

Making the railway system
work better for society.

Mobility between Union Agencies (IAM): Call for Applications for posts of Project Officers in the Executive Office and Communication Unit

Contract Agent 3(a) (FGIV) - IAM/ERA/CA/2020/001

<i>Date of publication:</i> 16/06/2020	<i>Deadline for applications:</i> 15/07/2020 (23.59 CET, Valenciennes local time)
<i>Type of contract:</i> CA 3(a) See contractual conditions below	<i>Unit:</i> Executive Office and Communication <i>Team:</i> see below <i>Title of the post:</i> Project Officer
<i>Applications to be sent by email only to mailbox:</i> jobs@era.europa.eu	

THE AGENCY

The European Union Agency for Railways is an agency of the European Union established by Regulation (EU) 2016/796. Its purpose is to support the Development of a Single European Railway Area, without frontiers, guaranteeing a high level of railway safety and interoperability.

The Agency's main mission is to make the railway system work better for society.

We are committed to achieve this by:

- › Providing certifications, authorisations and pre-approval services to the railway sector;
- › Developing a common approach to safety on the European Rail Traffic Management System (ERTMS);
- › Monitoring National Safety Authorities (NSAs) and Notified Bodies;
- › Assistance (e.g. dissemination, training) to member states, NSAs and stakeholders;
- › Providing technical support to the European Commission; and
- › Promoting simplified access for customers for the European rail sector.

More details on our activities are available in our Single Programming Document.

The Headquarter of the Agency is in Valenciennes, with some facilities in Lille dedicated to specific events. Here you can find our mission, vision and values.

For more information, please read about us on era.europa.eu.

THE EXECUTIVE OFFICE AND COMMUNICATION UNIT

The “Executive Office and Communication” (EXO) is the Unit that takes care of the strategic Development of the Agency defining key priorities together with the Agency Departments / Units, the stakeholders, the Management Board and the Executive Director.

Are part of the EXO Unit:

- › Corporate management and Integrated Management System (IMS);
- › Communication;
- › Digital Communication and ERA Academy;
- › International.

The Corporate management and IMS TTeam activities are linked with setting up and monitoring:

- › The relevant Agency strategies;
- › The budget and the work programme of the Agency.

All in coherence with the vision of the Executive Director.

The Communication Team takes care of institutional publications, internal communication and internal events, relations with the press and crisis communication.

The Digital communication and ERA Academy Team work to ensure the right presence on the web and on the social media. It is responsible for setting up and managing the training centre of the Agency, including the organisation events and conferences.

It is also an EXO task to care about international relations, i.e. cooperation of the Agency with stakeholders within and outside EU.

I - JOB CONTENT

The Agency is looking for Project Officers in the following **3** different fields, to be allocated to the relevant Teams:

- › **Field 1: Communication;**
- › **Field 2: Learning and Development;**
- › **Field 3: Corporate Governance and IMS.**

The jobholders will work in the Executive Office and Communication Unit in one of the following Teams:

- › Communication;
- › ERA Academy;
- › Corporate Governance and Integrated Management System (IMS).

under the responsibility of the Head of Unit and the respective Team Leaders.

Candidates may apply for more than 1 field and **must clearly indicate in the ERA application form for which field(s) they apply.**

Candidates shall not be able to change the chosen field(s) after submission of the ERA application form.

Main tasks and responsibilities:

In the Communication and ERA Academy Teams:

- › To contribute to improving and protecting the attractiveness of the Agency’s image:

- Creating well-executed, structured and targeted contents (articles, press, media, newsletters, digital publications, etc.);
 - Working on social media activities and the website;
 - Coordinating editorial workflows with all the relevant departments / units of the Agency.
- › To contribute to developing the Agency's training capability:
 - Developing or coordinating the development of technical training material on railway matters;
 - Organising conferences, events, workshops and dissemination / training courses;
 - Organising and delivering dissemination / training courses.

In the Corporate Governance and IMS Team:

- › To contribute to the Corporate Governance objective in the Agency's work programme, and in particular:
 - Preparing the Single Programming Document (SPD) and the Annual Activity Report (AAR), including the internal arbitration and the interface with the Management Board of the Agency;
 - Monitoring the implementation of the SPD in terms of outputs achievement and budget execution;
 - Contributing to the setting up of an effective integrated management system and of a scheme for ensuring efficiency gains at Agency level;
 - Supporting any other Corporate Governance related processes, such as Business Continuity, Crisis Management, etc.
- › To contribute to the Strategic Development objective of the Agency's work programme and in particular:
 - Contributing to the preparation of roadmaps, in line with the SPD content, the EC policy objectives and exchanges with the Agency's management, EC and the Executive Board / Management Board;
 - Following up the roadmaps implementation in a multi-annual cycle and check the contribution to achieving the multi-annual objectives from the Agency's work programme.

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) 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 an EU Union Agency or EU 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 candidates applications for all fields:

- › Professional experience of at least 3 years (following the award of the university degree) from which at least 2 years must be **relevant**¹ professional experience in the fields listed in the job content;
- › Very good knowledge of the English language (spoken and written as proficient user-C1 level);

In addition, selection criteria used to assess the candidates applications depending **on the chosen field(s)**:

Field 1: Communication:

At least 1 year of demonstrated experience in one or more of the following areas:

- › Setting communication strategies and plan;
- › Preparing communication campaigns and material using different media;
- › Events organisation and management;
- › Social media management;
- › Development and design of web platforms for communication and training purposes;
- › Fostering relations with the press.

Additional relevant skills/knowledge/competences:

- › Desktop publishing and typesetting software applications;
- › Video editing software programs;
- › CMS DRUPAL 7.0/8.0.

Field 2 : Learning and Development:

At least 1 year of demonstrated experience in one or more of the following areas:

- › Developing, enforcing or applying EU railway regulatory framework;
- › Preparing / delivering dissemination and training courses, also via on-line applications (e.g. Moodle);
- › Managing professional competency of staff;
- › Events organisation and management.

Additional relevant computer skills:

- › Preparation of dissemination and training modules on Moodle, openEdX and other Learning Management Systems.

Field 3: Corporate Governance and IMS:

At least 1 year of demonstrated experience in one or more of the following areas:

- › Strategy formulation and / or implementation and / or monitoring for public or private bodies;
- › EU policy or EU programmes preparation and / or implementation and / or monitoring and / or evaluation;
- › Work programme preparation, monitoring and reporting for public or private bodies;

¹Relevant professional experience should be described in your ERA application form.

- › Budget planning and monitoring, including the use of dedicated e-tools (Microsoft Excel / Access etc.) for public or private bodies;
- › (Re)prioritisation of work and expenditure within a (multi-)annual budget cycle;
- › Setting up and monitoring performance indicators in the public or private sector, including efficiency gains initiatives.

Additional relevant computer skill:

- › Excellent use of MS Excel.

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

The candidates who are judged to be the most suitable on the basis of the selection criteria will be 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: criteria relevant for the 3 fields:

Soft skills:

- › Motivation;
- › Working with others;
- › Quality and result oriented;
- › Communication and interpersonal skills.

Hard skills:

- › Ability to communicate in English (as proficient user-C1 level).

For the interview: criteria relevant for each specific field:

Field 1: Communication:

- › Critical thinking;
- › Communication campaigns;
- › Social media analytics and data management;
- › Ability to work under pressure.

Field 2: Learning and Development:

- › EU regulatory framework;
- › Good presentation skills;
- › Task analysis and training preparation.

Field 3: Corporate Governance and IMS:

- › Knowledge of the EU Agency for Railways programming document;
- › Ability to effectively plan, monitor and report on a work programme;
- › Ability to prioritise tasks and resources;
- › Ability to set up and monitor performance indicators;
- › Ability to drive and monitor efficiency gains;
- › Excellent analytical capabilities and problem-solving skills;
- › Ability to work under pressure and meet deadlines on multiple tasks;

- › Strong service orientation and flexibility.

For the written test: relevant for the 3 fields:

- › Project management;
- › Ability to communicate in written English (as proficient user-C1 level).

For the written test: relevant for each specific field:

Field 1: Communication:

- › Drafting skills;
- › Translate requirement concepts into a communication campaign;
- › Graphic / web design;
- › Logical thinking.

Field 2: Learning and Development:

- › EU regulatory framework;
- › Training preparation;
- › Ability to deliver trainings by mean of presentations, etc.

Field 3: Corporate Governance and IMS:

- › Drafting skills;
- › Ability to effectively plan, monitor and report on a work programme;
- › Ability to prioritise tasks and resources;
- › Ability to set up and monitor performance indicators;
- › Ability to drive and monitor efficiency gains;
- › Excellent analytical capabilities and problem-solving skills.

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 until **15/07/2020** at 23.59 CET (Valenciennes local time) at the latest, **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 in relation to this selection 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) reserves the right to disqualify any candidate who disregards this instruction.

SELECTION PROCEDURE

The selection will be organised as below:

1. The AACC set 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. For each field, the Selection Committee will invite the first **12** highest scoring candidates scoring no less than a minimum of 60% of the total points awarded for the selection criteria. For each field, all candidates having a score equal to the **12** highest scoring candidate shall be invited;
5. Shortlisted candidates are invited to participate in the next step of the selection procedure generally consisting of an interview and a written test;
6. The interview and the written test shall be done in English;
7. The score for the interview and the written test are established as follows:

› Total score for the interview:	60 points	Minimum score to pass: 36 points
› Total score for the written test:	40 points	Minimum score to pass: 24 points

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

8. Following the results of the interviews, the Selection Committee proposes a list of suitable candidates to the AACC. For each field, the first **8** candidates achieving the qualifying pass marks defined in point 7 will be placed on the list of suitable candidates. For each field, all candidates having a score equal to the **8** highest scoring candidate will be included in these lists. The lists of suitable candidates will be in order of merit. Candidates should note that inclusion on these lists does not guarantee engagement;
9. 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;
10. 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 199](#) of the Management Board Adopting the Framework for Good Administrative Behaviour and its Annex. Applicants must confirm their willingness to comply with these rules in their application form.
11. 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 shall apply the rules set forth in Annex III ('Rules Applicable to Changes In Engagement following a Contract with ERA or with another Union Agency or Institution') of Decision n° 210 of the Management Board of the European Union Agency on the general provisions for implementing Article 79(2) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed under the terms of Article 3a [thereof](#), in particular;

(a) If a CA 3a who concludes a CA 3a contract with ERA in the same function group immediately after a CA 3a contract with another Union agency or institution:
 - If the Contract Agent 3(a) was confirmed in his or her duties by the other Union agency or institution at the end of the probationary period provided for in Article 84 of the CEOS, he or she shall not serve a probationary period in the Agency. If the CA 3a did not serve the probationary period provided for in Article 84 of the CEOS in the other Union agency or institution, did not complete it or was not confirmed in his or her duties at the end of the probationary period, he or she will have to serve the whole of the probationary period at ERA under the conditions set out in Article 9 of the MB Decision No 210;
 - If the Contract Agent 3(a) had an indefinite contract with the other Union agency or institution, he or she will also be engaged for an indefinite period by ERA;
 - The Contract Agent 3(a) will be classified in the most favourable grade resulting from:
 - the maintenance of his or her grade, step and seniority within the grade and step during his or her previous contract; or
 - the grading in accordance with Article 5 of the MB Decision No 210.**(b)** If a CA 3a who concludes a CA 3a contract with ERA in a different function group immediately after a CA 3a contract with ERA or another Union agency or institution:
 - He or she will be required to serve the probationary period provided for in Article 84 of the CEOS at ERA under the conditions in Article 9 of the MB Decision No 210.
 - If the engagement is in a higher function group than the one to which he or she belonged in the other Union agency or institution, the CA 3a will be classified in his or her function group at the most favourable grade resulting from:
 - the application of Article 86(2), second subparagraph, of the CEOS, using the lowest grade taking into account the steps; or
 - the grading in accordance with Article 5 of the MB Decision No 210.
 - If the engagement is in a lower function group than the one to which he or she belonged in the other Union agency or institution, the CA 3a will be classified in accordance with Article 5 of the MB Decision No 210.
2. 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;
3. The agency of origin shall transfer the personnel file to our Agency no later than 30 days after the date of the move;
4. **The rights and entitlements inherent to the country of employment (i.e. France) will be adapted accordingly.**

<i>COMMITMENTS</i>	
<p>Commitment to promote equal opportunities: The Agency is an equal opportunities employer and strongly encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction whatsoever on grounds of nationality, age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or other family situation.</p>	<p>Appeal procedure: Candidates who participated in a selection procedure may request feedback on their performance of the written test, additional tests and interviews. A candidate who considers that the procedure was implemented incorrectly and/or a mistake has been made at any stage of the assessment procedure may request a review of his/her application, and may lodge a complaint or an appeal. To this end, a request for review may be submitted, within 20 calendar days of the email informing him/her of the rejection of his/her application. The request for review should quote the reference of the selection procedure concerned and should mention clearly the criteria requested to be reconsidered as well as the grounds for requesting the review.</p> <p>This request should be addressed to the Agency’s dedicated mailbox (jobs@era.europa.eu). The candidate shall be informed, within 15 calendar days following the receipt of his/her request, on the decision of the Selection Committee on the matter.</p>

APPEAL AND COMPLAINT PROCEDURES	
<p>If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge an administrative complaint under Article 90 (2) of the Staff Regulations of Officials and Conditions of employment of other servants of the European Union, at the following address:</p> <p>The Executive Director of the European Union Agency for Railways 120, rue Marc Lefrancq FR - 59300 Valenciennes</p> <p>The complaint must be lodged within 3 months from the time the candidate is notified of the act adversely affecting him/her.</p> <p>If the complaint is rejected the candidate may bring a case under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials of the European Communities and Conditions of Employment of Other Servants of the European Communities before:</p> <p>The General Court of the European Union http://curia.europa.eu/</p> <p>Please note that the AACC does not have the power to amend the decisions of a Selection Committee. The Court has consistently held that the wide discretion enjoyed by Selection Committee is not subject to review by the Court unless rules which govern the proceedings of Selection Committees have been infringed.</p>	<p>It is also possible to complain to the European Ombudsman pursuant to Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the regulations and the general conditions governing the performance of the Ombudsman’s duties, published in Official Journal of the European Union L 113 of 4 May 1994:</p> <p>European Ombudsman 1, Avenue du Président Robert Schuman – CS 30403 FR – 67001 Strasbourg Cedex http://www.ombudsman.europa.eu</p> <p>Please note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations of Officials of the European Union for lodging, respectively, a complaint or an appeal with the General Court of the European Union under Article 270 of the Treaty on the Functioning of the European Union</p>

DATA PROTECTION	
<p>The purpose of processing of the data you submit is to manage your application in view of a possible pre-selection and engagement at the Agency.</p> <p>Your personal data provided to ERA are dealt with in compliance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of individuals with regard to the processing of personal data by the Union Institutions, Bodies, Offices and Agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.</p>	<p>For more information, please consult:</p> <p><u>Privacy Statement - Selection and engagement of the Agency Staff (TA, CA, SNE and trainees)</u></p>