

Making the railway system  
work better for society.

# Call for Applications for two posts of Administrators (Project Officers) in the Analysis and Monitoring Unit

*Temporary Agent 2(f) (AD6) - with a further view to establish reserve lists - ERA/AD/2019/004-OPE*

## I - JOB CONTENT FOR BOTH POSTS

The jobholders will work in the Analysis and Monitoring Unit in the Analysis Team, under the responsibility of the Head of Unit/Administrator leading the Team.

The Agency is looking for **two** Administrators (Project Officers): **one Transport Economist** and **one Reporting and Data analysis officer**.

Candidates may apply for one post or for both of them.

**Candidates must clearly indicate in their ERA application form for which post(s) they apply.**

Candidates shall not be able to change chosen post(s) after the submission of the ERA application form.

### **1. TRANSPORT ECONOMIST**

The jobholder will be responsible for:

- › Ex-ante evaluations, notably impact assessments on Agency's recommendations and technical opinions;
- › Ex-post evaluations linked to legislation deriving from Agency recommendations;
- › Economic analyses as inputs into the development of the Agency's Work Programme;
- › Methodological developments on evaluation methods, processes and indicators.

#### **Main tasks and responsibilities:**

- › To perform impact assessments on Agency's recommendations, technical opinions and other items;
- › To develop ex-post evaluations linked to legislation deriving from Agency recommendations;
- › To undertake economic analyses as inputs into the Agency's development of roadmaps and Work Programme;
- › To provide support for the organisation and management of external Agency workgroups and task forces (notably Economic Steering Group);
- › To liaise with internal and external stakeholders involved in the Agency's tasks concerning economic analyses;
- › To draft papers on methodological developments notably evaluation methods, processes and indicators.

### **2. REPORTING AND DATA ANALYSIS OFFICER**

The jobholder will be responsible for:

- › Monitoring and reporting on the progress with safety and interoperability;
- › Analysis of the data available from the different information systems;
- › Data stewardship for Agency railway data, including data collection, validation and warehousing;
- › Annual assessment of achievement of common safety targets (CSTs).

**Main tasks and responsibilities:**

- › To draft reports on progress with safety and interoperability and notes on railway accidents;
- › To support the Agency, the Analysis and Monitoring Unit and the Analysis Team in the analysis of the data available from the various information systems, including GIS;
- › To undertake statistical analysis of available data within the general area of Agency safety and interoperability reporting;
- › To assure data stewardship for Agency railway data, including data collection, validation and warehousing;
- › To carry out annual assessment of achievement of common safety targets (CSTs) and draft a report thereon;
- › To provide support for the organisation and management of external Agency workgroups and task forces;
- › To liaise with internal parties involved in the Agency's task on reporting on the railway system and with external parties, especially Eurostat, DG MOVE and others.

## II - ELIGIBILITY CRITERIA

**For both posts**, 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, 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>1</sup>;
- › Meet the character requirements for the duties involved<sup>2</sup>;
- › Be physically fit to perform the duties linked to the post<sup>3</sup>;
- › Have a very good knowledge of an official language<sup>4</sup> of the European Union and a satisfactory knowledge of another official language<sup>5</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>6</sup>.

<sup>1</sup> If applicable

<sup>2</sup> Prior to engagement, the successful candidate will be required to provide a certificate confirming the absence of any criminal record

<sup>3</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 28 (e) of the Staff Regulation of Officials and CEOS of EU are met

<sup>4</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>5</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>6</sup> See Article 52 (a) of the Staff Regulation of Officials for Temporary Agents, applicable to Contract Agents by analogy, Article 119 CEOS

**2. 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 3 years of 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 4 years of professional experience;

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

**3. Professional experience:**

To qualify for this profile, you must have at the closing date for applications a total of:

- › Professional experience of at least 3 years<sup>7</sup> (following the award of the university degree);
- › At least 3 years of your total professional experience must be **relevant** professional experience<sup>8</sup> in the fields listed in the job content.

**III - SELECTION CRITERIA**

The candidates meeting the eligibility criteria set out above, will be assessed and scored against selection criteria. Candidates do not need to satisfy all 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 depending on the chosen post(s):

**TRANSPORT ECONOMIST:**

- › University studies in the field of economics or exact sciences<sup>9</sup>;
- › Good command of English<sup>10</sup>;
- › Minimum 2 years professional experience in using economic evaluation methods, notably cost-benefit analysis, benchmarking, impact assessment, ex-post evaluation or preparation of investment decisions;
- › Minimum 1 year professional experience in applied statistics notably econometrics;
- › Minimum 1 year professional experience in project management (a valid certification such as PRINCE, PMI or similar is considered an asset);
- › Minimum 1 year professional experience in an international environment.

<sup>7</sup> 4 years if you 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

<sup>8</sup> Relevant experience should be described in your ERA application

<sup>9</sup> Exact sciences are those sciences "which admit of absolute precision in their results". Examples of exact sciences are mathematics, chemistry and physics

<sup>10</sup> As the vehicular language of the Agency is English, a minimum B2 level (in all domains) in English is required

**REPORTING AND DATA ANALYSIS OFFICER:**

- › University studies in the field of engineering or statistics or exact sciences<sup>11</sup>;
- › Good command of English<sup>12</sup>;
- › Minimum 2 years professional experience in using data management concepts;
- › Minimum 1 year professional experience in project and data management (a valid certification such as PRINCE, PMI, DAMA or similar is considered an asset);
- › Minimum 1 year professional experience in an international environment;
- › Good command of statistical and data analysis packages (SPSS, STATA, SAS, R or similar), data visualization (Tableau, Power BI or similar), GIS (ESRI or similar) and databases (e.g. SQL).

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

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.

**IV - INTERVIEW, WRITTEN TEST AND ADDITIONAL TESTS (if applicable)**

Candidates selected for the test phase including a structured interview, written test will be assessed and scored on the basis of the following criteria:

***For the interview: criteria relevant for both posts:***

- › Suitability of the candidate to perform the duties (motivation and interpersonal/ project management skills, including the ability to work in a team);
- › Understanding of the functioning of the railway system and other transport systems as well as knowledge of European Union railway policies and applicable legal framework;
- › Ability to communicate effectively in English.

***For the interview: criteria relevant for the Transport Economist:***

- › Knowledge of economic evaluation methods, notably cost-benefit analysis, benchmarking, impact assessment and ex-post evaluation;
- › Knowledge of transport economics with particular focus on railways.

***For the interview: criteria relevant for the Reporting and Data Analysis Officer:***

- › Knowledge of data management concepts and of applied statistics;
- › Data analysis abilities and familiarity with Geographic Information Systems.

***For the written test: criteria relevant for both posts:***

- › Capability to summarize technical issues in a clear and comprehensive way;
- › Conceptual and analytical skills (incl. business analytics);
- › Ability to communicate effectively in written English.

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.

<sup>11</sup> See footnote 9

<sup>12</sup> See footnote 10

# Call for Applications for two posts of Administrators (Project Officers) in the Analysis and Monitoring Unit

*Temporary Agent 2(f) (AD6) - with a further view to establish reserve lists - ERA/AD/2019/004-OPE*

<i>Date of publication:</i> 27/05/2019	<i>Deadline for applications:</i> 25/06/2019 (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 4 years. If renewed for a second time, the contract becomes indefinite	<i>Monthly basic salary:</i> 5.416,58 EUR at step 1 with a weighting factor of 16,7% (from 01/07/2018) plus specific allowances where applicable
<i>Unit:</i> Analysis and Monitoring	
<i>Applications to be sent by email only to mailbox:</i> jobs@era.europa.eu	<i>Reserve list valid until:</i> 25/06/2021, with the possibility of extension

## THE AGENCY

The European Union Agency for Railways is an agency of the European Commission established by the [Regulation \(EU\) 2016/796](#). Its purpose is to support the development of a Single European Railway Area, without frontiers, guaranteeing a high level of safety.

**The Agency's main objective is to make the railway system work better for society.**

We are committed to achieve this by:

- › Providing certifications, authorisations and pre-approval services to the railway sector\*;
- › Providing technical support to the European Commission;
- › Monitoring National Safety Authorities (NSAs) and Notified Bodies\*;
- › Assistance (e.g. dissemination, training) to member states, NSAs and stakeholders;
- › Developing a common approach to safety on the European Rail Traffic Management System (ERTMS); and
- › Promoting simplified access for customers for the European rail sector.

More details on our activities are available in our [Single Programming Document](#).

The Headquarter of the Agency is in Valenciennes, with some event facilities in Lille dedicated to specific events. Currently the Agency employs 175 staff. [Here](#) you can find our mission, vision and values.

For more information, please read about us on [era.europa.eu](http://era.europa.eu).

\*Starting from June 2019

### *THE ANALYSIS AND MONITORING UNIT*

The Analysis and Monitoring (A&M) is the Unit of the Agency mainly focusing on railway data collection, analysis and reporting, with an eye on research and new technologies.

Its main objective is building fact-based knowledge to ensure a factual decision making for the stakeholders and the Agency.

To this end, A&M collects and delivers objective and credible evidence through:

- › Management and analysis of railway system data;
- › Ex-ante and ex-post impact assessment;
- › Monitoring of National Safety Authorities and Notified Bodies; and
- › Evaluation activities.

The A&M Unit coordinates the Agency's research activities on railway matters and supports partner organisations in research and innovation. The objective is to support the technical progress of the Single European Railway Area.

Finally, A&M communicates consistently and effectively its findings both within the Agency and to external stakeholders through ad-hoc and periodic reports.

### *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.

**Candidates holding non-EU degrees/diplomas are requested to send the EU validated degrees/diplomas scanned versions together with their ERA application.**

**Failure to comply with the 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) until **25/06/2019** at 23.59 CET (Valenciennes local time) at the latest, **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) reserves the right to disqualify any candidate who disregards this instruction.

A reserve list will be established and will be valid for 2 years as of the closing date of the selection procedure. The validity of the reserve list may be extended if the AACC so decides. The reserve list may be

used for the engagement for other posts carrying the same FG and grade, profile as the one described above.

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

**Important:** Supporting documents (e.g. certified copies of degrees/diplomas, proof of experience, etc.) should NOT be sent at this stage but shall be requested at a later stage of the procedure. No documents will be sent back to candidates.

### SELECTION PROCEDURE

The selection will be organised as below:

1. The AACC or his delegate sets up a Selection Committee consisting of at least: a Head of Unit (HoU) and/or an Administrator leading a Sector, a member representing Human Resources (HR) and a member representing the Staff Committee (SC);
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. For each post, the Selection Committee will assess and score each eligible application according to the educational/academical qualifications and professional experiences of the candidate with respect to each profile described in the 'Job Content' section in the Call for Applications;
5. The Selection Committee shall invite the first **9** highest scoring (for the post of Transport Economist) and the first **9** highest scoring (for the post of Reporting and Data Analyst Officer) candidates scoring no less than a minimum of 60% of the total points awarded for the selection criteria. All candidates having a score equal to the 9 highest scoring candidate shall be invited.
6. Shortlisted candidates are invited to participate in the next step of the selection procedure generally consisting of an interview and a written test
7. The interview and the written test shall be done in English. If your mother tongue is English, the second language indicated in the application form may be tested;
8. The scores for the interviews and the written test are established as follows:
 

› Total score for the interview:	<b>50 points</b>	Minimum score to pass: <b>30 points</b>
› Total score for the written test:	<b>50 points</b>	Minimum score to pass: <b>30 points</b>

**Candidates' written test shall not be assessed if the minimum score to pass during the interview is not reached;**
9. Following the results of the interviews and the written test, the Selection Committee proposes a list of suitable candidates to the AACC. For each post, the candidates achieving the qualifying pass marks defined in point 8 will be placed on the list of suitable candidates. There will be one reserve list for each post. All candidates having a score equal to the **9** highest scoring candidate will be included in these lists. These lists of suitable candidates will be in order of merit. Candidates should note that inclusion on these lists does not guarantee engagement;
10. Before engaging a temporary agent, the AACC or his delegate 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;
11. 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 199](#) of the Management Board Adopting the Framework for Good Administrative Behaviour and

- its Annex. Applicants must confirm their willingness to comply with these rules in their application form;
12. The reserve list shall be valid until 25/06/2021. It may be extended via an AACC decision;
  13. Suitable candidates shall be engaged upon decision of the AACC. Prior to being offered a contract of employment, candidates on the reserve list may be required to undergo an interview with the Executive Director;
  14. Prior to being offered a contract of employment, appointed candidates shall be required to submit all relevant documents proving educational background and professional experience;
  15. 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.

<b>SUMMARY OF CONDITIONS OF EMPLOYMENT AND BENEFITS</b>	
<ol style="list-style-type: none"> <li>1. Salaries are exempted from national tax, instead a tax to the benefit of the European Union is deducted at source;</li> <li>2. Annual leave entitlement of two days per calendar month plus additional days for age and grade, plus 2 ½ days for expatriate staff and in addition on average 16 ERA holidays per year;</li> <li>3. General and applicable technical training plus professional development opportunities;</li> <li>4. EU Pension Scheme (after 10 years of service);</li> <li>5. EU Joint Sickness and Insurance Scheme accident and occupational disease insurance coverage, unemployment and invalidity allowance and travel insurance;</li> </ol>	<p><b>Depending on the individual’s personal situation and the place of origin, staff members may be in addition entitled to:</b></p> <ol style="list-style-type: none"> <li>6. Expatriation or foreign residence allowance;</li> <li>7. Household allowance;</li> <li>8. Dependent child allowance;</li> <li>9. Education allowance;</li> <li>10. Installation allowance and reimbursement of removal costs;</li> <li>11. Initial temporary daily subsistence allowance;</li> <li>12. Other benefits (reimbursement of travel expenses on taking up duty, etc.)</li> </ol> <p>For further information on the respective conditions, please consult the <b>Annex VII of the Staff Regulations</b> (from page 96 to 110): <a href="http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF">http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF</a></p>

<b>COMMITMENTS</b>	
<p><b>Commitment to promote equal opportunities:</b> 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><b>Appeal procedure:</b> Candidates who participated in a selection procedure may request feedback on their performance of the written test, additional tests and interviews. A candidate who considers that the procedure was implemented incorrectly and/or a mistake has been made at any stage of the assessment procedure may request a review of his/her application, and may lodge a complaint or an appeal. To this end, a request for review may be</p>



	<p>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 for requesting the review.</p> <p>This request should be addressed to the Agency’s dedicated mailbox (<a href="mailto:jobs@era.europa.eu">jobs@era.europa.eu</a>). The candidate shall be informed, within 15 calendar days following the receipt of his/her request, on the decision of the Selection Committee on the matter.</p>
--	---

<p><b>APPEAL AND COMPLAINT PROCEDURES</b></p>	
<p>If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge an administrative complaint under Article 90 (2) of the Staff Regulations of Officials and Conditions of employment of other servants of the European Union, at the following address: The Chairman of the Management Board European Union Agency for Railways 120, rue Marc Lefrancq FR - 59300 Valenciennes</p> <p>The complaint must be lodged within 3 months from the time the candidate is notified of the act adversely affecting him/her.</p> <p>If the complaint is rejected the candidate may bring a case under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials of the European Communities and Conditions of Employment of Other Servants of the European Communities before: The General Court of the European Union Postal Address L-2925 Luxembourg <a href="http://curia.europa.eu/">http://curia.europa.eu/</a> Please note that the AACC does not have the power to amend the decisions of a Selection Committee. The Court has consistently held that the wide discretion enjoyed by Selection Committee is not subject to review by the Court unless rules which govern the proceedings of Selection Committees have been infringed.</p>	<p>It is also possible to complain to the European Ombudsman pursuant to Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the regulations and the general conditions governing the performance of the Ombudsman’s duties, published in Official Journal of the European Union L 113 of 4 May 1994:</p> <p>European Ombudsman 1, Avenue du Président Robert Schuman – CS 30403 FR – 67001 Strasbourg Cedex <a href="http://www.ombudsman.europa.eu">http://www.ombudsman.europa.eu</a></p> <p>Please note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations of Officials of the European Union for lodging, respectively, a complaint or an appeal with the General Court of the European Union under Article 270 of the Treaty on the Functioning of the European Union</p>

<b><i>DATA PROTECTION</i></b>	
<p>The purpose of processing of the data you submit is to manage your application in view of a possible pre-selection and engagement at the Agency.</p> <p>The personal information we request from you will be processed in line with Regulation <u>(EU) 2018/1725</u> of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union Institutions, Bodies, Offices and Agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC Text with EEA reference.</p>	<p>For more information, please consult: <u>Privacy Statement - Selection and engagement of the Agency Staff (TA, CA, SNE and trainees)</u></p>