



Vacancy for a post of Programme Coordinator (Temporary Agent - Grade AD 7) in the Shift2Rail Joint Undertaking

REF.: Shift2Rail/2015/04

Publication

External

Title of function

Programme Coordinator
(Shift2Rail JU)

Parent Directorate-General / Service

DG MOVE (BXL)

1. WE ARE:

The Shift2Rail (S2R) Joint Undertaking (JU) is a public-private partnership between the European Union and the rail sector, established by Council Regulation No642/2014¹. The S2R JU is established in Brussels under European law for a period up to 31.12.2024, and will operate with a team of 17 staff. It will develop and implement a very substantial new research and innovation programme for rail, funded and managed jointly by the Commission and European Union Industry, with a view to supporting the European Union's long term transport policy objectives, including increasing the attractiveness and efficiency of rail and completion of the Single European Railway Area. It also seeks to increase the competitiveness of the European Union rail sector as a whole.

In particular, the S2R JU has defined, in a strategic Master Plan (the "S2R Master Plan"), the priority research and innovation activities, including large-scale demonstration activities, required to accelerate the penetration of integrated, interoperable and standardised technological innovations necessary to support the Single European Railway Area and to achieve operational excellence of the railway system, while increasing capacity and reliability and driving down costs of railway transport. These activities will follow a holistic railway system and customer-oriented approach, and will be structured around five key "Innovation Programmes" or "IPs", covering all the different structural (technical) and functional (management) sub-systems of the rail system, namely:

- IP1: Cost-efficient and Reliable Trains, including high capacity trains and high speed trains;

¹ OJ L 177, 17.06.2014, p.9

- IP2: Advanced Traffic Management & Control Systems;
- IP3: Cost-efficient, Sustainable and Reliable High Capacity Infrastructure;
- IP4: IT Solutions for Attractive Railway Services;
- IP5: Technologies for Sustainable & Attractive European Freight.

For further information please consult the following website:
http://ec.europa.eu/transport/modes/rail/news/shift-to-rail_en.htm

2. WE PROPOSE:

A post of Programme Coordinator who will be responsible for the coordination of the JU's activities with a view to ensuring that these activities contribute to the fulfilment of the objectives of the S2R Master Plan.

Particular responsibilities include:

- Assisting the Executive Director in establishing strategic contacts and negotiating all the necessary agreements with representatives of all the stakeholders and members of the JU;
- Preparing and managing the launch of calls for proposals and the process of evaluating as well as negotiating and concluding grant agreements for selected proposals, ensuring subsequent periodic monitoring and follow-up of projects, preparing technical and financial reports;
- Ensuring the coordination of activities between the different Innovation Programmes managed by the S2R JU and monitoring their progress to achieving the objectives of the S2R JU;
- Planning activities and developing the work plans of the JU; coordinating the implementation of projects under S2R, with the aim to ensure that resources are used in the most efficient and economic manner;
- Coordinating the work of the programme team and representing the programme team or the JU in meetings, working groups etc.;
- Keeping the programme team staff informed on all strategic and operational aspects affecting their work and maintaining close and effective communication with them.

The Programme Coordinator may be required at times, and especially in the initial period of operation of the S2R JU, to assist in other areas of work of the JU, according to needs and priorities, as defined by the Executive Director.

3. WE LOOK FOR:

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 in a field relevant to the post (engineering, economics, law or equivalent) attested by a diploma, when the normal period of university education is four years or more,

or

a level of education which corresponds to completed university studies attested by a diploma, followed by professional experience in that field of at least one year, when the normal period of university education is at least three years.

(Only study titles that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.);

2. By the closing date for applications candidates must, after obtaining the qualifications mentioned in point 3.A.1, have acquired at least 6 years of professional experience, of which at least 3 years of professional experience in the rail sector and/or managing large industrial research projects in the rail sector²;

3. 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;

4. Be a national of a Member State of the European Union or of a country associated to the Horizon 2020 Framework Programme;³

5. To be entitled to his or her full rights as a citizen;

6. To have fulfilled any obligations imposed by the applicable laws concerning military service;

7. To meet the character requirements for the duties involved;

8. To be physically fit to perform the duties linked to the post;⁴

² Professional experience is counted only from the date the candidate obtained the diploma required for being eligible.

³ Countries associated to the Horizon 2020 Framework Programme are Iceland, Norway, Armenia, Israel, Moldova, Ukraine, Albania, Bosnia-Herzegovina, FYROM, Montenegro, Serbia, Turkey and the Faroe Islands.

B) Selection criteria

The following criteria will be considered when selecting the candidate to be invited for interview:

Technical knowledge

1. Proven work experience in coordinating, managing and monitoring large industrial research projects in the rail sector with multiple actors in a national, European and/or international environment and involving funding from public sources;
2. Excellent knowledge of EU transport policy and the Horizon 2020 research agenda; ability to develop and implement a strategic vision for the rail sector;
3. Proven knowledge of the organisation, structure and working procedures of the European Union, its institutions and decision making processes, in particular on the EU research and transport policies;
4. Post graduate degree obtained in a field relevant for the above tasks and duties would be an advantage; of relevance are postgraduate degrees (Master, Ph.D) which enable the candidate either to acquire deep knowledge of community law, transport policy or management skills;

Candidates are invited to (briefly) explain in their motivation letter in which position, activities and responsibilities they acquired their skills in relation to each selection criterion.

Communication, coordination and inter-personal skills

5. Excellent interpersonal, decision-making, coordination, organisational and negotiating skills and the ability to build trusted working relationships with the European Union's institutions and with stakeholders;
6. Ability to work under pressure and manage his/her priorities; capacity to manage and co-ordinate several processes and projects simultaneously; ability to coordinate the work of a team;
7. Previous experience within an international and multicultural environment;
8. Excellent command (C2) of the English language; excellent written and oral communication skills;
9. Good written and oral command (B2) of a second official language of the European Union including the mother tongue;

⁴ Before the appointment, a successful candidate shall be medically examined by one of the European Institutions' medical officers in order that Shift2Rail may be satisfied that he/she fulfils the requirement of article 28 (e) of the Staff Regulations of the Officials of the European Communities.

10. Good written and oral command (B2) of a third official language of the European Union would be an advantage.

Candidates are invited to (briefly) explain in their motivation letter in which position, activities and responsibilities they acquired their skills in relation to each selection criterion.

4. INDEPENDENCE AND DECLARATION OF INTERESTS

The Programme 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. Candidates must confirm their willingness to do so in their application.

5. SELECTION AND APPOINTMENT

The Regulation which provides the legal basis for S2R JU was adopted on 16 June 2014 (Official Journal of the European Union)⁵. The implementation of the Joint Undertaking has commenced in 2014.

The present procedure is organised under the responsibility of the European Commission in accordance with clause 19 of Annex I to the Regulation establishing the S2R JU.

A Selection Committee will evaluate the applications and select those candidates meeting the eligibility criteria and matching best the selection criteria. The Selection Committee will invite the selected candidates to an interview.

The Programme Coordinator is expected to take office on 01/07/2015.

6. EQUAL OPPORTUNITIES

The S2R JU, 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 candidate will be appointed by the Executive Director by interim of the S2R JU as a temporary agent at grade AD 7 pursuant to Article 2f of the Conditions of employment of other servants of the European Communities for a period of 1 year, 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.

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

⁵ OJ L 177, 17.06.2014, p.9

allowances can be consulted in Annex VII of the Staff Regulations 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 should submit:

- a detailed **curriculum vitae** in European CV format in English⁶. The CV must imperatively refer to the job requirements as listed in the present vacancy notice and reflect how, in the candidate's view, she/he holds the skills and competences mentioned therein. Applications that are incomplete will be disqualified.
- a **letter of motivation** (1 page maximum) in English⁷ explaining why the candidate is interested in the post and what her/his added value would be if selected, in relation to the job requirements listed in the present vacancy notice.

Applications should be sent by email to MOVE-SELECTIONS-SHIFT2RAIL-2015-4@ec.europa.eu quoting the reference number of the vacancy notice.

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 communications 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 15/05/2015 midnight, 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 committees 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.

⁶ The selection panel will ensure that no undue advantage is given to native speakers of this language.

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12. PROTECTION OF PERSONAL DATA

The Commission and the Shift2Rail JU will ensure that candidates' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. This applies in particular to the confidentiality and security of such data (OJ L 8, 12.1.2001, p. 1).