

Making the railway system
work better for society.

Open call for expression of interest for the mandate of Seconded National Experts (SNEs) in the Safety Unit *ERA/SNE/2016/001-OPE*

<i>Date of publication:</i> 16/09/2016	<i>Deadline for applications:</i> 23/10/2016 (23.59 CET, Valenciennes local time)
<i>Type of mandate:</i> Seconded National Expert	<i>Place of employment:</i> Valenciennes, France
<i>Duration of mandate:</i> 2 years with a possibility of one renewal for maximum two years	<i>Salary:</i> Seconded National Experts remain in the service of their employer throughout the period of their secondment. The SNE will continue to be remunerated by his/her employer and will remain under his/her national social security coverage. During his/her secondment, the SNE will receive daily subsistence allowances from the Agency and –if applicable- reimbursement of travel expenses as set out in the Decision Nr 237/2009 of the Executive Director of the European Union Agency for Railways on the policy and the procedures governing the engagement and use of seconded national experts in the Agency
<i>Unit:</i> see below	
<i>Applications to be sent by email only to mailbox:</i> jobs@era.europa.eu	

THE AGENCY

The European Union Agency for Railways (hereafter “the Agency”) has been established by Regulation (EU) 2016/796 of the European Parliament and of the Council of 11 May 2016. Our mission is to make the railway system work better for society, and we do this by contributing to creating a Single European Railway Area without frontiers guaranteeing a high level of safety, by developing a common approach to safety on the European Train Control Communication System (ERTMS), and by promoting simplified access for customers for the European rail sector. In addition, the Agency will become, from 2019 onwards, the European Authority to issue single EU-wide safety certificates to railway undertakings, to issue vehicle authorisations for operation in more than one country and to grant pre-approval for ERTMS infrastructure. The Agency is based in Valenciennes (headquarters) and Lille (meeting center), France, and currently employs 160 staff.

For more information on the Agency, please consult our website: <http://www.era.europa.eu>

THE SAFETY UNIT

Working within the legislative framework set out in the Railway Safety Directive and the Agency Regulation, the Agency has established a dynamic safety team, committed to supporting the achievement of ambitious safety objectives, including making the European railway system the world leader for safety.

The new Railway Safety Directive clearly tasks the Agency with ensuring that safety is improved across Europe and the Agency is recruiting to meet that new challenge. As part of its evolution, the Agency is preparing the achievement of the new legal framework for delivering vehicle authorisations and the Agency is looking for experienced individuals to join the Unit team to strengthen our performance in this area.

JOB CONTENT

The SNE will work in the Safety Unit, in the sector "Safety Management Systems, Supervision, Single Safety Certificate and Vehicle Authorisation" under the responsibility of the Head of Sector. Due to the sensitivity of the job, a high sense of confidentiality is required from the successful candidate.

Main tasks and responsibilities:

Contribute to the preparation of the **new Vehicle Authorisation (VA) framework** in accordance with the Agency new regulation, the entry into force of the **technical pillar of the 4th Railway Package** and more specifically the work related to the assessment of VA applications:

- › To assist and advice the Head of Sector as well as the team in charge of the preparatory work on VA assessment;
- › To contribute to the development of the legislative acts, the application guides and the Agency internal procedures for the assessment of VA applications;
- › To take part to the dissemination effort across VA stakeholders in order to facilitate the new VA framework being effective by the end of the transition period (mid-2019);
- › To be ready to assess VA applications as a member of an assessment team, and to provide technical and professional advice as well as opinion on VA applications projects.

PROFESSIONAL QUALIFICATIONS AND OTHER REQUIREMENTS

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

ELIGIBILITY CRITERIA

- › Have a master university degree (or equivalent) + 3 years of relevant professional experience
OR
- › Have a bachelor university degree (or equivalent) + 5 years of relevant professional experience
OR
- › Have relevant professional /vocational training + 8 years of relevant professional experience
IMPORTANT
Professional experience must include design, construction, commissioning OR assessment (conformity or safety assessment) OR authorisation/homologation of railway vehicle/subsystems.

IMPORTANT

- › Have a thorough knowledge of one of the official languages¹ of the European Union and a satisfactory knowledge of another language² of the European Union to the extent necessary for the performance of the duties pertaining to the post;
- › Be a national of a Member State of the European Union or the states that are parties to the EEA Agreement (Iceland, Liechtenstein and Norway);
- › Enjoy full rights as a citizen;
- › Have fulfilled any obligations imposed by the applicable laws concerning military service³;
- › Meet the character requirements for the duties involved⁴;
- › Be physically fit to perform the duties linked to the post⁵.

All eligible applications will be assessed and scored against the requirements listed below. Please note that non-compliance with at least one of the essential criteria will result in the exclusion of the candidate from the selection. Advantageous criteria constitute additional assets and will not result in exclusion, if not fulfilled.

SELECTION CRITERIA

In order for the Selection Committee to check and assess your competencies and skills as accurately as possible, you are requested to submit concrete examples in your letter of motivation and/or EU CV of how you applied the essential and advantageous selection criteria in past professional experiences.

A) Essential

- › Knowledge of European rail interoperability and safety regime;
- › Knowledge of relevant EU legislation;
- › Knowledge of some of the following issues: safe operation, conformity assessment and authorisation/homologation of railway subsystems (e.g. Rolling stock, Energy, Infrastructure, Control command and signalling);
- › Good understanding of the interactions between the railway subsystems;
- › Knowledge of management system approach (quality, environmental, etc.): design/implement/control/improve a management system;
- › Experience of the vehicle authorisation process and good understanding of the roles and responsibilities of the actors involved;
- › Experience in the design, construction or commissioning, assessment or acceptance of railway subsystems (e.g. Rolling stock, Control command and signalling);
- › Very good command of the English language (oral and written as C1 level).

B) Advantageous

- › Knowledge of risk assessment and monitoring processes or any other processes of a management system;
- › Proven experience of international teams or working groups;
- › Familiarity with EU administrative procedures;
- › Knowledge of German and/or French (B2 level).

Depending on the number of applications received, the Selection Committee may apply stricter requirements within the aforementioned selection criteria.

APPLICATION PROCEDURE

For applications **to be valid**, the candidates must submit the following documents:

- › A detailed curriculum vitae (EU CV Format only). Please consult the link below:
<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>
- › A motivation letter of no more than 2 pages, explaining why the candidate is interested in the post and what her/his added value would be to the Agency, if selected;
- › The eligibility grid (see annex).

Failure to comply with the above instructions will result in the exclusion from the selection procedure.

The working 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 **23/10/2016** 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 with the members of the Selection Committee, or for anyone to do so on their behalf. The Authority Authorised to Conclude Contracts (hereinafter AACC) reserves the right to disqualify any candidate who disregards this instruction.

Please note that due to the large numbers of applications we might receive by the submission deadline, the system may encounter problems processing large amounts of data. Applicants are therefore advised to send their application well ahead of the deadline.

Important: Supporting documents (e.g. certified copies of degrees/diplomas, proof of experience, etc.) should NOT be sent at this stage but may be requested at a later stage of the procedure. No documents will be sent back to candidates.

¹ Your main language. It can be your mother tongue or another language of which you have a least a thorough knowledge corresponding to level 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>

² Corresponding to level B2 as defined in the Common European Framework of Reference for Languages (CEFR)

³ If applicable

⁴ Prior to engagement, the successful candidate will be asked to provide a certificate confirming the absence of any criminal record

⁵ 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 28 (e) of the Staff Regulation of Officials and CEOS of EU are met

SELECTION PROCEDURE

The selection will be organised as below:

1. The Selection Committee checks the validity and eligibility criteria of all applications,
2. The candidates satisfying the eligibility criteria shall be assessed against the selection criteria,
3. The Selection Committee assesses the letters of motivation and the CVs of eligible applicants and establishes a shortlist of candidates best meeting the selection criteria as set out in the call for expression of interest,
4. The invitation shall be based on the highest scores in the pre-selection screening of the selection criteria,
5. The Selection Committee interviews the shortlisted applicants,
6. The interview shall be done in English. If your mother tongue is English, the second language indicated in the CV shall be tested during the interview,
7. Following the results of the interviews, the Selection Committee proposes a list of suitable candidates⁶, for the AACC to endorse. This list shall be in alphabetical order accompanied by the detailed list of scores obtained following the interview. The secondment shall be subject to an exchange of letters between the Executive Director of the Agency and the applicant's employer. Human Resources contacts the successful candidates and the sending organization and initiates the exchange of letters between the AACC and the Director of the sending organization,
8. Before mandating a seconded national expert, 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, using a specific form of any actual or potential conflict of interest. If necessary, the AACC shall take any appropriate measures,
9. Suitable candidates shall be mandated upon decision of the AACC. Prior to being offered a post, candidates may be required to undergo an interview with the Executive Director.

SUMMARY OF CONDITIONS OF EMPLOYMENT

1. This notice concerns mandates for a seconded national expert (SNE). The secondment is not an employment, nor does it lead to an employment at the Agency. The SNE shall remain in the service of his/her employer throughout the period of secondment and shall continue to be remunerated by that employer.

The SNE is entitled to subsistence allowances under the conditions of secondment which can be found in the Decision Nr 237/2009 of the Executive Director of the European Union Agency for Railways on the policy and the procedures governing the engagement and use of seconded national experts in the Agency.

These rules can be found at the ERA website under the link at the top of the homepage: <http://website.era.eu.int/Document-Register/Pages/Decision-237-2009.aspx>

Before applying, each candidate should assure him or herself that his/her current employer will support the candidacy and pay the salary during the period of secondment. The secondment will be confirmed by an exchange of letters between the Agency and the employer in the Member State concerned.

A selected candidate will be offered the mandate drawn from a list of suitable candidates established by the selection committee,

2. Leave entitlements shall consist of two days of annual leave per calendar month plus additional days for age, distance from the place of origin and in addition on average 16 ERA holidays per year,
3. The SNE shall benefit from general and applicable technical training opportunities.

⁶ Only those candidates considered who have obtained an overall score of at least 50%

COMMITMENTS**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.

Appeal procedure:

A candidate who considers that a mistake has been made regarding the eligibility of his/her application may ask for a review. 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 eligibility criterion/a requested to be reconsidered as well as the grounds for requesting the review. 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.

APPEAL AND COMPLAINT PROCEDURES

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:

Executive Director
European Union Agency for Railways
120, rue Marc Lefrancq
FR - 59300 Valenciennes

The complaint must be lodged within 3 months from the time the candidate is notified of the act adversely affecting him/her.

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:

The European Union Civil Service Tribunal
Postal Address
L-2925 Luxembourg
<http://curia.europa.eu/>

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.

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:

European Ombudsman
1, Avenue du Président Robert Schuman – CS 30403
FR – 67001 Strasbourg Cedex
<http://www.ombudsman.europa.eu>

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 European Union Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union

DATA PROTECTION

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.

The personal information we request from you will be processed in line with Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

See link:

<http://www.era.europa.eu/The-Agency/Jobs/Pages/HR-Privacy-Statement.aspx>