



Establishment of a reserve list for Head of Corporate Services in Europe's Rail Joint Undertaking REF: EU-RAIL/2023/03	
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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:

EU-RAIL is organising a call for expression of interest aimed at establishing a reserve list of Temporary Agents 2(f) for a Head of Corporate services profile.

The Head of Corporate Services is a key middle manager in the organization, directly reporting to the Executive Director of EU-RAIL. S/he is responsible for leading the corporate services activities of the JU. S/he is expected to provide quality, efficiency, effectiveness and enhancement of the processes and outputs s/he is responsible for. With a service-minded approach s/he is expected to lead a team of indicatively eleven colleagues, including the Back Office for Accounting for Joint Undertakings.

More specifically, the Head of Corporate Services is responsible for the following activities:

(Business) Management and Planning

- Support to the Executive Director by providing sound advice on administrative, IT and financial matters, and by contributing to the overall strategy and policies;
- In collaboration with the Head of Programme and of the System Pillar Unit, preparing and managing the different steps needed to implement the Programme (e.g. calls for proposals and/or tenders, from their budget planning to the administrative conclusion of the relevant agreements/contracts; ensuring

subsequent periodic monitoring and follow-up of projects, preparing financial reports in view to the reporting to the Governing Board);

- Ensure the proper implementation of the administrative aspects for EU-RAIL;
- Ensure business continuity of the operations within the unit;
- Ensure the effective implementation of the Internal Control Standards and follow-up of recommendations issued by the Court of Auditors and promote a risk management culture in the JU;
- Keeping constructive and professional relations with the EU-RAIL Members and stakeholders, as relevant;

Budget and Finance – Management and planning of budgetary and financial activities

- Manage the EU-RAIL budget in accordance with the EU Financial Rules and Regulation (annual budget preparation and presentation, follow-up and coordination, monitoring of expenditures, preparation of reconciled financial reports, etc.);
- Ensure the effective planning and management of budget resources throughout the JU in agreement with the Executive Director and act as sub-delegated authorising officer where appropriate;
- Contribute to the development of effective and efficient budgetary and financial resources management procedures of the JU;
- Ensure the smooth implementation of the accounting system and its technical evolution in coordination with the European Commission services (e.g. DGs BUDG/MOVE/SRD);
- Ensure compliance with the legal and regulatory requirements;
- Ensure the follow-up of the budget execution and of the discharge procedure;
- Liaise with the Central Support Service and follow-up ex-post control results;

Management of Unit Staff

- Supervise and ensure the effective planning and implementation of the activities of the Corporate Service Unit (including monitoring of deadlines, progress and objectives achievement);
- Develop, motivate and manage a diverse and multidisciplinary team;
- Foster a culture of leadership by example – tone at the top – starting from the EU-RAIL values, towards a culture promoting highest ethical standards in the workplace;

Back Office Arrangements for Accounting Services

- In collaboration with the Executive Director and with the support of the EU-RAIL Accounting Officer, responsible for the smooth and effective coordination, supervision and implementation of the BOA for Accounting Services, of which EU-RAIL has the lead;

Document and Infrastructure management

- Ensure the effective management of the IT infrastructure and specific applications needed to support the activities of EU-RAIL;
- Ensure the effective follow up for the EU-RAIL's physical infrastructure, equipment and facilities management;
- Define and update the EU-RAIL document management policy and follow-up its implementation;
- Organise efficient document management within the JU;
- Back-up the Document Management Officer (DMO) for the coordination and the follow-up of document registration and filling plan management in ARES;

Legal corporate services– Legal supervision

- Responsible for tendering and contracts setup and management, including contract laws and regulations in accordance with the EU procurement rules applicable to the general budget of the European Union;
- Supervise the work of the Legal Officer and provide the necessary support to the Executive Director and all EU-RAIL departments on all legal issues, in particular on European law, notably in relation to European transport policy and on legal matters related to public procurements and grants;

Take on additional tasks as required in the interest of the service.

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

A) Eligibility criteria

At the closing date of applications, a candidate must

- Be a national of a member state of the European Union;
- Be entitled to his or her full rights as a citizen;
- Have the appropriate character references as to suitability for the performance of duties¹
- Have fulfilled any obligations imposed by the applicable laws concerning military service;
- Be physically fit to perform the duties linked to the post²

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 taking up his/her duties, the successful candidate will undergo a medical examination by one of the institutions' medical officers, in order for EU-RAIL to establish that the candidate fulfils the requirement of Article 12(2) of the Conditions of Employment of Other Servants (CEOS)

Moreover, in order to be eligible, candidates must:

- Have a level of education which corresponds to completed university studies attested by a diploma when the normal period of university is 4 years or more

Or

- Have a level of education which corresponds to completed university studies attested by a diploma and at least one year of appropriate professional experience when the normal period of university is 3 years;

In addition the all of the above, candidates must

- have an appropriate professional experience³ of **at least 12 years**;
- have a thorough knowledge of one of the official languages of the EU and a satisfactory knowledge of a second of EU language to the extent necessary to perform his/her duties;

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

B) Selection criteria

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

1) Essential qualifications and experience

- Suitability to perform the tasks described in section 2 of this vacancy notice;
- Sound experience in public administration, preferably in an international/EU environment;
- Financial background and good knowledge of the EU Financial regulation and the expenditure lifecycle;
- Excellent knowledge of the financial and procurement rules applicable to EU-RAIL or to the general budget of the Union;
- Sound experience of personnel management (human resources);
- At least 5 years professional experience as team leader;
 - *Applicants are invited to indicate the size of the teams managed as well as the years of management experience*
- A track record of delivering constructive solutions, successful business outcomes and exploiting synergies;

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.

- *Applicants are invited to detail in their applications relevant examples of achieved outcomes*
- Very good knowledge of written and spoken English;
- Proficient user of MS Office and O365

2) Advantageous qualifications and experience

- Experience in Horizon Europe and/or experience in H2020 or similar research funding or other financing programmes;
- Experience in audit management, standard compliance procedures and risk assessment;
- At least 6 years of professional experience in EU financial management;
- Good knowledge of the EU Staff Regulations, Conditions of Employment of Other Servants of the European Union and related implementing rules;
- Knowledge of EU research and transport policies;
- Proven experience in the preparation and implementation of Work Programmes, Work Plans and other strategic and/or operational documents for an organisation;

3) Behavioural competences

- Motivation – open and positive attitude;
 - *Candidates are invited to structure their motivation letter in response to the vacancy notice and not to reiterate their CV;*
- Leadership and people management skills;
- Managerial, planning and organisational skills;
- Ability to work under pressure and prioritise tasks in a demanding working environment;
- Ability to work within a team;
- Excellent communication and negotiation skills;
- High sense of discretion and confidentiality.

4. INDEPENDENCE AND DECLARATION OF INTERESTS

The Head of Corporate Services 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

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 Assessment centre

All applicants invited to the interviews with the Executive Director shall take part in an assessment centre, unless they have already taken part in such an assessment centre in the course of the two years preceding the closing date for the receipt of applications. If an applicant has taken part in an assessment centre within this two-year period, but not within the 18 months preceding the closing date for the receipt of applications, he/she may at his/her request be admitted to the assessment centre.

The assessment center shall evaluate the applicants' potential and shall provide an in-depth analysis of managerial skills, adaptability and other core competencies. It shall comprise individual and/or group exercises as well as in-depth interviews focused on management skills. The result of the assessment centre shall be taken into consideration by the Appointing Authority. The Selection Committee will establish a reserve list of suitable candidates to be approved by the Executive Director. Inclusion on the reserve list does not guarantee recruitment.

5.5 Appointment and reserve list

5.6 The reserve list will be presented to the Executive Director who will convene a second interview and ultimately will appoint the successful candidate(s) to the post(s). The reserve list will be valid until 31/12/2024. Its validity may be extended by the decision of the Executive Director.

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 EU-RAIL as a temporary agent AD10 pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Union for a period of 3 years, which may be renewed.

Expected starting date: as soon as possible.

Candidates should note the requirement under the Conditions of Employment of Other Servants for all new staff to complete successfully a probationary period of nine months. After an evaluation of the post 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 the JU

Information reserved for applicants employed under Article 2(f) of the CEOS, in EU Institutions or Agencies other than EU-RAIL

According to EU RAIL'S GB Decision on 7/2015 adopting the implementing rules on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS, and in particular Article 12 (2), if a successful applicant from this external procedure, on the closing day for applications, as well as on the day of taking up duty at EU-RAIL JU:

- Is a member of temporary staff under Article 2(f) of the CEOS, and
 - Is employed within their agency in function group and grade included in the range "AD9 – AD10", EU-RAIL JU shall offer the applicant, in writing, the opportunity either:
 - a) To be assigned to the post by means of internal mobility, as per Article 12 of EU RAIL GB Decision 7/2015 . In this case the contract at EU-RAIL JU will be in continuity with the contract of the previous EU Institution (namely with regard to grade, step, seniority in step, and duration).
- OR
- b) In case the eligibility, qualification and professional experience requirements for the grade indicated in this vacancy notice, (AD10) are met, to be assigned to the post on the basis of a new contract (first fixed-term) of three years duration, subject to the probationary period of 9 months, at the grade indicated in the vacancy notice (AD10).

Candidates should note that, in any case, prior to the final appointment, they will have to successfully pass the managerial trial period, if not yet successfully served.

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 **10 /01/2024, 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.

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.