



<b>CALL FOR EXPRESSION OF INTEREST FOR ONE POST OF SECONDED NATIONAL EXPERTS (SNE) AND ESTABLISHMENT OF A RESERVE LIST</b> <i>ref. EURAIL.2022.10 SNE</i>	
<b>Publication</b>	<b>External</b>
<b>Title of function</b>	<b>Seconded National Expert (SNE) within the System Pillar unit of EU-RAIL</b>

## 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

The Seconded National Expert will reinforce the system pillar unit and will be working on several aspects dealt with by the unit depending on the specific fields of expertise brought by the candidate.

S(he) will report to the Head of System Pillar and have the following responsibilities:

- Formal programme planning and project management of System Pillar activities and processes (the activities of the System Pillar Core Group, System Pillar Tasks, System Pillar Horizontal activities, interfacing of System Pillar activities with the Innovation Pillar and third parties): determination and monitoring of outputs, milestones, resourcing and time requirements, and interdependencies between tasks;
- Use of professional Project Management tools to support:

- a) Work breakdown tasks: determination of work remits from targets and outputs; work allocation, issue management;
  - b) Continuous assessment of deliverables and milestones and their alignment with the respective contracts in view of delivering the “certified correct” for payment;
  - c) Verification of the quality of the information on risks reported and supporting the identification of needed mitigation measures;
  - d) Budgets and contract management: oversight of contract delivery, capacity overviews and allocation (resources), support to financial management -bill-checks and accounting, financial controlling;
- Creation and maintenance of working process handbooks and process training for working processes supporting the programme and project management of the System Pillar;
  - Administration of the shared document area for the System Pillar Core Group, and other groups as needed;
  - Knowledge Management of System Pillar document and activities, and support to onboarding for System Pillar participants;
  - Support to the organisation of meetings and events for the System Pillar;
  - Document management (official formal repository and website) incl. formal document checks (quality assurance) and release management.
  - Contributing to the promotion of EU-RAIL activities/outputs in line with the established communication strategy;
  - Preparing input for EU-RAIL bodies, including support in the preparation of answers to EC policy requests, and draft reports and meeting minutes;
  - Acting as Business partner and keep constructive and professional relations with the EU-RAIL Members and stakeholders, as relevant;
  - Taking on additional tasks as required in the interest of the service, as indicated by his/her line manager.

### **3. Eligible employers**

Seconded National Experts (SNE) can be seconded from Intergovernmental Organisations (IGO) or national, regional or local public administrations of EU Member States or Member States of the European Free Trade Area (EFTA).

“Public administration” means all State administrative services at central, federal, regional or local level, comprising ministries, government and parliament services, the courts, central banks, and the administrative services of local authorities, as well as the decentralised administrative services of the State and of such authorities.

The SNE's employer shall undertake to continue to pay their salary, to maintain their administrative status throughout the period of secondment and to inform the Joint Undertaking of any change in the SNE's situation in this regard.

The SNE's employer shall also continue to be responsible for all their social rights, particularly social security and pension.

Before the period of secondment begins, the national public administration or IGO from which the SNE is to be seconded shall certify that they will remain, throughout the period of secondment, subject to the social security legislation applicable to the public administration that employs them and is responsible for expenses incurred abroad.

## 4. 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:

- The applicant must have worked for their employer on a permanent or contract basis for at least 12 months before their secondment and shall remain in the service of that employer throughout the period of secondment;
- Be a national of a Member State of the European Union or EFTA Member State;
- Possess at least 3 years of professional experience in the field relevant to the duties to be carried out during the secondment;
- Have a thorough knowledge of one of the languages of the European Union and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of his/her duties.

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.

## 5. Selection criteria

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

### 5.1. Essential qualifications and experience

- At least 4 years of professional experience acquired in positions involving tasks similar to those identified in the job description of the post;
- At least 4 years of professional experience in project and programme management, supporting the delivery of complex and high value projects;
- Excellent command of both written and spoken English, as this is the working language of EU-RAIL;

### 5.2. Advantageous qualifications and experience (to be considered individually)

- Proven knowledge (by experience and/or relevant academic studies) of the rail sector;
- Professional accreditation for project management
- Knowledge of model-based system engineering and related tools

### 5.3. 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.

## 6. Selection Procedure

The received applications will be screened against the eligibility criteria listed in the vacancy notice. The hiring department will carry out the evaluation of the eligible applications against the selection criteria.

Shortlisted candidates may be required to undergo an interview and if deemed necessary, a written test. Suitable candidates will be placed on a reserve list initially for one year, which may be renewed. Depending on the JU's budgetary situation and needs, and provided that the JU receives the acceptance from the candidates' employer, an SNE agreement on secondment may be offered to successful candidates.

The secondment is authorised by the Executive Director and effected by an exchange of letters between the Executive Director and the seconding authority, specifying the details of the Secondment as described in the Decision of the Governing Board of EU-RAIL laying down the rules on the secondment of national experts to EU-RAIL.

## 7. Application Procedure

Applicants shall send their applications only to the Permanent Representation to the EU of their country. More information on the Permanent Representations can be found here:

<http://europa.eu/whoiswho/public/index.cfm?fuseaction=idea.hierarchy&nodeID=3780&lang=en>

The Permanent Representations shall within the deadline set in this vacancy notice forward the applications to the following address: [jobs@rail-research.europa.eu](mailto:jobs@rail-research.europa.eu)

EU-RAIL will only take into account applications received before the deadline stipulated in the vacancy notice (point 10 of this vacancy notice).

Candidates are invited to liaise with their Permanent Representation to ensure that their application reaches the Joint Undertaking well on time.

For an application to be considered valid it shall consist of:

- A Curriculum Vitae of the candidate, in the European CV format (see <http://europass.cedefop.europa.eu>)
- A letter of motivation of the candidate highlighting the suitability and strengths of the candidate in relation to the post;
- The letter from the public administration authorizing the candidate to lodge his/her application to the post. If this is unavailable by the closing date of this vacancy notice but underway/agreed, the JU can also accept evidence of the upcoming authorisation pending the delivery of the official letter. In any case, no appointment will be made without this official letter.

The subject of the e-mail and the forms must mention the reference number and the title of the post for which the application is submitted (SURNAME, Firstname + ref: EURAIL.2022.10 SNE).

## 8. Equal Opportunities

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

## 9. Conditions of secondment

The initial period of secondment is 2 years.

The secondment will be governed by the Decision of the Governing Board of EU-RAIL laying down the rules on the secondment of national experts to EU-RAIL ([N° 20/2016](#))<sup>1</sup>

The SNE will remain employed and remunerated by his/her employer during the secondment. He/she will also remain covered by the national social security.

In addition, an SNE shall be entitled to daily and monthly subsistence allowances provided for in Article 16 of the SNE Decision .

During the secondment, SNEs are subject to confidentiality, loyalty and absence of conflict of interest obligations.

The final stage to secure the secondment will be confirmed by an exchange of letters between the Executive Director of EU-RAIL and the Permanent Representation of the Member State concerned.

The initial period of secondment may not be less than six months or more than two years. It may be renewed once or more, up to a total period not exceeding four years. Exceptionally, where the interests of the service warrant it, EU-RAIL Executive Director may authorise one or more extensions of the secondment for a maximum of two more years at the end of the four-year period.

## 10. Closing date

Applications must be sent no later than **31/01/2023 at 23:59 (Central European Time/ Brussels time)**. Applications sent after this date will not be considered.

## 11. Data protection

Regulation (EU) 2018/1725 of 23 October 2018 on the protection of natural persons 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 (hereinafter "the Regulation") applies to the processing of personal data carried out by EU-RAIL.

EU-RAIL protects the fundamental rights and freedoms of natural persons and in particular their right to privacy with respect to the processing of personal data.

The [EU-RAIL Privacy Policy](#) describes the measures taken to protect your personal data with regard to the data processing operations in the context of the recruitment of staff, SNE and trainees. Furthermore, it describes the rights you have as a data subject and how you can exercise these rights.

More information on Data Protection at EU-RAIL can be obtained in the [Data Protection Register](#) and in the [Privacy Notices](#) published in the EU-RAIL website.

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<sup>1</sup> Decision 02/2021 approving the list of decisions adopted by the Shift2Rail Joint Undertaking that will continue to apply for the Europe's Rail Joint Undertaking in accordance with Article 174(12) of Council Regulation (EU) No 2021/2085