

Making the railway system
work better for society.

Mobility between Union Agencies (IAM): Call for Applications for a Middle-Management post of Head of Unit Finance and Procurement

*Temporary Agent 2(f) Administrator (AD9-AD10) -
IAM/ERA/AD/2020/002*

<i>Date of publication:</i> 06/04/2020	<i>Deadline for applications:</i> 05/05/2020 (23.59 CET, Valenciennes local time)
<i>Type of contract:</i> See “Contractual conditions”	<i>Unit:</i> Finance and Procurement <i>Team:</i> N/A <i>Title of the post:</i> Head of Unit Finance and Procurement
<i>Applications to be sent by email only to mailbox:</i> jobs@era.europa.eu	

THE AGENCY
<p>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.</p> <p style="text-align: center;">The Agency’s main mission is to make the railway system work better for society.</p> <p>We are committed to achieve this by:</p> <ul style="list-style-type: none"> › 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. <p>More details on our activities are available in our Single Programming Document.</p> <p>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.</p> <p>For more information, please read about us on era.europa.eu.</p>

THE FINANCE AND PROCUREMENT UNIT

The Finance and Procurement Unit (FPU) provides the Agency with services aiming to support its daily functioning for aspects related to Finance and Procurement matters.

The FPU ensures sound and transparent financial management and procurement procedures.

It also provides support and expertise on financial files, public procurement and contracts, in accordance with the EU Financial regulation.

I - JOB CONTENT

The jobholder will manage the Unit and will work closely with the Executive Director and the other Heads of Department / Heads of Unit in the Agency.

The jobholder will be responsible for:

Main tasks and responsibilities:

- › To manage and to (re)design the finance and procurement processes, procedures and policies established to ensure efficiency and customer satisfaction in the context of the applicable EU Financial Regulations;
- › To safeguard good accounting standards, ensuring the quality, accuracy and integrity of financial data, financial analysis and reporting;
- › To prepare, implement and monitor the (multi-) annual budget for ERA in cooperation with the other departments and units;
- › To plan and implement the financial resources of ERA;
- › To issue financial and procurement interim reports, decisions and (IMS) documents;
- › To ensure the applicable procurement procedures are effectively and qualitatively carried out while maintaining a high level of customer satisfaction in order to efficiently meet changing objectives and priorities;
- › To contribute to the audit preparations with internal, external auditors and other controlling bodies; To liaise with counterparts in other institutions and agencies and/or representing ERA in finance and procurement-related matters at interinstitutional meetings;
- › To manage and supervise the finance and procurement staff;
- › To establish and overview finance and procurement training plans and other awareness raising activities.

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 an established temporary agent 2(f) who, on the closing date for the submission of applications and on the day of filling the vacant post, is engaged in his/her Agency in the function group and grade corresponding to the published function group and grade bracket (AD9-AD10);
- › Have a university degree in the field of economics OR commercial engineering OR accountancy.

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:

- › 15 years of proven appropriate experience and knowledge in the areas mentioned above;
- › Ability to communicate clearly and precisely to different audiences both orally and in writing in fluent English (both as proficient user-C1 level);
- › Excellent knowledge of finance and procurement principles and practices;
- › Proven experience in team management;
- › Excellent planning, prioritising and organisational skills in relation to demanding and multiple tasks also under time pressure;
- › Excellent negotiation skills;
- › Excellent analytical skills.

Soft skills:

- › Capability to motivate, organize, coordinate and manage work and responsibilities of team members;
- › Ability to uphold excellent customer and service orientation;
- › Ability to deploy a solution oriented approach and a proactive way of working;
- › Ability to work collaboratively and build strong working relationships within a diverse and multicultural environment;
- › Ability to uphold attention to detail and a quality driven attitude;
- › High capacity to work under pressure and within tight deadlines;
- › Ability to uphold a strong sense of initiative, responsibility and commitment.

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 by a Pre-Selection Committee which will where appropriate, conduct interviews in English and establish a shortlist of candidates who will be invited:

- › To an Assessment Centre for assessing the managerial skills (unless they have already taken part in such an assessment centre in the course of the two years preceding the closing date for the receipt of applications. If an applicant has taken part in an assessment centre within this two-year period, but not within the 18 months preceding the closing date for the receipt of applications, he may at his request be admitted to the assessment centre);
- › For an interview by the Executive Director and two members of the senior management of the Agency.

IV – INTERVIEW AND ADDITIONAL TEST (Assessment Centre)

A- Candidates selected for the test phase will be assessed and scored on the basis of the following criteria:

For the interview:

- › Professional knowledge and motivation;

Hard skills:

- › See above point III – Selection Procedure

Soft skills:

- › See above point III - Selection procedure;
- › Ability to communicate in English (as proficient user-C1 level);
- › Managerial skills on the basis of the “Competencies required to apply for a Middle-Management post” (annex to MB Decision No 204).

For the additional tests in an Assessment Centre:

- › Specific managerial competencies and skills assessed by a dedicated Assessment Centre.

B-The Pre-Selection Committee shall draw up a shortlist of the applicants whose profile most corresponds to the profile sought for. The applicants on the shortlist – and other eligible applicants if the Executive Director so decides – shall be invited to an Assessment Centre and to an interview with the Executive Director and two members of the senior management of the Agency.

The Assessment Centre shall evaluate the applicants’ management potential and shall provide an in-depth analysis of the managerial skills, adaptability and other core competencies. It shall comprise of individual and / or group exercises as well as in-depth interviews focussed on management skills. The result of the Assessment Centre shall be taken into consideration by the AACC by delegation.

Candidates who have already undergone such an assessment in the course of the **two years** preceding the closing date for the receipt of applications, can request to consider the result of that previous assessment.

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 until **05/05/2020** 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 Pre-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.

SELECTION PROCEDURE

The selection will be organised as below:

1. Assessment of applications by the Pre-Selection Committee:

- › The Executive Director shall set up a Pre-Selection Committee comprising of at least three members of a grade and management function equal or superior to that of the function to be filled, including one member from another Department / Unit;
- › Where there are no temporary agents in ERA fulfilling the requirement of management function and grade, the Executive Director may decide to designate officials or temporary agents from another agency or institution who fulfil that condition;
- › The Executive Director may invite other persons to the Pre-Selection Committee as observers;
- › Using an assessment checklist, the Pre-Selection Committee shall consider all applications received. Where appropriate, it shall conduct interviews and it shall draw up a shortlist of the applicants whose profiles most correspond to the profile advertised, justifying its choices.

2. Invitation to the interviews:

- › With the Executive Director and two members of the senior management equal or superior in function group and grade to that of the function to be filled;
- › The applicants shortlisted shall be invited for an interview with the ERA Executive Director and two of the senior management members mentioned above;
- › The Executive Director may decide to also invite other eligible applicants.

3. Assessment Centre:

- › All applicants invited to the interviews with the Executive Director and the other members shall be invited to an assessment centre, unless they have already been assessed by an assessment centre in the course of the **two years** preceding the closing date for the receipt of applications;
- › If an applicant has been assessed by an assessment centre within this two-year period, but not within the 18 months preceding the closing date for the receipt of applications, s(he) may at her/his request be admitted to the assessment centre;
- › The assessment centre shall evaluate the applicants' potential and shall provide an in-depth analysis of managerial skills, adaptability and other core competencies. It shall comprise individual and/or group exercises as well as in-depth interviews focussed on management skills. The result of the assessment centre shall be taken into consideration by the AACC.

4. Interviews conducted by the Executive Director and two members mentioned in point 2.:

- › The Executive Director and the members shall interview the invited applicants;
- › All interviews and the tests in the assessment centre shall be done in English.

CONTRACTUAL CONDITIONS

1. ERA and the selected staff member shall conclude a contract of employment which ensures continuation of the person's employment and career in the category of temporary staff 2(f). The contract shall be concluded without interruption of the contract concluded with the agency of origin (i.e. the preceding contract) and shall fulfil the following requirements:
 - › 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 date of the contract to be concluded with ERA shall be the same as the preceding contract.

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: 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. This request should be addressed to the Agency’s dedicated mailbox (jobs@era.europa.eu).</p> <p>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>

APPEAL AND COMPLAINT PROCEDURES	
<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 Chairperson 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:</p> <p>The General Court of the European Union http://curia.europa.eu/</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 http://www.ombudsman.europa.eu</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>

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 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>Privacy Statement - Selection and engagement of the Agency Staff (TA, CA, SNE and trainees)</u></p>