

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

# Call for Applications for posts of Administrative Assistants & Logisticians in the Resources and Support Unit

*Contract Agent 3(a) (FGIII) - with a further view to establish a  
reserve list - ERA/CA/2023/002*

## **I - JOB CONTENT**

The Agency is looking for candidates to support the Agency's needs. The jobholder will work in the [RSU Unit](#) under the responsibility of the respective Head of Unit and ITFM Team Leader.

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

- › To assist and support a reliable and available building infrastructure with appropriate level of capacity, current and future;
- › To assist and support FM service's operations and related service continuity, including the support to events, and the availability of proper meeting facilities, and the building maintenance;
- › To assist and support in ensuring sound financial management of the FM Service budget and costs, including FM Service suppliers and assets tracking management;
- › To assist and support the implementation of sustainable practices as per Environmental Management System (EMAS);
- › To contribute to the Internal Management and Control System (IMCS) by assisting and supporting the drafting and updating procedures and work instructions;
- › To assist and support the follow-up of the contracted services and correct execution of the contracts;
- › To assist and support the implementation of an appropriate working environment, including health and safety requirements, and security of the premises and persons' safety.

## **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<sup>1</sup>, 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 service<sup>2</sup>;
- › Meet the character requirements for the duties involved<sup>3</sup>;

<sup>1</sup> 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.

<sup>2</sup> If applicable

<sup>3</sup> Prior to engagement, the successful candidate will be required to provide a certificate confirming the absence of any criminal record

- › 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;
- › 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 post-secondary education attested by a diploma,  
**OR**
- › Have a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience 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 candidate's applications:

- › Required knowledge of the English and French language<sup>8</sup>;
- › Minimum 3 years professional experience in facility management;
- › Minimum 2 years professional experience in occupational health and safety management system.

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

Only candidates who pass a minimum of 70% of the total points awarded for the selection criteria will be taken into consideration and invited for an interview and a written test.

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<sup>4</sup> 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 13 of CEOS of EU are met

<sup>5</sup> 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>

<sup>6</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) <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

<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> As the vehicular language of the Agency is English and the reference language for the local contractors is French, minimum B2 level (in the 3 domains; Speaking, Writing and Understanding) in English and French is required

**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:****Soft skills (only assessed during the oral interview)**

- › Motivation;
- › Ability to work in a team;
- › Analysis and problem solving;
- › Service orientation skills.

**Hard skills:**

- › Knowledge of facility management;
- › Knowledge of occupational health and safety management system;
- › Ability to communicate effectively in English (at least B2 level);
- › Ability to communicate effectively in French (at least B2 level).

**For the written test:**

- › Knowledge and competencies related to the specific post;
- › Capability to summarize technical issues in a clear and comprehensive way;
- › Conceptual and analytical skills (incl. business analytics);
- › Ability to communicate effectively in written English and French.

The scores for the interviews and the written test are established as follows:

- › Total score for the interview: **60 points** Minimum score to pass: **36 points (60% of 60 points)**
- › Total score for the written test: **40 points** Minimum score to pass: **24 points (60% of 40 points)**

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

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.

**IV – SUMMARY****The Agency:**

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

**Date of publication:** 27/11/2023

**Deadline for applications:** 04/01/2024 (23.59 CET, Valenciennes local time)

**Type of contract:** Contract Agent 3(a)  
**Function group and grade:** FGIII

**Place of employment:** Valenciennes, France

**Duration of contract:** 4 years and may be renewed

**Monthly basic salary:** 3.080,41 EUR with a weighting factor of 119,5 % (from 01/07/2023) plus specific allowances where applicable

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| <p><i>Applications to be sent by email only to mailbox:</i> <a href="mailto:jobs@era.europa.eu">jobs@era.europa.eu</a> until 04/01/2024 (23.59 CET, Valenciennes local time) at the latest</p> | <p><i>Reserve lists:</i> The first 6 (indicative number) candidates will be placed on the reserve list which is valid until: 04/01/2026 with the possibility of extension</p>   |
| <p><i>Application procedure:</i> click <a href="#">here</a></p>  | <p><i>Selection procedure:</i> click <a href="#">here</a></p>   |
| <p><i>Appeal and complaint procedures:</i> click <a href="#">here</a></p>  | <p><i>Data protection:</i> click on <a href="#">Data protection   European Union Agency for Railways (europa.eu)</a> and scroll down to “Selection and engagement of the Agency Staff (TA, CA, SNE and trainees) section”</p> |