

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

Call for Applications for posts of Project Officers in the Corporate Assurance and Performance (CAP) Unit

*Contract Agent 3(a) (FGIV) - with a further view to establish 2
reserve lists - ERA/CA/2024/001-OPE*

I - JOB CONTENT

The Agency is looking for candidates to support the Agency's needs. Therefore, this call covers the following fields:

- › **Field 1: Budget and grant financial management;**
- › **Field 2: Contract monitoring and financial verification.**

Candidates may apply for more than 1 field and **must clearly indicate in their ERA application form for which field(s) they apply**. Candidates shall not be able to change the chosen field(s) after the submission of the ERA application form.

The jobholder will work in the [CAP Unit](#), under the responsibility of the Head of Unit (HoU) and respective Team Leaders.

Main tasks and responsibilities for the specific fields:

FIELD 1: Budget and grant financial management:

- › To participate to the preparation of the input to the Statement of Estimates N+2 and budget N+1 in full alignment with the corresponding work programme (Single Programming Document) – including to encode budget requests in the dedicated EC tool;
- › To contribute to the set-up of the proper budget structure in the financial system and to the maintenance of such a structure according to the evolution of the needs;
- › To support the elaboration and maintenance of budget implementation monitoring tools of the agency (dashboard and reports);
- › To provide support to the implementation of the main budget management tasks (budget inscription, budget transfers, budget amendments and budget carry over);
- › To support the preparation of the budget monitoring review meetings with the management;
- › To support budget implementation reporting and explanations towards main stakeholders (Management Team, Executive/Management Board, EC, European Court of Auditors and European Parliament);
- › To ensure sound financial management of grant and contribution agreements (hereinafter referred to as “agreements”) received by the agency for the implementation of specific tasks or projects.
This involves:
 - › Reviewing the agreements specific financial provisions and ensuring compliance with applicable rules;
 - › Supporting the preparation and the amendments of the budgets for the agreements;
 - › Setting up the specific structure in the financial system allowing the management of the agreements;

- › Managing financial transactions specific to the agreements;
- › Coordinating the monitoring of the agreements budget;
- › Preparing financial reports for the agreements;
- › To update and maintain adequate documentation of agency's financial processes.

FIELD 2: Contract monitoring and financial verification:

- › To support the verification of financial transactions (commitments, payments and recovery orders) in accordance with applicable rules and regulations;
- › To advise the relevant financial actors on the implementation of the agency's budget;
- › To ensure monitoring of the procurement contracts (e.g. duration and expiry dates, ceiling consumption for framework contracts);
- › To verify and contribute to ensuring compliance of contracts implementation with the applicable rules and regulations;
- › To identify and report non-compliance issues, provide recommendations and facilitate corrective actions when necessary;
- › To provide support during the contracting process in order to ensure regularity and compliance;
- › To advise the agency contract managers on applicable rules, procedures and best practices for contract management;
- › To update and maintain documentation of agency's contract management processes.

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.

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 13 of 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

2. Minimum qualifications:

- › Have a level of education which corresponds to completed university studies of at least 3 years attested by a diploma.

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 depending on **the chosen field(s)**:

FIELD 1: Budget and grant financial management:

- › University studies in a field of Economics OR Finance OR Accounting OR Business administration OR Commercial Engineering;
- › At least 2 years of relevant professional experience (following award of the diploma) related to the tasks and responsibilities listed in the job content (see Section I Job Content, Field 1);
- › Proven experience with the application of financial rules, preferably of the EU Financial Regulation;
- › Proven knowledge of the public budget management, preferably the one of an EU Institutions;
- › Proven knowledge of a financial system (ERP system), preferably ABAC and/or SUMMA;
- › Proven experience in working in an international and/or multicultural environment;
- › Very good knowledge of the English language (C1 level in the 3 domains: understanding, speaking and writing);
- › Good knowledge of French language (B2 level in the 3 domains: understanding, speaking and writing).

FIELD 2: Contract monitoring and financial verification:

- › University studies in a field of Economics OR Finance OR Accounting OR Business administration OR Commercial Engineering OR Law;
- › At least 2 years of relevant professional experience (following award of the diploma) related to the tasks and responsibilities listed in the job content (see Section I Job Content, Field 2);
- › Proven experience with the application of financial and public procurement rules, preferably of the EU Financial Regulation;
- › Proven knowledge of a financial system (ERP system), preferably ABAC and/or SUMMA;
- › Proven experience in contract management and/or monitoring;
- › Proven experience in working in an international and/or multicultural environment;
- › Very good knowledge of the English language (C1 level in the 3 domains: understanding, speaking and writing);
- › Good knowledge of French language (B2 level in the 3 domains: understanding, speaking and writing).

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 60% of the total points awarded for the selection criteria will be taken into consideration and 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:

For the interview (for both fields):

Soft skills (only assessed during the oral interview):

- › Strong problem solving and organisational skills;
- › Proven ability to work in a team and in a multicultural environment.

Hard skill:

- › Ability to communicate in English (as proficient user-C1 level) and French (as independent user - B2 level).

For Field 1: Budget and grant financial management:

- › Knowledge of budget and financial management;
- › Knowledge of Financial Regulation.

For Field 2: Contract monitoring and financial verification:

- › Knowledge of contract management and monitoring;
- › Knowledge of Financial Regulation and knowledge of public procurement rules.

For the written test: criteria relevant for both fields:

- › Knowledge and competencies related to the specific posts;
- › Ability to extract and summarise information from available quantitative data, for further use in management decisions and for communication purposes;
- › Ability to assist in the analysis of complex financial issues and to propose appropriate solutions;
- › Proficiency in the use of standard MS office applications.

For both fields, 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%)**
- › Total score for the written test: **40 points** Minimum score to pass: **24 points (60%)**

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.

<i>IV – SUMMARY</i>	
<i>The Agency:</i> Click here for the description of the Agency and its entities into the different EU languages	
<i>Date of publication:</i> 14/06/2024	<i>Deadline for applications:</i> 13/07/2024 (23.59 CET, Valenciennes local time)
<i>Type of contract:</i> Contract Agent 3(a) <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> 3.982,82 EUR with a weighting factor of 19,5 % (from 01/07/2023) plus specific allowances where applicable
<i>Applications to be sent by email only to mailbox:</i> jobs@era.europa.eu until 13/07/2024 (23.59 CET, Valenciennes local time) at the latest	<i>Reserve lists:</i> For each field, the first 8 (indicative number) candidates will be placed on the reserve lists, which is valid until: 13/07/2026 with the possibility of extension
<i>Application procedure:</i> click here	<i>Selection procedure:</i> click here
<i>Appeal and complaint procedures:</i> click here	<i>Data protection:</i> 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”