



EUROPEAN RAILWAY AGENCY

Reserve list for several posts of Project Officer in the field of Interoperability – Contract Agents (FGIV)

(F/M)

VACANCY NOTICE REF.: ERA/CA/2014/003 - OPE

Date of publication: 22/04/2014	Deadline for applications: 21/05/2014 (midnight CET, Valenciennes local time)
Type of contract: Contract Agent Function group and grade: FGIV	Place of employment: Valenciennes/Lille, France
Duration of contract: 4 years and may be renewed in accordance with Article 24(3), third indent, of the Agency Regulation.	Monthly basic salary: 3.145,45 EUR at step 1 with a weighting factor of 17,4 % (from 01/07/2013) plus specific allowances where applicable.*
Unit: Interoperability Unit	
Applications to be sent by email only to mailbox: jobs@era.europa.eu	Reserve list valid until: 31/12/2015 (the validity of the reserve list may be extended)

THE AGENCY

The European Railway Agency has been established by Regulation (EC) N° 881/2004 of the European Parliament and of the Council of 29 April 2004 (OJ L 200, 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 interoperability and a common approach to issues concerning railway safety.

Our core purpose is to make the railway system work better for society.

Our core values are:

1. We are drivers of improvement through innovation
2. We respect others and believe in progress through diversity
3. We build an independent and transparent position based on facts.

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

THE INTEROPERABILITY UNIT

The main basis for the work of the Unit is Directive 2008/57/EC on interoperability of the EU railways (OJ L191, 18.7.2008). The Directive gives the Agency tasks to produce proposals for Technical Specifications for Interoperability (TSIs) related to subsystems like Infrastructure, Energy, Rolling Stock, Telematic Applications and Operation in accordance with mandates given by the Commission. In parallel, the Agency shall ensure coordination of activities with the standardization bodies and the notified bodies.

Apart of this main task the Agency is in charge of setting up and maintaining registers which contain information related to interoperability with aim at increasing transparency in this field, and fostering rail market opening

The Unit is organised in an office of the Head of Unit and four sectors for sub-systems related to rolling stock, fixed installations and operation and coordination with railway actors. It has currently 33 staff members.

JOB CONTENT

The jobholder will work in the Interoperability Unit under the direct responsibility of the competent Head of Sector.

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

Main tasks and responsibilities:

- Assist and advise the Head of Unit and the Head of Sector in the field of railway registers and telematic applications
- Tasks related to the development and maintenance of the registers and databases identified in Chapter 3c of Regulation (EC) 881/2004 (as last amended by Regulation (EC) 1335/2008), in particular:
 - ERATV (European Register of Authorised Types of Vehicles)
 - ECVVR (European Centralised Virtual Vehicle Register)
 - ERADIS (European Railway Agency Database of Interoperability and Safety)
 - VKMR (Vehicle Keepers Marking Register)
 - RINF (Register of Infrastructure)
- Support to users of telematics applications, registers and databases
- Preparation of reports, statistics and data analysis based on telematics applications, databases and registers
- Contribute to the development of ERA's tasks in the field of telematic applications, registers and databases (e.g. maintenance of documentation, preparation of meetings, etc.)
- Organize and perform the consultation of interested parties
- Participate to the report on interoperability progress
- Liaise with interoperability project officers to ensure consistency with all the Technical Specifications for Interoperability
- Carry out other activities in other scope of the responsibility of the competent Head of Sector at the his/her request

PROFESSIONAL QUALIFICATIONS AND OTHER REQUIREMENTS

ELIGIBILITY CRITERIA

- A level of education which corresponds to completed university studies of at least 3 years attested by a diploma
- Important:**
The university studies must be in the field of Engineering, Economics, Natural Science, Law or in a similar discipline;
- Relevant professional experience of at least 3 years (following the award of the university degree)

- 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

Essential

- Basic knowledge of European Union Institutions and of the European railway legislation
- Knowledge of transport business to recognise stakeholders needs and to understand market trends in order to put database development in a long-term strategy
- Experience in IT project management and Change Control Management (CCM)
- Experience and technical expertise in the field of database design or database management
- Very good command of the English language (oral and written)
- Experience in working in an international environment
- Good communication and team working skills
- Ability to prioritise work, deal with a large number of documents and manage his/her responsibilities
- Very good analytical skills
- Computer literacy and familiarity with the most wide-spread electronic office equipment (word processing, spread sheets, e-mail, internet, etc.)

Advantageous

- Experience in project management teams
- Experience in supporting databases' users
- Familiar with Business Modelling – UML
- Familiar with standards like NeTEx, Transmodel and TAP/TAF TSI
- Basic technical knowledge on railway vehicles and/or railway infrastructure
- Good knowledge of French, German or one of the languages of the Member States

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 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 21/05/2014 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 **31/12/2015**. 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

The successful candidates will be recruited in **Function Group IV (FGIV)**. The grade within Function Group IV will be determined in accordance with the years of professional experience. As an indication, the basic monthly salary for FGIV Grade 13 (up to 7 years' work experience) is 3.145,45 EUR, FGIV Grade 14 (more than 7 years) is 3.558,90 EUR and FGIV Grade 16 (more than 20 years) is 4.555,99 EUR.

For more information, please refer to Title IV, Art. 86 and 93 of the Conditions of Employment of Other Servants:

<http://intranet.era.europa.eu/HR/Shared%20Documents/New%20consolidated%20version%20of%20the%20Staff%20Regulations%20EN.pdf>

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 place of origin and in addition on average 16 ERA holidays per year;
3. General and applicable technical training plus professional development opportunities;
4. EU Pension Scheme (after 10 years of service);
5. EU Joint Sickness and Insurance Scheme accident and

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;
7. Household allowance;
8. Dependent child allowance;
9. Education allowance;
10. Installation allowance and reimbursement of removal costs;
11. Initial temporary daily subsistence allowance;
12. Other benefits (travel expenses on taking up duty, etc.)

For further information on the respective conditions, please consult the Annex VII of the Staff Regulations (from page 96 to 110):

<http://intranet.era.europa.eu/HR/Shared%20Documents/New%20consolidated%20version%20of%20the%20Staff%20Regulations%20EN.pdf>

occupational disease insurance coverage, unemployment and invalidity allowance and travel insurance;	
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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>
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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>	
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Eligibility grid

Reserve list for several posts of Project Officer in the field of Interoperability (Ref. ERA/CA/2014/003-OPE)

Last name (in capitals):

First name:

Gender: **Male / Female**

Where did you hear about/read this publication of post:

ELIGIBILITY CRITERIA

1	I have a university degree in the field of Engineering, Economics, Natural Science, Law or in a similar discipline; Period of university education attested by a diploma of at least 3 years	Yes	No
2	I have at least 3 years professional experience (following the award of my university degree) Number of years of professional experience following the award of my university degree: (SPECIFY) Number of years of professional experience in positions relevant for the post: SPECIFY)	Yes	No
3	I have a 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	Yes	No
4	I am a national of Member State of the European Union, Iceland, Liechtenstein or Norway	Yes	No
5	I am entitled to my full rights as a citizen	Yes	No
6	I have fulfilled any obligations imposed by the applicable laws on military service	Yes	No
7	I meet the character requirements for the duties involved	Yes	No
8	I am physically fit to perform the duties linked to the post	Yes	No