

Making the railway system  
work better for society.

# Permanent call for expression of interest for the mandate of Seconded National Experts (SNEs)

*ERA/SNE/2019/002*

**Before sending in your application, ensure your employer supports your candidacy and will commit to paying your salary and social security contributions during the secondment period!**

## I - JOB CONTENT

The SNE will work in the Rail Systems Department in the Safety and Operations Unit under the responsibility of the Head of Department. Due to the sensitivity of the job, a high sense of confidentiality is required from the successful candidate.

Main tasks and responsibilities:

- To assist the team on implementing the strategy for the Removing of operational barriers, including the clean-up of national rules on operation and discussions with Member States;
- To contribute to the development of Acceptable means of compliance under the TSI OPE;
- To contribute to the development and updating of guidance and dissemination/training material on TSI OPE and (assessment) of Safety Management Systems related topics;
- To provide technical and operational experience for the assessment of Safety Management Systems for the Single Safety Certificate;
- To fulfil the objectives of the projects, in accordance with Agency's standards and procedures, relating to:
  - › the enhancement of railway safety through positive safety culture and integration of human and organisational factors;
  - › the harmonisation of railway operations and management systems;
- To manage the clean-up of the NOTIF-IT database;
- To liaise with external stakeholders, (including representatives from national authorities in and outside the EU) and to prepare related meetings and reports; and
- To take part in dissemination activities for the TSI OPE and SMS operations.

## II - ELIGIBILITY CRITERIA

The permanent call for expression of interest is open to candidates who satisfy **all** the following eligibility criteria:

### **1. General requirements:**

- › Be employed by a national, regional or local public administration<sup>1</sup> or an Intergovernmental Organisation (IGO)<sup>2</sup>;
- › To have worked for the current employer on a permanent or a contract of employment basis for as least 12 months before the secondment;
  - the SNE shall remain in the service of the current employer throughout the period of secondment;
- › Have a very good knowledge of English language (preferably B2 level<sup>3</sup>) and a satisfactory knowledge of another official language<sup>4</sup> of the European Union to the extent necessary for the performance of the duties pertaining to the post;
- › Be a national of a Member State of the European Union, or a national of the European Economic Area (Iceland, Liechtenstein and Norway).

## 2. Qualifications:

To qualify for secondment to ERA a national expert must have at least three years' experience in administrative, legal, scientific, technical, advisory or supervisory functions.

### III - SELECTION CRITERIA

The candidates meeting the eligibility criteria set out above, will be assessed against selection criteria:

- Knowledge of European rail interoperability and safety regime;
- Knowledge of relevant EU legislation and supporting processes (i.e. OSS and guidance on safety certification and supervision);
- Knowledge of national rules, safe operation, management of risk and the management system approach;
- Experience of the assessment process for safety certification including the application of national rules for operation;
- Proven experience of working in international teams or working groups;
- Familiarity of EU administrative procedures;
- Knowledge of French and German languages (B2 level<sup>5</sup>);
- Knowledge and professional experience in project management methods and tools (e.g. Microsoft Project).

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

<sup>1</sup> Public administration means all State administrative services, at central, federal and regional level, comprising ministries, government and parliament services, the courts, central banks, and the administrative services of local authorities, as well as the decentralized administrative services of the State and of such authorities.

<sup>2</sup> The Executive Director of the Agency may, on a case-by-case basis, authorise the secondment of an SNE from an employer other than State public administration or an IGO, according to Article 1.2 of the MB decision n°173 of May 2018

<sup>3</sup> According to the Common European Framework of Reference for Languages, available at <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

<sup>4</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>5</sup> B<sup>2</sup> level in all domains : understanding, speaking and writing

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<i>Date of publication:</i> 18/11/2019	<i>Deadline for applications:</i> This call for expression of interest is <b>open-ended</b> , there is <b>NO deadline</b> for applications
<i>Type of mandate:</i> Seconded National Expert	<i>Place of employment:</i> Valenciennes, France
<i>Duration of mandate:</i> 2 years with a possibility of renewal(s) for a total period of maximum four years	<i>Salary:</i> Seconded National Experts remain in the service of their employer throughout the period of their secondment. The SNE will continue to be remunerated by his/her employer and will remain under his/her national social security coverage. During his/her secondment, the SNE will receive daily subsistence allowances from the Agency and –if applicable- reimbursement of travel expenses as set out in the <a href="#">DECISION n°173 of the Management Board</a> of the European Union Agency of Railways laying down rules on the secondment to the Agency of seconded national experts and national experts in professional training
<i>Unit:</i> see below	
<i>Applications to be sent by email only to mailbox:</i> jobs@era.europa.eu	

<p><b>THE AGENCY</b></p> <p>The European Union Agency for Railways is an agency of the European Union established by the <a href="#">Regulation (EU) 2016/796</a>. Its purpose is to support the development of a Single European Railway Area, without frontiers, guaranteeing a high level of safety.</p> <p><b>The Agency's main objective is to make the railway system work better for society.</b></p> <p>We are committed to achieve this by:</p> <ul style="list-style-type: none"> <li>› Providing certifications, authorisations and pre-approval services to the railway sector;</li> <li>› Providing technical support to the European Commission;</li> <li>› Monitoring National Safety Authorities (NSAs) and Notified Bodies;</li> <li>› Assistance (e.g. dissemination, training) to member states, NSAs and stakeholders;</li> <li>› Developing a common approach to safety on the European Rail Traffic Management System (ERTMS); and</li> <li>› Promoting simplified access for customers for the European rail sector.</li> </ul> <p>More details on our activities are available in our <a href="#">Single Programming Document</a>.</p> <p>The Headquarter of the Agency is in Valenciennes, with additional facilities in Lille dedicated to specific events. Please consult following link <a href="#">here</a> for the Agency's mission, vision and values.</p>
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For more information, please read about us on [era.europa.eu](http://era.europa.eu).

#### *THE RAILWAY SYSTEMS DEPARTMENT*

The Railway System Department is the centre of Railway System Competence for the Agency. Divided in three different Units, the RSY department covers:

- › Railway safety and operations matters;
- › Railway Interoperability of vehicles and infrastructure;
- › ERTMS.

For this, the RSY aims to drive the evolution of the SERA Target System Architecture in terms of specifications, verification and certification processes, identifying the research needs for the future target Railway System.

The RSY is also responsible for developing proposals and supporting the sector to optimise the evolution of the SERA Target Railway system exploiting the most viable solutions for further technical and operational interoperability. Besides, the RSY is tasked with the maintenance and, to a feasible extent, the improvement of the safety and overall performance of the railway system.

Another RSY mission is to act as the corporate memory for the evolution of SERA Railway System Architecture, and as the System Authority for ERTMS and Telematic Applications for Passenger and Freight. Last but not least, the RSY aims to ensure the consistency of technical decisions taken across the different Units and Teams of the Agency.

#### *APPLICATION PROCEDURE*

For applications **to be valid**, the candidates must submit the ERA application form duly completed in English.

Applications must be sent by email to mailbox [jobs@era.europa.eu](mailto:jobs@era.europa.eu) clearly indicating the call for interest reference number in the subject line.

In order to facilitate the process, all communication to applicants concerning this vacancy will be in English.

**This permanent call for expression of interest is not subject to a deadline..**

#### *SELECTION PROCEDURE*

Interested candidates may apply for any of the areas advertised in section III “selection criteria”. The applications received will be evaluated on a regular basis.

The candidates who are judged to be the most suitable on the basis of the selection criteria will be retained. Their application file will be stored in a dedicated database and when a mandate becomes available which suits the profile of the successful candidate, he/she **may** be invited for an interview and/or written test.

A position as SNE may be offered according to the needs of the Agency and budget availability. The secondment will be effected by an exchange of letters between the Executive Director of the Agency and the future SNE’s employer.

**SUMMARY OF CONDITIONS OF EMPLOYMENT**

1. This permanent call for expression of interest concerns mandates for a seconded national expert (SNE). The secondment is not an employment, nor does it lead to an employment at the Agency. The SNE shall remain in the service of his/her employer throughout the period of secondment and shall continue to be remunerated by that employer.  
 The SNE is entitled to subsistence allowances under the conditions of secondment which can be found in [DECISION n°173 of the Management Board](#) of the European Union Agency of Railways laying down rules on the secondment to the Agency of seconded national experts and national experts in professional training  
**Before applying, each candidate should assure him/herself that his/her current employer will support the candidacy and pay the salary and social security contributions during the secondment period.** The secondment will be confirmed by an exchange of letters between the Agency and the employer in the Member State concerned.
2. The SNE may benefit from general and applicable technical training opportunities.

**COMMITMENTS**

<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>	
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**DATA PROTECTION**

<p>The purpose of processing of the data you submit is to manage your application in view of a possible secondment to the Agency.</p> <p>The personal information we request from you will be processed in line with Regulation <a href="#">(EU) 2018/1725</a> 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>	
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