



Establishment of a reserve list for Internal Control Coordinator in Europe's Rail Joint Undertaking REF: EU-RAIL/2024/03	
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1. INTRODUCTION: ABOUT EU-RAIL

Europe's Rail Joint Undertaking (EU-RAIL) is established by Council Regulation (EU) 2021/2085 of 19 November 2021. It is the new European partnership on rail research and innovation established under the Horizon Europe programme (2020-2027) and the universal successor of the Shift2Rail Joint Undertaking.

The vision of EU-RAIL is to deliver, via an integrated system approach, a high capacity, flexible, multi-modal and reliable integrated European railway network by eliminating barriers to interoperability and providing solutions for full integration, for European citizens and cargo.

This partnership aims to accelerate research and development in innovative technologies and operational solutions. This will support the fulfilment of European Union policies and objectives relevant for the railway sector and the competitiveness of the rail sector and the European rail supply industry. In this way, EU-RAIL will accelerate the penetration of integrated, interoperable and standardised technological innovations necessary to support the Single European Railway Area (SERA).

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

2. JOB DESCRIPTION:

The successful candidate will work under the direct supervision of the Executive Director and will be responsible for helping the Joint Undertaking to accomplish its objectives by effective assurance processes, including supporting and coordinating risk management, control and assurance.

Internal Control Framework

- Maintain and keep up to date the Internal Control System of the JU in line with the European Commission guidance;
- Evaluate the effectiveness of the internal control strategy and related systems including through systems and transactions assessment;
- Provide advice and guidance to the management in order to improve sound financial management (efficiency, effectiveness and economy) as well as compliance;

Risk Management and Assurance

- Act as coordinator of risk assessment process of the JU and keep the JU's risk register up to date;
- Ensure the follow-up of the actions stemming from management decisions and internal and external audits;
- Provide advice and guidance for the JU's implementation of corrective/preventive actions;
- Manage, supervise and actively contribute to the realization ex-post review on Lump Sum grants

- Act as coordinator and contact point towards the Common Audit Service with regard to grants' ex-post audits and follow up the implementation of ex-post audit findings as well as the calculation of the detected error rates;

Corporate Reporting

- Act as coordinator of the Annual Activity Report and Annual Work Plan based on the input from all the services of the JU as well as any other relevant corporate reporting;

Other functions and duties

- Contribute to define, maintain and improve the JU's procedures/processes/systems in collaboration with the JU's Units (quality management);
- Act as contact point and coordinator with regard to the implementation of the internal audit function carried out by the JU Internal Auditor;
- Take on additional tasks as required in the interest of the service.

3. WE LOOK FOR: ELIGIBILITY, QUALIFICATIONS, AND EXPERIENCE

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 completed university studies of at least three years attested by a diploma;
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;¹
7. To be physically fit to perform the duties linked to the post.²

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

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 Before the appointment, a successful candidate shall be medically examined by one of the European Institutions' medical officers who will examine that he/she fulfils the requirement of article 28 (e) of the Staff Regulations of the Officials of the European Communities.

exclusion of the candidate from the selection. Advantageous criteria constitute additional assets and will not result in exclusion, if not fulfilled.

B) Selection criteria

Successful candidates should have:

1) Essential qualifications and experience

- At least 3 years professional experience acquired in positions related to the profile of the post;³
- Proven experience acquired in private or public international and multicultural environment, in fields such as corporate activities, Internal Control Systems, ERM or similar;
- Good knowledge of auditing practices (e.g. IIA standards and Code of Ethics, COSO framework);
- Excellent command of written and spoken English;

All eligibility criteria must be fulfilled by the deadline for applications and maintained throughout the selection procedure and appointment.

2) Advantageous qualifications and experience

- CIA and/or other similar audit certification (or in the process to be obtained);
- Working experience in internal audit teams or in major audit firms;
- Understanding of the functioning of public sector organizations such as the European Institutions;

3) Behavioural competences

- Motivation – open and positive attitude;
- Excellent inter-personal and communication skills;
- Ability to use tact and diplomacy in challenging situations;
- Excellent capacity to analyze, structure information and present it in a concise way;
- Sense of initiative and team spirit.

³ Only appropriate professional experience acquired after achieving the minimum qualification stated in section A shall be considered. Where additional periods of training and study are accompanied by periods of professional activity, only the latter shall be considered as professional experience. Compulsory military service or equivalent civilian service accomplished after achieving the minimum qualification stated in section A. shall be taken into consideration. Internships will be taken into consideration if they are paid. Professional activities pursued part-time shall be calculated pro rata, on the basis of the percentage of full-time hours worked. A given period may be counted only once.

4. INDEPENDENCE AND DECLARATION OF INTERESTS

The Internal Control Coordinator 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.

5.1 Selection Committee

For each selection process, a Selection Committee is nominated by the Executive Director ad interim of EU-RAIL. The names of the Selection Committee members will be communicated to the shortlisted candidates in the invitation letter to their assessment. Under no circumstances should candidates approach the Selection Committee, either directly or indirectly, concerning the selection procedure. The Selection Committee's internal proceedings are strictly confidential and any contact with its members is strictly forbidden. The Chair of the Selection Committee reserves the right to disqualify any candidate who disregards these instructions.

5.2 Application assessment:

- Applications must be complete and validly submitted by the closing date for applications. If, at any stage in the procedure, it is established that the information provided in the application form is incorrect, the applicant will be disqualified from the selection;
- All eligible applications will be assessed by the Selection Committee in an objective, impartial and transparent manner and based on the selection criteria defined in the vacancy notice only.

5.3 Interview and written tests

- Only the best-qualified candidates, who obtained the highest number of points within the evaluation, will be short-listed. The short-listed candidates will be invited for a written test and an interview, both aiming at assessing the selection criteria as described above. This assessment will be held in Brussels or remotely.
- Applicants invited to an interview will receive an email invitation, with the date and time of the interview.
- During the interview, the Selection Committee will examine each candidate's profile and will assess their relevancy to the post against the criteria defined in the vacancy notice. 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 in the reserve list.
- The interviews and the written tests will be held in English. Native English speakers will be tested for their second language skills.
- 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. EU-RAIL has the right to disqualify applicants who fail to submit all the required documents.

5.4 Reserve List

- 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 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).

6. 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.

7. CONDITIONS OF EMPLOYMENT

The successful candidates will be appointed by the Executive Director of the S2R JU as a Contract Agent FGIV pursuant to Article 3a of the Conditions of Employment of Other Servants of the European Union 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 place of employment is Brussels, Belgium, where the Joint Undertaking is based.

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

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

Expected starting date: As soon as possible

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

- Candidates need to submit their application online using the EU-RAIL online application tool at <https://aa293.referrals.selectminds.com/EU-RAIL> . The online tool is the **only way of submitting job applications**. Applications sent via email or post are not accepted. The evaluation of a candidature will be based solely on the online application.

- In order to submit their application, candidates will have to create an EU-RAIL account and fill in an application form. Candidates will be able to modify their application until the deadline.
- The application form is only available in English. Candidates are kindly invited to fill in their application form in English, in order to facilitate the recruitment procedure.
- Candidates are requested to ensure that they provide the correct email address in their application form as this will be the main channel of communication for correspondence relating to the selection procedure.

It is the responsibility of the candidate to complete the online application before the submission deadline stated in the vacancy notice. Candidates are strongly advised not to wait until the last few days before the deadline as heavy internet traffic or internet connection issues could lead to an impossibility for them to submit their applications on time.

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 communication 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 **21 /10/ 2024, 12:00 AM 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 committee 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.

Interviews will take place between the second half of August and September.

12. REQUEST FOR REVIEW AND APPEAL PROCEDURES

Applicants who consider that their interests have been prejudiced by any decision related to the selection procedure can take the following actions:

12.1 Requests for review

The applicant may submit a request for review in writing to the Selection Committee stating the reasons for the request. Any arguments must be based on information provided in the application form, no subsequent information can be taken into account. Request for review can be submitted either by email or by post. In both cases, request for review has to be submitted within 10 days of the date written on the notification on the decision. The date of the email or postmark will be evidence of timely submission. Please indicate the name used in your application clearly in all correspondence.

12.1.a

Submission by email: Request for review can be sent to jobs@rail-research.europa.eu. Candidates are requested to clearly indicate the selection title and reference number in the subject line.

12.1 b

Request for review can be sent to the below address: Europe's Rail Joint Undertaking (EU-RAIL) [Title and reference number of the selection] Human Resources Department Avenue de la Toison d'Or, 56-60 B-1060 Brussels Belgium. The envelope should be clearly marked: "Private and confidential – not to be opened by the mail service".

12.2 Appeal procedure

Within three months of the date written on the notification of the decision, the applicant may 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 by registered mail only : Europe's Rail Joint Undertaking (EU-RAIL) Human Resources Department [Title and reference number of the selection] Avenue de la Toison d'Or, 56-60 B-1060 Brussels Belgium. 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.

Within three months of the date written on the notification of the decision, the applicant may 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 General Court of the European Union: General Court Rue du Fort Niedergrünwald L-2925 Luxembourg tel.: (+352) 4303 1 fax: (+352) 4303 2100 e-mail: GeneralCourt.Registry@curia.europa.eu URL: <http://curia.europa.eu>. 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: like all citizens of the European Union, an applicant can make a complaint to the: 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 European 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 General Court of the European Union 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 to the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

13 PROTECTION OF PERSONAL DATA

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.

