

Moving Europe towards a sustainable and
safe railway system without frontiers.

Call for Applications for posts of Project Officers in the Operational Units

*Contract Agent 3(a) (FGIV) - with a further view to establish a
reserve list - ERA/CA/2022/002-OPE*

I - JOB CONTENT

The Agency is looking for Project Officers with a “safety management” related profile.

The jobholder will be allocated to one of the following Units, under the responsibility of the respective Head of Unit or Team Leader:

- › The Safety and Operations (SAFO) Unit;
- › The Planning and Approvals Delivery (PAD) Unit in the Safety Certification team;
- › The Analysis and Monitoring (AAM) Unit in the Monitoring team.

The jobholder will work in a “matrix” style organisation, with a mix of the following:

Main tasks and responsibilities:

- › To contribute to the assessment of Single Safety Certificate (SSC) applications, as a member of an assessment team, and provide technical and professional advice as well as opinion on SSC application projects;
- › To contribute to Agency policy projects for making Rail an increasingly safe and secure mode of transport for its users and workers as well as resilient and agile in responding to emergency situations. These projects aim in particular to achieve the following outcomes:
 - All operators (i.e. infrastructure managers, railway undertakers, entities in charge of maintenance) understand and accept their responsibility and actively implement a Safety Management System to control the risks of operational activities;
 - Increased performance of and trust in the different safety related control levels (e.g. national safety authorities, assessment and certification bodies, national investigating bodies) in the rail system;
 - Safety management and safety performance related data is shared in an open and transparent way.

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 Union¹, 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 service²;
- › Meet the character requirements for the duties involved³;
- › Be physically fit to perform the duties linked to the post⁴;
- › Have a very good knowledge of an official language⁵ of the European Union and a satisfactory knowledge of another official language⁶ 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 66⁷.

2. Minimum qualifications:

- › Have a level of education which corresponds to completed university studies of at least 3 years attested by a diploma;
OR
- › Have where justified in the interests of the service, professional training of an equivalent level.

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:

- › Professional experience of at least 3 years from which at least 2 years (in total) must be relevant professional experience⁸ in one or more of the fields listed below:
 - Risk management and safety management systems;
 - Certification and auditing/supervision/surveillance of management system processes, including as a safety authority;
 - Conformity assessment processes;
 - Safety culture and human and organisational factors in the field of safety;

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 and 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) <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

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

⁸ Relevant professional experience should be described as precisely as possible in your ERA application form

- Developing, enforcing or applying the EU railway regulatory framework, national or operational safety rules;
 - Preparing/delivering safety related dissemination and training courses, also via on-line applications;
 - Managing professional competency of staff for safety related tasks;
 - Maintenance or operation of railway vehicles or fixed installations;
 - Analysis of operational data available from different information systems for safety management purposes;
 - Monitoring and reporting on safety performance.
- › Good knowledge of the English⁹ language (as independent user-B2 level in the 3 domains: Speaking, Writing and Understanding);
- › Good knowledge of one or more of the following EU languages¹⁰ (as independent user-B2 level in the 3 domains: Speaking, Writing and Understanding) will be considered as **advantageous**: Bulgarian (BG), Croatian, (HR), Czech (CS), Estonian (ET), German (DE), Hungarian (HU), Latvian (LV), Lithuanian (LT), Slovak (SK) and Slovenian (SL).

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 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:

1. For the interview:

Hard skills:

- › General knowledge of the technical fields listed above;
- › Ability to communicate orally and in writing in English.

Soft skills:

- › Motivation;
- › Communication skills;
- › Interpersonal skills.

2. For the written test:

- › General knowledge of the technical fields listed above;
- › Ability to communicate effectively in written English.

⁹ As the vehicular language of the Agency is English, a minimum B2 level (in the 3 domains: Speaking, Writing and Understanding) in English is required
¹⁰ On the basis of the workload of activities, the Agency needs staff having a good knowledge of one or more of the specified languages, a minimum B2 level in the 3 domains: Speaking, Writing and Understanding is required

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.

For the additional official languages of the European Union: candidates shall be requested **to provide supporting documents/evidence they possess the necessary level**. These languages may also be qualitatively tested during the interview by expert speakers who are not necessarily a member of the selection committee.

Call for Applications for posts of Project Officers in the Operational Units

Contract Agent 3(a) (FGIV) - with a further view to establish a reserve list - ERA/CA/2022/002-OPE

<i>Date of publication:</i> 07/09/2022	<i>Deadline for applications:</i> 06/10/2022 (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> 3.710,50 EUR with a weighting factor of 18,7 % (from 01/07/2022) plus specific allowances where applicable
<i>Department / Unit:</i> Safety and Operations Unit, Planning and Approvals Delivery Unit, Analysis and Monitoring Unit	
<i>Applications to be sent by email only to mailbox:</i> jobs@era.europa.eu	<i>Reserve lists valid until:</i> 06/10/2024, 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.

Moving Europe towards a sustainable and safe railway system without frontiers

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.

THE SAFETY AND OPERATIONS UNIT

The main objective of the Safety and Operations (SAFO) Unit is to support the organisations that form part of the railway socio-technical system (NSA, NIB, RU/IM, ECM, etc.) in developing the capability to manage safety in a sustainable way, combining anticipation and resilience, and to reach operational excellence of the entire European railway area.

Achieving this, will require both more explicit (SMS, MMS, processes, technology, ...) and less tangible (strategy, leadership, culture, ...) elements of safety management being addressed together.

To this end, the SAFO Unit wants to actively support railway stakeholders through a set of activities that aim at:

1. Building and/or enhancing safety management knowledge, based on operational practice as well as progressive research to establish a common understanding;
2. Helping to regulate railway practice through the development of legislation (e.g. CSM, ECM certification), the removal of barriers towards operational harmonisation (e.g. Technical Opinions, AMOC), guidance (incl. RFUs), cooperation networks, etc.;
3. Supporting the understanding and correct implementation of the EU legislative framework (raise awareness, disseminate, train, consult, ...);
4. Evaluate the maturity of implementation and safety management at different levels.

Finally, the SAFO Unit also lends its knowledge for the development and delivery of assessment activities in PAD and A&M.

THE PLANNING AND APPROVALS DELIVERY UNIT

In the Agency the Planning and Approvals Delivery Unit (PAD) is the programme and project delivery and technical assistance hub for the following areas of work:

- Vehicle (type) authorisations;
- Single safety certificates; and
- ERTMS trackside approval.

PAD's role is to ensure the sound management of the processes above thereby enhancing the reputation of the Agency and delivering the proper functioning of the Single European Railway Area in accordance with the goals set out in the 4th Railway Package.

In addition, PAD also ensures Agency-wide programme and project portfolio management and control to ensure the efficient planning and resourcing of projects at ERA and the achievement of their objectives respectively.

PAD also has a significant role in reporting to the EXO Unit on the implementation of the Agency [single programming document](#) within its area of expertise.

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 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 only to mailbox jobs@era.europa.eu until **06/10/2022** 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.

The 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.

SELECTION PROCEDURE

The selection will be organised as below:

1. The AACC sets up a Selection Committee. The names of the members are published on the ERA Website;
2. The Selection Committee will check the submitted applications against the specific criteria 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. Only candidates who pass a minimum of 60% of the total points awarded for the selection criteria are taken into consideration. From this list, the Selection Committee shortlists candidates with the highest scores to be invited for the interview and a written test;
5. 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 shall be tested. Candidates who have indicated their knowledge of Bulgarian, Croatian, Czech, Estonian, German, Hungarian, Latvian, Lithuanian, Slovak and Slovenian may be tested orally by expert speakers who are not necessarily members of the Selection Committee;
6. The scores for the interviews and the written test are established as follows:
The total score for the interview: **70 points** Minimum score to pass: **42 points (60% of 70)**
The total score for the written test: **30 points** Minimum score to pass: **18 points (60% of 30)**

Candidates' written test shall not be assessed if the minimum score to pass during the interview is not reached;

7. Following the results of the interviews and the written test, the first **21** (indicative number) candidates will be placed on the list of suitable candidates.
The Selection Committee proposes a list of suitable candidates in ranking order to the AACC to be put on the reserve list. Candidates should note that inclusion on the list does not guarantee engagement;
8. The reserve list shall be valid until **06/10/2024**. It may be extended via an AACC decision;
9. Reserve list established via external selection procedures may be shared with other EU Agencies;
10. Candidates on the reserve list 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 n° 199](#) of the Management Board Adopting the Framework for Good Administrative Behaviour

dated 6 June 2019 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.

SUMMARY OF CONDITIONS OF EMPLOYMENT AND BENEFITS	
<p>The successful candidates will be engaged in Function Group IV (FGIV). The grade within Function Group IV will be determined in accordance with the years of professional experience.</p> <p>For more information, please refer to Chapter 4, Art. 86 and to Chapter 7, Art. 93 of the Conditions of Employment of Other Servants:</p> <p>https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20210101&qid=1617798743617</p> <ol style="list-style-type: none"> 1. Salaries are exempted from national tax, instead a tax to the benefit of the European Union is deducted at source; 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; 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 occupational disease insurance coverage, unemployment and invalidity allowance and travel insurance; 	<p>Depending on the individual’s personal situation and the place of origin, staff members may be in addition entitled to:</p> <ol style="list-style-type: none"> 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 (reimbursement of travel expenses on taking up duty, etc.). <p>For further information on the respective conditions, please consult the Annex VII of the Staff Regulations:</p> <p>https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20210101&qid=1617798743617</p>

COMMITMENTS	
<p>Commitment to promote equal opportunities:</p> <p>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:</p> <p>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</p>

	<p>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 chairperson of the selection committee using the Agency’s dedicated mailbox (jobs@era.europa.eu). 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>
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<p>APPEAL AND COMPLAINT PROCEDURES</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:</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 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>

<u>DATA PROTECTION</u>	
<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 <u>(EU) 2018/1725</u> 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>