

Moving Europe towards a sustainable and
railway system without frontiers.

Permanent call for expression of interest for the mandate of Seconded National Experts (SNEs) in the area of internal management & control system and corporate governance

[ERA/SNE/2023/001](#)

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 Corporate Assurance and Performance Unit under the responsibility of the Head of Unit/the Administrator leading the Team, in the following areas:

- › Internal management and control system;
- › Organisational planning, monitoring and reporting;
- › Support to organising the Management and Executive Board meetings.

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 administration¹ or an Intergovernmental Organisation (IGO)²;
- › Have been working for the current employer on a permanent basis or a contract of employment for as least 12 months before expressing interest for the secondment;
- › The appointed SNE shall remain in the service of the current employer throughout the period of secondment which will continue to pay the salary and social security contributions;

¹ 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.

² 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

- › Have a very good knowledge of English language (preferably B2 level³) and a satisfactory knowledge of another official language⁴ of the European Union to the extent necessary for the performance of the duties pertaining to the mandate.

2. Qualifications:

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

III - SELECTION CRITERIA

Candidates should have at least 3 years of experience in response to one or more of the following criteria (counted at the level of numbered items below):

Internal management and control system

1. Experience in working with regulatory standards and/or procedures;
2. Experience in designing and managing end-to-end business processes including measurement of process effectiveness/efficiency;
3. Experience in drafting procedures in the area of governance and project management;
4. Experience in developing and implementing methodologies to improve and simplify business processes with a focus on customer satisfaction;
5. Experience in / knowledge of utilizing business process automation tools;
6. Experience in providing guidance and/or training on improving business processes.

Organisational planning, monitoring and reporting

1. Experience in developing multi-annual work programmes / planning documents;
2. Experience in preparing multi-annual strategies and action plans related to various areas from the work programme, in close cooperation with the internal and external stakeholders;
3. Experience in developing outcome indicators, output indicators and targets, as well as key performance indicators (KPIs);
4. Experience in monitoring the implementation of any type of work programme, including tracking of outcomes, outputs achievement and resource deployment;
5. Experience in handling work programme amendments and resource re-planning;
6. Experience in preparing annual activity reports, including the support for the assessment of assurance;
7. Experience of performing the previous tasks using Microsoft SharePoint or other similar collaborative platforms, including content, library, workflow, access rights, and user management;
8. Experience in using, designing or developing organisational and/or operational dashboards in Microsoft Office 365 suite software.

Support to organising Management and Executive Board meetings

1. Experience in managing the correspondence of with governing bodies;
2. Experience in event management, both for virtual and hybrid meetings;
3. Experience in collecting and updating contact lists and their related forms;
4. Experience in preparing official decisions, including the required liaising with legal services;
5. Experience in drafting minutes of meetings.

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

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

⁴ 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)

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 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 express their interest 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 mandate 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

The Agency: Click [here](#) for the description of the Agency and its entities into the different EU languages

Date of publication: 09/06/2023

Deadline for applications: This call for expression of interest is **open-ended**, there is **NO deadline** for applications

Type of mandate: Seconded National Expert

Place of employment: Valenciennes, France

Duration of mandate: 2 years with a possibility of renewal(s) for a total period of maximum four years

Salary: 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 Management Board Decision [N°173](#)

Applications to be sent by email only to mailbox: jobs@era.europa.eu

Data protection: click on [Data protection | European Union Agency for Railways \(europa.eu\)](#) and scroll down to "Selection and engagement of the Agency Staff (TA, CA, SNE and trainees) section"

CONDITIONS OF EMPLOYMENT

Before expressing interest, 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.

[Working opportunities Seconded National Experts](#)