

The Europe's Rail Joint Undertaking (EU-RAIL), based in Brussels, Belgium

is looking for a

Communication and Financial Assistant (Contract Agent, Grade FGIII)

Please send us your application no later than **19/10/2022 at 23:59 (Central European Time/ Brussels time)**, following the instructions in the [ANNEX](#).

The purpose of this call is to fill in one vacant post and establish a reserve list.

1. About EU-RAIL

The Europe's Rail Joint Undertaking (EU-RAIL) is a public-private partnership between the European Union and the rail sector, established by Council Regulation (EU)2021/2085 of 19/11/2021. The EU-RAIL, located in Brussels, is responsible for implementing the EU-RAIL Research and Innovation Programme, funded jointly by the Union and Industry Members of the Rail Sector, with a view to contributing to the European Union's Policy priorities and more specifically the Sustainable and Smart Mobility Strategy of December 2020.

EU-RAIL is the legal and universal successor of Shift2Rail Joint Undertaking (S2R JU) in respect of all contracts, including employment contracts and grant agreements, liabilities and acquired property of the S2R JU. The EU-RAIL Programme will last until end of 2031.

The EU-RAIL Programme is structured around two main pillars, the Innovation Pillar and the System Pillar, complemented by the Deployment Group and is in its launch phase, with the first Calls for Proposals expected to be launched during Q1 2022, to achieve an ambitious transformation of rail with innovative solutions expected to start entering in operational environment as from 2025-2026 horizon.

By 2031, EU-RAIL will have implemented research and innovation activities totalling EUR 2.2 billion since the establishment of S2R in 2016.

For further information, please consult the following website: <https://rail-research.europa.eu>

2. Job Description

To achieve such ambitious Programme, EU-RAIL offers the opportunity to join its professional team and make a difference in achieving a European smart and sustainable mobility and transport, via mission-oriented rail research and innovation.

We are looking for a confident and committed colleague who will work under the supervision of the Head of Corporate services, directly supporting the Chief Stakeholder Relations and Dissemination.

a) Financial initiation and reporting with regard to Communication and Events expenditure (budget, contracts and payments)

- Supporting the preparation, planning, reporting, forecast and follow-up of the Communication and Events budget, which includes preparing and keeping up-to-date the annual Communication and Events budget monitoring table;
- Providing support in the related procurement procedures (e.g. verification and compliance of quotes, etc.) and related contracts in compliance with EU regulations, in the areas of responsibility pertaining to this post, directly managed by the JU or as part of the Back Office Arrangements (BOA);
- Liaising with service providers and subcontractors within the context of the communication Framework Contracts and beyond;

- Financial initiation of transactions including commitments and payments in ABAC, following up the financial implementation of the aforementioned transactions and ensuring timely closure of administrative Communication and Events contracts;
- Liaising with other Joint Undertakings to ensure the adequate implementation of relevant the Back Office Arrangements (BOA).

In addition to the above-mentioned tasks and directly supporting the Chief Stakeholder Relations and Dissemination, (s)he will have the following responsibilities:

b) Communication

- Contributing to the organisation of physical, hybrid and online events;
- Drafting, editing and proofreading compelling and informative content for EU-RAIL's website, intranet, social media accounts and other internal and external communication tools;
- Managing and updating content on EU-RAIL social medias (LinkedIn, Twitter, Facebook, YouTube);
- Tracking and reporting website statistics and social media analytics;
- Drafting news items and press releases, as well as articles for specialised railway press and beyond;
- Managing the dissemination of EU-RAIL monthly newsletters and mailings (Mailchimp);
- Ensuring EU-RAIL project results are communicated effectively through different media channels (traditional, web, social media);
- Coordinating the layout and design of publications (Annual Activity Reports, Catalogue of Solutions);
- Assisting in the implementation and monitoring of visual identity guidelines;
- Providing support on graphic design and video editing (Adobe Suite).
- Executing any other tasks corresponding to the profile and grade, as deemed necessary in the interest of the service in relation with the function.

3. Eligibility criteria

Candidates will be considered for the selection phase on the basis of the following criteria to be fulfilled by the closing date for applications.

3.1. General conditions

- be a national of a member state of the European Union;
- enjoy his/ her full rights as a citizen¹;
- have fulfilled any obligations imposed by the applicable laws concerning military service;
- be physically fit to perform the duties linked to the post²;
- meet the character requirements for the duties involved;
- have a thorough knowledge of one of the official EU languages and a satisfactory knowledge (at least B2 level) of another of these languages to the extent necessary for the performance of their duties.

3.2. Education

- a post-secondary education attested by a diploma³, OR
- a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of three years;

In case you do not fulfil all the eligibility criteria, your application will not be taken into consideration. Eligibility criteria must be fulfilled by the deadline for applications and maintained throughout the selection procedure and appointment.

4. Selection criteria

Candidates selected based on the above eligibility criteria will then be evaluated according to the following selection criteria:

4.1. Essential qualifications and experience

- At least 3 (three) years of professional experience in the communication area in tasks similar to those described in section 2b) of this vacancy notice;
- At least 1 (one) year of professional experience in tasks similar to those described in section 2a) of this vacancy notice;
- Excellent editorial skills in English with the ability to translate complex matters into clear and attractive content;
- Excellent command of MS Office tools especially *Excel*, *Power Point* and *Adobe Suite*;
- Excellent command of both written and spoken English, as this is the working language of EU-RAIL;

4.2. Advantageous qualifications and experience (to be considered individually)

- Professional experience in a field related to the duties in an international and multicultural environment, preferably within a European Institution, agency or body;
- Professional experience in organizing high-level visits and events, from design to conclusion and reporting;
- Knowledge of online content management systems and document management, such as *Sharepoint*;

4.3. Behavioural competences

- Motivation – open, flexible, and positive attitude;
- Excellent inter-personal and communication skills;
- Excellent analytical, planning and organizational skills and ability to define priorities;
- Ability to work under pressure, deliver results, and respect deadlines;
- Service-oriented, results-driven and flexible attitude;
- Sense of initiative, responsibility, commitment and team spirit.

In order to be evaluated in the best possible way, candidates are invited to be as detailed and as clear as possible when describing their professional experience, specific skills and competences in their application form.

5. Appointment and reserve list

The Executive Director of the Joint Undertaking will select the successful candidate and offer the post. A binding commitment can only be made after the verification of all conditions and will take the form of a contract signed by the Executive Director.

The reserve list will be used in order to fill vacant positions within EU-RAIL.

Candidates should note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on availability of posts and budget.

The reserve list for this post will be valid until **31 December 2023** and may be extended at the discretion of the Appointing Authority of EU-RAIL.

6. Conditions of employment

The place of employment will be **Brussels**, where the Joint Undertaking premises are located.

The successful candidate will be recruited as a **Contract Agent FGIII**, pursuant to Article 3(a) of the Conditions of Employment of Other Servants of the European Communities, for a period of three (3) years. After an evaluation of the job holder's performance, and subject to budget availability, the term of office may be extended. The period of engagement will not in any case exceed the lifetime of EU-RAIL.

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

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.

Important Note

Candidates are kindly advised to read the [ANNEX](#) that represents an integral part of this vacancy and provides information on how to complete the application, the steps of the selection process and appeal procedures.

- 1. Prior to the appointment, the successful candidate will be asked to provide a certificate of good conduct, confirming the absence of any criminal record.*
- 2. Prior to the appointment, the successful candidate shall be medically examined by one of the European Institutions' medical officers in order that EU-RAIL may be satisfied that he/she fulfils the requirement of article 28 (e) of the Staff Regulations of the Officials of the European Communities.*
- 3. Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted. Any academic qualification mentioned in the application form shall be duly supported by evidence (original or certified copies of e.g. diplomas, certification, etc.). In instances where diplomas are obtained from a non-EU Member State, EU-RAIL may request the candidate to provide a relevant document of comparability issued by a recognised authority.*