



<b>Vacancy for one post of Administrative and Financial Assistant (Contract Agent – FGIII) in the Shift2Rail Joint Undertaking</b>	
<b>REF.: S2R/2017/01</b>	
<b>Publication</b>	<b>External</b>
<b>Title of function</b>	<b>Administrative and Financial Assistant (Shift2Rail JU)</b>

## **1. WE ARE:**

The Shift2Rail (S2R) Joint Undertaking (JU) is a public-private partnership between the European Union and the rail sector, established by Council Regulation (EU) No 642/2014<sup>1</sup>. The S2R JU, established in Brussels, is responsible for developing and implementing a new research and innovation programme for rail, funded and managed jointly by the Union and European Union Industry, with a view to supporting the European Union's long term transport policy objectives, including increasing the attractiveness and efficiency of rail and completion of the Single European Railway Area. It also seeks to increase the competitiveness of the European Union rail sector as a whole.

In particular, the priority research and innovation activities are defined in S2R Master Plan, including large-scale demonstration activities, required to accelerate the penetration of integrated, interoperable and standardised technological innovations necessary to support the Single European Railway Area and to achieve operational excellence of the railway system, while increasing capacity and reliability and driving down costs of railway transport. These activities will follow a holistic railway system and customer-oriented approach, and be structured around five key "Innovation Programmes" or "IPs", covering all the different structural (technical) and functional (management) sub-systems of the rail system, namely:

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<sup>1</sup> OJ L 177, 17.06.2014, p.9

- IP1: Cost-efficient and Reliable Trains, including high capacity trains and high speed trains;
- IP2: Advanced Traffic Management & Control Systems;
- IP3: Cost-efficient, Sustainable and Reliable High Capacity Infrastructure;
- IP4: IT Solutions for Attractive Railway Services;
- IP5: Technologies for Sustainable & Attractive European Freight.

The S2R JU developed with its Members a long-term investment planning document, which translates the strategic research and innovation priorities of the S2R Master Plan into concrete actions, milestones and deliverables to be undertaken collaboratively by the S2R JU in the period up to 2024: the S2R Multi-Annual Action Plan (MAAP). The document is the basis for preparing each Annual Work Plan of the S2R JU, thereby helping to ensure continuity and synchronicity of investments, which will be further detailed in calls for proposals to award the R&I activities to be realized.

For further information please consult the following website: <http://www.shift2rail.org/>

## **2. JOB DESCRIPTION:**

The Administrative and Financial Assistant will report directly to the Head of Administration and Finance of the S2R JU with the following tasks:

### **Financial role**

- Financial initiation transactions such as invoices, cost statements, payments, commitments, de-commitments, recovery orders etc.;
- Collect, check and process all documentation required to support the financial circuit;
- Follow up the financial implementation of commitments, preparation of de-commitments and ensure timely closure of administrative commitments;
- Support the financial process associated to S2R JU operational activities, such as:
  - Assist Programme managers in the formal aspects of the preparation of a call of proposals/tender dossiers;
  - Collect, verify and process financial and legal documents submitted by grant beneficiaries;
  - Analyse the financial viability of beneficiaries;
  - Assist Programme managers in all financial linked tasks (budget adjustment, information on eligibility of costs, information about rules of the specific programmes etc.)
  - Follow up the financial implementation of grants (prepare payments and recovery orders ensuring that they are financially and procedurally correct, that is, in conformity with the contract and the regulations);
  - Liaise with beneficiaries on financial issues;

### **Administrative support**

- Assist in the development and implementation of financial procedures and the elaboration and update of model documents;
- Provide advice and support on financial practices in line with S2R JU budgetary, financial and contractual rules;
- Assist the Administration and Finance unit in the organisation of internal events and events with S2R JU Members (internal financial workshops, call conferences, Info Days, trainings, listing of participants and invitations, Power Point presentations, etc.);
- Monitor and follow up the administrative expenditure purchase orders (logistics, furniture, etc.).

### **Information and Documentation Management**

- File administrative and financial documents, correspondence and returned files and requests for clarification, according to the filing rules;
- Open/register/filter incoming mail related to administrative and financial issues and route mail to appropriate individuals/units;
- Oversee all original contracts and the corresponding database;
- Maintain a register of signed contracts in agreement with S2R JU rules;
- Ensure quality/coherence of administrative, financial and contractual data in/between different databases;
- Support in the follow-up of financial aspects of grants under H2020 in the adequate IT tools such as SYGMA, PDM, COMPASS.

### **Audit support and follow-up**

- Provide assistance for "on the spot" control and audit missions;
- Follow up audited files;
- Assist in the collection of the necessary information for audit and control by Commission services or the European Court of Auditors.

### **Financial Reporting**

- Prepare and keep up-to-date financial reporting tables;
- Prepare replies to requests for administrative and financial information from the hierarchy;
- Execute any other tasks corresponding to the profile and grade, as deemed necessary in the interest of the service.

### 3. WE LOOK FOR:

#### A) Eligibility criteria

Candidates will be considered eligible for selection on the basis of the following formal criteria to be fulfilled by the deadline for applications:

1. To have a level of education which corresponds to:
  - a) a post-secondary education attested by a diploma<sup>2</sup>,
  - OR
  - b) a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of three years;
2. To have a thorough knowledge of one of the official Community languages and a satisfactory knowledge of a second of these languages to the extent necessary to perform his/her duties;
3. Be a national of a Member State of the European Union;
4. To be entitled to his or her full rights as a citizen;
5. To have fulfilled any obligations imposed by the applicable laws concerning military service;
6. To meet the character requirements for the duties involved;
7. To be physically fit to perform the duties linked to the post.<sup>3</sup>

#### B) Selection criteria

Successful candidates should have:

##### 1) Essential qualifications and experience

- At least 3 years professional experience<sup>4</sup> in tasks closely related to those listed in section 2 of this vacancy notice, preferably in an international organization and/or an European Joint Undertaking, Institution or body;
- Proven experience in dealing with financial processes;
- Excellent command of MS Office tools especially Excel and Power Point;
- Very good knowledge (by experience and/or training) of the EU Financial Regulation and its Rules of Application;
- Very good command of both written and spoken English;

##### 2) Advantageous qualifications and experience

- Studies in the field related to the job profile (Economics, Finance; Accounting etc.);
- Professional experience in the field of procurement and contract management;

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<sup>2</sup> Only study titles that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.

<sup>3</sup> Before the appointment, a successful candidate shall be medically examined by one of the European Institutions' medical officers in order that Shift2Rail may be satisfied that he/she fulfils the requirement of article 28 (e) of the Staff Regulations of the Officials of the European Communities.

<sup>4</sup> Professional experience is counted only from the date the candidate obtained the diploma required for being eligible

- Practical experience/knowledge of ABAC Workflow and/or in grant management and FP7 dedicated IT tools and/or H2020 dedicated IT tools (SYGMA, COMPASS etc.);
- Previous experience in organizing workshops related to administrative and financial matters (such as invitations, listing, slides preparation, minutes, follow-up of actions and to-do lists, etc.);

### **3) Behavioural competences**

- Excellent organizational skills and ability to appreciate and follow priorities;
- Motivation – open and positive attitude;
- Good inter-personal and communication skills;
- Ability to work under pressure and respect tight deadlines;
- Sense of initiative and team spirit.

In relation with the selection criteria listed above, candidates are invited to (briefly) explain in their motivation letter in which position, activities and responsibilities they acquired their skills.

### **4. INDEPENDENCE AND DECLARATION OF INTERESTS**

The Administrative and Financial Assistant will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to interests which might be considered prejudicial to his/her independence.

### **5. SELECTION PROCEDURE**

The selection procedure includes the following steps:

- After registration, each application will be checked in order to verify that it meets the eligibility criteria;
- All eligible applications will be evaluated by a Selection Committee based on the selection criteria defined in this vacancy notice;
- The best-qualified candidates, those who obtained the highest number of points within the evaluation, will be short-listed for a written test and an interview;
- During the interview, the Selection Committee will examine each candidate's profile and will assess their relevancy to the post. The minimum threshold to pass the written test and the interview is 50% of the total points allocated to each one of them. Passing the written test and the interview does not guarantee inclusion on the reserve list;
- Candidates will be requested to bring with them on the day of the interview and written test photocopies of all the supporting documents for their educational qualifications and employment necessary to prove that they meet the eligibility criteria. S2R JU has the right to disqualify applicants who fails to submit all the required documents;

- Following the written tests and the interviews, the Selection Committee will recommend to the Appointing Authority the most suitable candidate(s) for the post to be placed on a reserve list. Inclusion on the reserve list does not guarantee recruitment. The maximum number of candidates to be put on the reserve list is set at 10;
- The reserve list will be presented to the Appointing Authority who may decide to convene a second interview and ultimately will appoint the successful candidate(s) to the post(s).

The reserve list will be valid until 31/12/2017. Its validity may be extended by the decision of the Executive Director.

## **6. EQUAL OPPORTUNITIES**

The S2R JU, as a European Union body, applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

## **7. CONDITIONS OF EMPLOYMENT**

The successful candidates will be appointed by the Director of the S2R JU as a contract agent at FG III pursuant to Article 3a of the Conditions of Employment of Other Servants of the European Communities for a period of 3 years, which may be renewed.

Candidates should note the requirement under the Conditions of Employment of Other Servants for all new staff to complete successfully a probationary period.

The conditions of employment of contract staff under the terms of Article 3a can be consulted at the following address:

[http://europa.eu/epso/doc/rules\\_ca\\_comm\\_en.pdf](http://europa.eu/epso/doc/rules_ca_comm_en.pdf)

## **8. PAY AND WELFARE BENEFITS**

The pay of staff members consists of a basic salary supplemented with specific allowances, including expatriation or family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants available at the following address:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

Salaries are exempted from national tax, instead a Community tax at source is paid.

The place of employment is Brussels, where the Joint Undertaking is based.

## 9. APPLICATION PROCEDURE

For applications to be valid, candidates must submit:

- a detailed and updated **curriculum vitae** in European CV format<sup>5</sup> in English<sup>6</sup>. The CV must imperatively refer to the job requirements as listed in the present vacancy notice and reflect how, in the candidate's view, she/he holds the skills and competences mentioned therein. Applications that are incomplete will be disqualified.
- a **letter of motivation** (1 page maximum) in English<sup>7</sup> explaining why the candidate is interested in the post within Shift2Rail JU and what her/his added value would be if selected, in relation to the job requirements listed in the present vacancy notice.

Applications should be sent by email to [jobs@shift2rail.europa.eu](mailto:jobs@shift2rail.europa.eu) with the following subject line '**SURNAME\_Name\_S2R.2017.01**' (the same structure is to be used for the CV and letter of motivation e.g. 'SURNAME\_Name\_S2R.2017.01\_CV')

Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience etc.) should not be sent at this stage but must be submitted at a later stage of the procedure if requested.

In order to facilitate the selection process, all communications to candidates concerning this vacancy will be in English.

If at any stage in the procedure it is established that any of the information a candidate provided is incorrect, the candidate in question will be disqualified.

## 10. CLOSING DATE

Applications must be sent no later than **12/01/2017, 17h00 Brussels time**. Applications sent after this date will not be considered.

## 11. IMPORTANT INFORMATION FOR APPLICANTS

Applicants are reminded that the work of the selection committees is confidential. It is forbidden for applicants to make direct or indirect contact with members of these committees, or for anybody to do so, on their behalf.

## 12. APPEAL PROCEDURE

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can:

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<sup>5</sup> English CV template and guidelines available at following link: <http://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions>

<sup>6</sup> The Selection Committee will ensure that no undue advantage is given to native speakers of this language

<sup>7</sup> The Selection Committee will ensure that no undue advantage is given to native speakers of this language

- lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union and Conditions of employment of other servants of the European Union, at the following address:

Shift2Rail Joint Undertaking  
Human Resources Department  
Avenue de la Toison d'Or, 56-60  
B-1060 Brussels  
Belgium

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure starts to run from the time the candidate is notified of the action adversely affecting him/her.

- submit a judicial appeal under Article 270 of the Treaty on the Functioning of the EU (ex Art. 236 of the EC Treaty) and Article 91 of the Staff Regulations of Officials of the European Union to the:

European Union Civil Service Tribunal  
Boulevard Konrad Adenauer  
Luxembourg 2925  
LUXEMBOURG

For details of how to submit an appeal, please consult the website of the European Union Civil Service Tribunal: [http://curia.europa.eu/jcms/jcms/Jo1\\_6308/](http://curia.europa.eu/jcms/jcms/Jo1_6308/). The time limits for initiating this type of procedure (see Staff Regulations as amended by Council Regulation (EC) No 723/2004 of 22 March 2004, published in Official Journal of the European Union L 124 of 27 April 2004 — <http://eur-lex.europa.eu>) start to run from the time you become aware of the act allegedly prejudicing your interests.

- make a complaint to the European Ombudsman:

European Ombudsman  
1 avenue du Président Robert Schuman  
CS 30403  
67001 Strasbourg Cedex  
FRANCE  
<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 for lodging complaints or for submitting appeals to the Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the EU (ex Art. 236 TEC). Please note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.



### **13. PROTECTION OF PERSONAL DATA**

The Shift2Rail Joint Undertaking is committed to ensuring that candidates' personal data are processed as required by 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. This applies in particular to the confidentiality and security of such data.

Controller, purpose of the processing, recipients of the data - The controller responsible for the processing operation is the Shift2Rail Joint Undertaking. Data are processed for the purpose of organising the selection and recruitment; they are only disclosed to persons involved in the selection and/or recruitment.

Right of access - Data subjects are entitled to access their data by sending an email to the data protection officer ([info@shift2rail.europa.eu](mailto:info@shift2rail.europa.eu)).

Right of rectification - Data subjects can request rectification of their data by sending an email to the data protection officer ([info@shift2rail.europa.eu](mailto:info@shift2rail.europa.eu)).

Time-limits for storing the data - For recruited candidates, personal data are kept for 10 years after termination of employment. For non-recruited candidates, personal data are kept for 2 years after expiry of the list. For spontaneous applications, data are not kept.

Legal basis and recourse - The legal basis for the processing of personal data is Article 5 of Regulation (EC) 45/2001.

Data subjects have the right to have recourse to the EDPS. For further information, see the EDPS website: <http://www.edps.europa.eu>