sent back to candidates.

SELECTION PROCEDURE

The selection will be organised in four steps:

1. The Selection Committee will check the validity and eligibility criteria of all applications
2. The Selection Committee will assess the letters of motivation and the CVs of eligible applicants; it will establish a shortlist of candidates meeting the requirements of the Agency.
3. The Selection Committee will interview the shortlisted applicants; written tests may be organised simultaneously; following this, the Selection Committee will establish a proposal for a list of suitable candidates, to be approved by the Executive Director.
4. Suitable candidates will be recruited upon decision of the Executive Director. Candidates should note that inclusion on the reserve list does not guarantee recruitment.

*SUMMARY OF CONDITIONS OF EMPLOYMENT

1. Salaries are exempted from national tax, instead a Community tax at source is paid;
2. Annual leave entitlement of two days per calendar month plus additional days for grade, distance from the

Depending on the individual family situation and the place of origin, staff members may be in addition entitled to:

6. Expatriation or foreign residence allowance;

<p>place of origin and in addition on average 16 ERA holidays per year;</p> <p>3. General and applicable technical training plus professional development opportunities;</p> <p>4. EU Pension Scheme (after 10 years of service);</p> <p>5. EU Joint Sickness and Insurance Scheme accident and occupational disease insurance coverage, unemployment and invalidity allowance and travel insurance;</p>	<p>7. Household allowance;</p> <p>8. Dependent child allowance;</p> <p>9. Education allowance;</p> <p>10. Installation allowance and reimbursement of removal costs;</p> <p>11. Initial temporary daily subsistence allowance;</p> <p>12. Other benefits (travel expenses on taking up duty etc.)</p> <p>For further information on the respective conditions, please consult the Annex 7 of the Staff Regulations: http://ec.europa.eu/civil_service/docs/toc100_en.pdf#page=60</p>
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COMMITMENTS	
<p>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.</p>	<p>Appeal procedure: A candidate who considers that a mistake has been made regarding the eligibility of his/her application may ask for a review. To this end, a request for review may be submitted, within 20 calendar days of the email 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 mention clearly the eligibility criterion/a requested to be reconsidered as well as the grounds. This request should be addressed to the Agency's dedicated mailbox (jobs@era.europa.eu).</p> <p>The candidate shall be informed, within 45 calendar days following the receipt of his/her request, on the decision of the Selection Committee on the matter.</p>

DATA PROTECTION	
<p>The purpose of processing of the data you submit is to manage your application in view of a possible pre-selection and recruitment at the Agency.</p> <p>The personal information we request from you will be processed in line with Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.</p>	