

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

Call for Applications for a post of Procurement Officer in the Executive Director Office (EDO)

*Contract Agent 3(a) (FGIV) - with a further view to establish a
reserve list - ERA/CA/2024/002*

I - JOB CONTENT

The Agency is looking for candidates to support the Agency's needs. The jobholder will work in the [Executive Director Office \(EDO\)](#), under the responsibility of the respective Legal and Procurement Team Leader.

We are looking to recruit a person with proven experience in public procurement who can quickly become operational. The successful candidate will be involved in the day-to-day work of the Agency's procurement activities., i.e. to manage administrative/operational call for tenders in fulfilment with the Agency's applicable rules for public procurement and to manage resulting contracts.

Main tasks and responsibilities:

Call for tenders

- › To prepare call for tenders; publication of notices, the establishment of tender files, and the organisation of opening and evaluation committees;
- › To co-ordinate the preparation of tender specifications;
- › To co-ordinate / control procedures for calls for tenders;
- › To guide requesting services with formal aspects of the preparation of a call for tender;
- › To monitor, coordinate and participate in assessment and selection of bids in accordance with applicable rules and regulations, advising on that process;
- › To manage the approval and decision-making process (i.e. to draft the evaluation report and to prepare the contract award files);
- › To manage the communication during the contract process;
- › To assist the legal colleagues in claims and litigation relating to contracts and procurement.

Contracts

- › To assist in managing Agency's contracts.

Co-ordination and advice

- › To stay up-to-date with applicable legal rules within the procurement domain;
- › To prepare and keep up-to-date internal procurement documents of the Agency;
- › To provide advice, technical and administrative support to requesting services;
- › To monitor the filing of relevant procurement documents.

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.

2. Minimum qualifications:

- › Have a level of education which corresponds to completed university studies of at least 3 years attested by a diploma **and** 3 years of professional experience following the award of the 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:

- › University studies in a field of Economics or Business Administration or Law or Political Science or Social Sciences;
- › 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);
- › Proven experience in working in an international and/or multicultural environment;
- › Proven experience (i) in the preparation and management of procurement procedures

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

and (ii) in contract management, preferably in the EU Institutions OR Bodies OR in other international public organisations;

- › A thorough knowledge of public procurement rules;
- › Experience in drafting procurement documents and use of e-procurement tool(s);
- › Very good knowledge of the English language (C1 level in the 3 domains: understanding, speaking and writing);
- › Very good knowledge of French language (C1 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:

Soft skills (only assessed during the oral interview):

- › Very good service orientation skills – i.e. the ability to deliver solutions that meet needs, take care of both internal and external customers and anticipate their requirements;
- › Very good organisational skills – i.e. the ability to properly and efficiently manage different processes, deadlines, rules while respecting high standards of quality and performance;
- › Very good team working skills – i.e. the ability to establish and maintain excellent working relations in a multicultural context both at team and individual levels;
- › Pro-active person able to work autonomously with resilience, confidentiality, discretion and tact.

Hard skills:

- › Thorough knowledge of procurement rules, preferably in EU Institutions OR Bodies OR in other international public organisations;
- › Proven experience in applying public procurement rules and main responsibilities and tasks listed above;
- › Proven experience in calls for tenders from drafting to award;
- › Very good knowledge of English (C1 level) and French (C1 level).

For the written test:

- › Knowledge and competences related to the job;
- › Ability to communicate in written French and English (as proficient user-C1 level);
- › Sound command of MS Office applications (such as Word).

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

- › Total score for the interview: **60 points** Minimum score to pass: **39 points (65% of 60);**
- › Total score for the written test: **40 points** Minimum score to pass: **26 points (65% of 40).**

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> 11/09/2024	<i>Deadline for applications:</i> 10/10/2024 (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 17 % plus specific allowances where applicable
<i>Applications to be sent by email only to mailbox:</i> jobs@era.europa.eu until 10/10/2024 (23.59 CET, Valenciennes local time) at the latest	<i>Reserve lists:</i> the first 5 (indicative number) candidates will be placed on the reserve list, which is valid until: 10/10/2026 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”