

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

is establishing a **reserve list** for a post of

HR Officer
(Contract Agent, Grade FGIV)

Please send us your application no later than **21/08/2023 at 23:59 (Central European Time/ Brussels time)**, following the instructions in the [ANNEX](#).

The purpose of this call is to establish a **reserve list** of suitable candidates which might be used to fill in a vacant position in the future.

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 integrated Programme is structured around three main pillars, the Innovation Pillar, the System Pillar and the Deployment Group, to achieve an ambitious transformation of rail with innovative solutions.

By 2031, EU-RAIL will have implemented research and innovation activities totalling about EUR 2 billion since the establishment of S2R.

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

2. Job Description

The **HR Officer** reports directly to the Executive Director and is responsible for sound and efficient management of the Human Resources activities of the Joint Undertaking and contributes to the strategies and the achievement of the JU's objectives.

The Human Resources Officer provides strategic and operational support in all areas of the employment cycle at the JU to maximise staff performance, staff development and to support the achievement of the JU's Work Programme, whilst ensuring the correct application of the Staff Regulations and the Conditions of Employment of Other Servants of the European Union (CEOS) and their implementing rules.

The duties and responsibilities of the Human Resources Officer will include, among others, the following:

Selection and recruitment

- Ensure effective planning of personnel recruitments according to the EU-RAIL Establishment Plan to fill gaps and ensure continuity of operations;
- Manage selection procedures of all categories of staff according to the EU-RAIL JU legal framework and represent HR in staff selection procedures;

Strategic HR policy management and Planning

- Keep abreast of the evolution of the Staff Regulations and Implementing Rules and in this respect ensure the adoption of all necessary Implementing rules by the JU in accordance with the rules and principles of the Staff Regulations and the Conditions of Employment of Other Servants of the European Union (CEOS);
- Ensure efficient implementation and supervision of all HR processes within the JU (management of personnel files, selection and recruitment, training, appraisals and promotions, career and mobility, under-performance, leave, part-time work, ethics, disciplinary issues etc.) and advise the management whenever needed;
- Liaise with relevant services in the European Commission and other EU Institutions and Agencies on HR-related issues, as well as the other Joint Undertakings in view of synergies and efficiencies in back-office arrangements (BOA);

Learning and Development

- Build and update learning and development staff activities and plan and coordinate them;
- Monitor, provide feedback reports and follow-up individual trainings, learning and development activities by staff members and organise in-house trainings for staff whenever a need is identified/expressed in a specific HR area;
- Monitor contracts and liaise with relevant training providers;
- Establish and maintain an open and comprehensive communication policy on HR-related matters;
- Organise, monitor and support performance management ensuring its timely execution (annual appraisal exercise, objectives set-up, reclassification exercises);
- Manage the induction training scheme for newcomers;

Personnel administration and services

- Organise and manage administrative procedures for staff entering or leaving the JU;
- Coordinate the establishment and follow up on staff individual rights, benefits, obligations and contractual conditions;
- Manage absences and working conditions;

Budget, Finance and Contracts

- Together with the Head of Corporate services define the HR budgetary needs of the Joint Undertaking, assist in the allocation of Human Resources and contribute to the report on budget execution;
- Initiate, supervise and control HR expenditure including salaries payment for statutory staff, SNE's and management of interim agents;

General responsibilities:

- Advise the staff and management in the interpretation of rules, as well as guidance, information on the implementation of HR policies and procedures;
- Be the HR contact point for audit and control by Commission services or the European Court of Auditors;
- Supervise the implementation and management of the HR IT tools of the JU;
- Promote the EU-Rail values, towards a good working culture and team spirit within EU-RAIL whilst looking after well-being of staff.

- Contribute to a successful social dialogue and developing a strong service oriented culture;
- Execute any other tasks corresponding to the profile and grade, as deemed necessary in the interest of the service.

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

- Have a level of education³ which corresponds to completed university studies of at least three (3) years attested by a diploma;

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 years of relevant professional experience acquired in positions involving tasks similar to those identified in the job description of the post;
- Relevant professional experience in implementing HR policies and procedures within an organization;
- Excellent knowledge of the EU Staff Regulations, Conditions of Employment of Other Servants and their implementing rules;
- Excellent command of both written and spoken English, as this is the working language of EU-RAIL;

4.2. Advantageous qualifications and experience

- Proven experience in financial management, control and supervision of budget execution of staff-related expenditure;
- A university degree or equivalent qualification in human resources management;
- Professional experience in the implementation and use of HRM IT tools;

- Experience of working with EU-institutions and procedures;

4.3. Behavioural competences

- Motivation – open, flexible, and positive attitude;
- Ability to establish and develop good inter-personal relations with a broad range of stakeholders in cross-cultural environments;
- Excellent analytical, planning and organizational skills;
- Ability to work under pressure, deliver results, and respect deadlines;
- Strong sense of confidentiality and integrity;
- 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. Reserve list

The purpose of this vacancy notice is to establish a reserve list of suitable candidates which may be used to fill in a vacant post.

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 2024** and may be extended at the discretion of the Appointing Authority of EU-RAIL.

The reserve list might be shared with other Joint Undertakings or EU Agencies to cover a similar position. Should this be the case, candidates on the reserve list will be requested to provide their explicit consent prior to sharing their personal data to any other EU entities. More information on when the EU-Rail processes your personal data is available at the EU-Rail [Data Protection & Legal Notices](#) and the [Data Protection Register and Privacy Notices](#).

6. Deadline for applications

Candidates need to submit their application using the EU-RAIL online application tool no later than **21/08/2023 at 23:59** (Central European Time/ Brussels time), following the instructions in the [ANNEX](#).

7. Conditions of employment

Should an offer be made during the validity of the reserve list, the successful candidate will be recruited as a **Contract Agent FGIV**, 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.

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

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.*

