

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

# Mobility between Union Agencies (IAM): Call for Applications for posts of Project Officers in the Corporate Assurance and Performance (CAP) Unit

## Contract Agent 3(a) (FGIV) - IAM/ERA/CA/2024/001-OPE

<i>The Agency:</i> Click <a href="#">here</a> 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> CA 3(ac). See below	<i>Applications to be sent by email only to mailbox:</i> <a href="mailto:jobs@era.europa.eu">jobs@era.europa.eu</a> until 13/07/2024 (23.59 CET, Valenciennes local time) at the latest
<i>Appeal and complaint procedures:</i> click <a href="#">here</a>	<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><b><i>I - JOB CONTENT</i></b></p> <p>The Agency is looking for candidates to support the Agency’s needs. Therefore, this call covers the following fields:</p> <ul style="list-style-type: none"> <li>› <b>Field 1: Budget and grant financial management;</b></li> <li>› <b>Field 2: Contract monitoring and financial verification.</b></li> </ul> <p>Candidates may apply for <u>more than 1 field</u> and <b>must clearly indicate in their ERA application form for which field(s) they apply</b>. Candidates shall not be able to change the chosen field(s) after the submission of the ERA application form.</p> <p>The jobholder will work in the <u>CAP Unit</u>, under the responsibility of the Head of Unit (HoU) and respective Team Leaders.</p> <p><b>Main tasks and responsibilities for the specific fields:</b></p> <p><b>FIELD 1: Budget and grant financial management:</b></p> <ul style="list-style-type: none"> <li>› 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;</li> </ul>
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- › 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**

To be considered eligible, candidates must satisfy all the eligibility criteria as specified below on the closing date for the submission of applications:

- › Be a contract agent 3(a) or 3(b) who, on the closing date for the submission of applications and on the day of filling the vacant post, are engaged within the Agency in the function group corresponding to the published function group;
- › Have served for at least 3 years as contract staff in a Union Agency or Institution.

### 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.

**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.

**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;
- › A copy of their current contract of employment.

**Failure to comply with the above 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 to mailbox [jobs@era.europa.eu](mailto:jobs@era.europa.eu) 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 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) or his delegate reserves the right to disqualify any candidate who disregards this instruction.

**SELECTION PROCEDURE**

The selection will be organised as below:

1. The AACC sets up a Selection Committee which is available on the ERA Website;
2. The Selection Committee will check the submitted applications against the specific conditions 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. 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 or his delegate, using a specific form of any actual or potential conflict of interest. If necessary, the AACC shall take any appropriate measures;
6. 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.
7. 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.

**CONTRACTUAL CONDITIONS**

1. The Agency and the selected Contract Agent shall conclude a contract of employment which ensures continuation of his/her employment and career in the category of contract agent 3(a). That contract shall be concluded without interruption of the contract concluded with the agency of origin (“the preceding contract”) and shall fulfil the following requirements, in particular:
  - › The same grade and the same seniority in the grade as the preceding contract;
  - › The same step and the same seniority in the step as the preceding contract.
2. The end dates of the contract concluded with the Agency and of the preceding contract shall be the same. If the contract with the agency of origin was for an indefinite period, the member of contract staff 3(a) shall also be engaged by the Agency for an indefinite period; In the event that the preceding contract comes to its natural end on the day of the move, the duration of the contract concluded shall be the same as that the Agency would have set in case of a renewal of one of its own Contract Agent 3(a); A contract of employment concluded following interagency mobility shall not be considered as a renewal unless it ends at a later date than the previous contract, in which case it shall be treated as a renewal;
3. The Contract Agent 3(a) shall not serve a probationary period in the Agency;
4. The selected Contract Agent 3(a) shall take up duty in the Agency in principle three months after the job offer, unless it is otherwise agreed between the two agencies and the staff member concerned;
5. The agency of origin shall transfer the personnel file to our Agency no later than 30 days after the date of the move;
6. **The rights and entitlements inherent to the country of employment (i.e. France) will be adapted accordingly.**