

Making the railway system  
work better for society.

## Call for Applications for posts of Project Officers in the Executive Office and Communication Unit

*Contract Agent 3(a) (FGIV) - with a further view to establish reserve  
lists - ERA/CA/2020/001*

### *I - JOB CONTENT*

The Agency is looking for Project Officers in the following **3** different fields, to be allocated to the relevant Teams:

- › **Field 1: Communication;**
- › **Field 2: Learning and Development;**
- › **Field 3: Corporate Governance and IMS.**

The jobholders will work in the Executive Office and Communication Unit in one of the following Teams:

- › Communication;
- › ERA Academy;
- › Corporate Governance and Integrated Management System (IMS).

under the responsibility of the Head of Unit and the respective Team Leaders.

Candidates may apply for more than 1 field and **must clearly indicate in the ERA application form for which field(s) they apply.**

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

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

##### *In the Communication and ERA Academy Teams:*

- › To contribute to improving and protecting the attractiveness of the Agency's image:
  - Creating well-executed, structured and targeted contents (articles, press, media, newsletters, digital publications, etc.);
  - Working on social media activities and the website;
  - Coordinating editorial workflows with all the relevant departments / units of the Agency.
- › To contribute to developing the Agency's training capability:
  - Developing or coordinating the development of technical training material on railway matters;
  - Organising conferences, events, workshops and dissemination / training courses;
  - Organising and delivering dissemination / training courses.

**In the Corporate Governance and IMS Team:**

- › To contribute to the Corporate Governance objective in the Agency's work programme, and in particular:
  - Preparing the Single Programming Document (SPD) and the Annual Activity Report (AAR), including the internal arbitration and the interface with the Management Board of the Agency;
  - Monitoring the implementation of the SPD in terms of outputs achievement and budget execution;
  - Contributing to the setting up of an effective integrated management system and of a scheme for ensuring efficiency gains at Agency level;
  - Supporting any other Corporate Governance related processes, such as Business Continuity, Crisis Management, etc.
- › To contribute to the Strategic Development objective of the Agency's work programme and in particular:
  - Contributing to the preparation of roadmaps, in line with the SPD content, the EC policy objectives and exchanges with the Agency's management, EC and the Executive Board / Management Board;
  - Following up the roadmaps implementation in a multi-annual cycle and check the contribution to achieving the multi-annual objectives from the Agency's work programme.

**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, or a national of the European Economic Area (Iceland, Liechtenstein and Norway)<sup>1</sup>;
- › 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;

*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, 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 28 (e) of the Staff Regulation of Officials and 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)*

- › 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 of at least 3 years.

**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.**

### **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 all fields:

- › Professional experience of at least 3 years (following the award of the university degree) from which at least 2 years must be **relevant**<sup>8</sup> professional experience in the fields listed in the job content;
- › Very good knowledge of the English language (spoken and written as proficient user-C1 level in the 3 domains);

**In addition, selection criteria** used to assess the candidates applications depending **on the chosen field(s)**:

#### **Field 1: Communication:**

At least 1 year of demonstrated experience in one or more of the following areas:

- › Setting communication strategies and plan;
- › Preparing communication campaigns and material using different media;
- › Events organisation and management;
- › Social media management;
- › Development and design of web platforms for communication and training purposes;
- › Fostering relations with the press.

Additional relevant skills/knowledge/competences:

- › Desktop publishing and typesetting software applications;
- › Video editing software programs;
- › CMS DRUPAL 7.0/8.0.

#### **Field 2 : Learning and Development:**

At least 1 year of demonstrated experience in one or more of the following areas:

- › Developing, enforcing or applying EU railway regulatory framework;
- › Preparing / delivering dissemination and training courses, also via on-line applications (e.g. Moodle);

<sup>7</sup> See Article 52 (a) of the Staff Regulation of Officials for Temporary Agents, applicable to Contract Agents by analogy, Article 119 CEOS

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

- › Managing professional competency of staff;
- › Events organisation and management.

Additional relevant computer skills:

- › Preparation of dissemination and training modules on Moodle, openEdX and other Learning Management Systems.

**Field 3: Corporate Governance and IMS:**

At least 1 year of demonstrated experience in one or more of the following areas:

- › Strategy formulation and / or implementation and / or monitoring for public or private bodies;
- › EU policy or EU programmes preparation and / or implementation and / or monitoring and / or evaluation;
- › Work programme preparation, monitoring and reporting for public or private bodies;
- › Budget planning and monitoring, including the use of dedicated e-tools (Microsoft Excel / Access etc.) for public or private bodies;
- › (Re)prioritisation of work and expenditure within a (multi-)annual budget cycle;
- › Setting up and monitoring performance indicators in the public or private sector, including efficiency gains initiatives.

Additional relevant computer skill:

- › Excellent use of MS Excel.

**The educational/academical 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 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 3 fields:**

**Soft skills:**

- › Motivation;
- › Working with others;
- › Quality and result oriented;
- › Communication and interpersonal skills.

**Hard skills:**

- › Ability to communicate in English (as proficient user-C1 level).

**For the interview: criteria relevant for each specific field:**

**Field 1: Communication:**

- › Critical thinking;
- › Communication campaigns;
- › Social media analytics and data management;
- › Ability to work under pressure.

**Field 2: Learning and Development:**

- › EU regulatory framework;
- › Good presentation skills;
- › Task analysis and training preparation.

**Field 3: Corporate Governance and IMS:**

- › Knowledge of the EU Agency for Railways programming document;
- › Ability to effectively plan, monitor and report on a work programme;
- › Ability to prioritise tasks and resources;
- › Ability to set up and monitor performance indicators;
- › Ability to drive and monitor efficiency gains;
- › Excellent analytical capabilities and problem-solving skills;
- › Ability to work under pressure and meet deadlines on multiple tasks;
- › Strong service orientation and flexibility.

**For the written test: relevant for the 3 fields:**

- › Project management;
- › Ability to communicate in written English (as proficient user-C1 level).

**For the written test: relevant for each specific field:****Field 1: Communication:**

- › Drafting skills;
- › Translate requirement concepts into a communication campaign;
- › Graphic / web design;
- › Logical thinking.

**Field 2: Learning and Development:**

- › EU regulatory framework;
- › Training preparation;
- › Ability to deliver trainings by mean of presentations, etc.

**Field 3: Corporate Governance and IMS:**

- › Drafting skills;
- › Ability to effectively plan, monitor and report on a work programme;
- › Ability to prioritise tasks and resources;
- › Ability to set up and monitor performance indicators;
- › Ability to drive and monitor efficiency gains;
- › Excellent analytical capabilities and problem-solving skills.

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.

# Call for Applications for posts of Project Officers in the Executive Office and Communication Unit

*Contract Agent 3(a) (FGIV) - with a further view to establish reserve lists - ERA/CA/2020/001*

<i>Date of publication:</i> 16/06/2020	<i>Deadline for applications:</i> 15/07/2020 (23.59 CET, Valenciennes local time)
<i>Type of contract:</i> Contract Agent <i>Function group and grade:</i> FGIV	<i>Place of employment:</i> Valenciennes, France
<i>Duration of contract:</i> 4 years and may be renewed	<i>Monthly basic salary:</i> 3.531,26 EUR with a weighting factor of 17,7 % (from 01/07/2019) plus specific allowances where applicable
<i>Department / Unit:</i> Executive Office and Communication Unit	
<i>Applications to be sent by email only to mailbox:</i> jobs@era.europa.eu	<i>Reserve lists valid until:</i> 15/07/2022, with the possibility of extension

## THE AGENCY

The European Union Agency for Railways is an agency of the European Union established by Regulation (EU) 2016/796. Its purpose is to support the Development of a Single European Railway Area, without frontiers, guaranteeing a high level of railway safety and interoperability.

**The Agency's main mission 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;
- › Developing a common approach to safety on the European Rail Traffic Management System (ERTMS);
- › Monitoring National Safety Authorities (NSAs) and Notified Bodies;
- › Assistance (e.g. dissemination, training) to member states, NSAs and stakeholders;
- › Providing technical support to the European Commission; 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 facilities in Lille dedicated to specific events. Here you can find our mission, vision and values.

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

### *THE EXECUTIVE OFFICE AND COMMUNICATION UNIT*

The “Executive Office and Communication” (EXO) is the Unit that takes care of the strategic development of the Agency defining key priorities together with the Agency Departments / Units, the stakeholders, the Management Board and the Executive Director.

Are part of the EXO Unit:

- › Corporate management and Integrated Management System (IMS);
- › Communication;
- › Digital communication and ERA Academy;
- › International.

The Corporate management and IMS Team activities are linked with setting up and monitoring:

- › The relevant Agency strategies;
- › The budget and the work programme of the Agency.

All in coherence with the vision of the Executive Director.

The Communication Team takes care of institutional publications, internal communication and internal events, relations with the press and crisis communication.

The Digital Communication and ERA Academy Team work to ensure the right presence on the web and on the social media. It is responsible for setting up and managing the training centre of the Agency, including the organisation events and conferences.

It is also an EXO task to care about international relations, i.e. cooperation of the Agency with stakeholders within and outside EU.

### *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 or non-EEA degrees/diplomas are requested to send the EU or the EEA 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 **15/07/2020** 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 in relation to this selection 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.

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

#### **SELECTION PROCEDURE**

The selection will be organised as below:

1. The AACC set 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. For each of the field, the Selection Committee shall invite the first **12** highest scoring 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 12 highest scoring candidate shall be invited;
5. Shortlisted candidates are invited to participate in the next step of the selection procedure generally consisting of an interview and a written test;
6. All interviews and the written test shall be done in English. If your mother tongue is English, the second language indicated in the application form shall be tested;
7. The scores for the interviews and the written test are established as follows:
  - › The total score for the interview: **60 points** Minimum score to pass: **36 points**
  - › The total score for the written test: **40 points** Minimum score to pass: **24 points**

**Candidates' written test shall not be assessed if the minimum score to pass during the interview is not reached;**
8. Following the results of the interviews and the written test, the Selection Committee proposes three lists of suitable candidates to the AACC. For each of the field, the first **8** candidates achieving the qualifying pass marks defined in point 7 will be placed on the list of suitable candidates. There will be one reserve list for each field. All candidates having a score equal to the **8** highest scoring candidate will be included in these lists. The three lists of suitable candidates will be in order of merit. Candidates should note that inclusion on these lists does not guarantee engagement;
9. The three reserve lists shall be valid until 15/07/2022. It may be extended via an AACC decision;
10. Candidates on the reserve lists may be required to undergo an interview with the Executive Director;
11. Prior to being offered a contract of employment, appointed candidates shall be required to submit all relevant documents proving educational background and professional experience;
12. 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, using a specific form of any actual or potential conflict of interest. If necessary, the AACC shall take any appropriate measures;

13. 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;

14. 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>	
<p>The successful candidates will be engaged in <b>Function Group IV (FGIV)</b>. The grade within Function Group IV will be determined in accordance with the years of professional experience.</p> <p><b>For more information, please refer to Chapter 4, Art. 86 and to Chapter 7, Art. 93 of the Conditions of Employment of Other Servants:</b></p> <p><a href="https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1591974629964&amp;uri=CELEX%3A01962R0031-20200101">https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1591974629964&amp;uri=CELEX%3A01962R0031-20200101</a></p> <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 public 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><b>For further information on the respective conditions, please consult the Annex VII of the Staff Regulations:</b></p> <p><a href="https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1591974629964&amp;uri=CELEX%3A01962R0031-20200101">https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1591974629964&amp;uri=CELEX%3A01962R0031-20200101</a></p>

<i>COMMITMENTS</i>	
<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 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 criteria 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>

<b>APPEAL AND COMPLAINT PROCEDURES</b>	
<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:</p> <p>The Executive Director of the                      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:</p> <p>The General Court of the European Union  <a href="http://curia.europa.eu/">http://curia.europa.eu/</a></p> <p>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>DATA PROTECTION</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>Your personal data provided to ERA are dealt with in compliance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of individuals 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.</p>	<p>For more information, please consult:</p> <p><u><a href="#">Privacy Statement - Selection and engagement of the Agency Staff (TA, CA, SNE and trainees)</a></u></p>