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| Vacancy for a post of Communication and Stakeholders relationships Officer (Contract Agent – FGIV) in the Shift2Rail Joint Undertaking | |
| REF.: S2R/2016/03 | |
| Publication | External |
| Title of function | Communication and Stakeholders relationships Officer (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 No 642/2014¹. The S2R JU is established in Brussels under European law for a period up to 31.12.2024. It is responsible for developing and implementing 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 be structured around five key "Innovation Programmes" or

¹ OJ L 177, 17.06.2014, p.9

"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;
- 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.

The S2R JU developed with its Members a long-term investment planning document, which translates the strategic research and innovation priorities of the S2R Master Plan into concrete actions, milestones and deliverables to be undertaken collaboratively by the S2R JU in the period 2015-2024: the S2R Multi-Annual Action Plan (MAAP). The document will serve as the basis for preparing the annual work plans of the S2R JU, thereby helping to ensure continuity and synchronicity of investments.

For further information please consult the following website: <http://www.shift2rail.org/>

2. JOB DESCRIPTION:

The successful candidate will be in charge of the relationships with the stakeholders and in particular the EU institutions as well as the external information and communication actions and projects to promote the JU's campaigns and other related activities.

More specifically, the Communication and stakeholders relationship Officer is responsible for the following activities:

- Responsible for the overall Corporate Communication needs of S2R JU including relationships with EU institutions in particular the Council of the EU, the European Parliament, the European Committee of the Regions and the European Economic and Social Committee.
- Support the Executive Director and the Management team in the relations with the EU Institutions and Bodies and their activities relating to the work of S2R JU;
- Follow any EU institutions hearings, consultations, conferences or initiatives which could be directly or indirectly related to the S2R JU's activities;
- Develop, update and manage the JU's communication strategy, both external and internal;
- Organize relevant S2R JU communication events, such as info days following the launch of calls or award of grants, and where appropriate represent the JU at events, including the coordination of the activities to ensuring the presence of targeted conferences, exhibition stands and related activities, sponsorships etc.
- Ensure communication aspects (articles, press releases, media-briefings, corporate identity, etc.) of S2R JU;
- Liaise with external service providers for e-communication and events;

- Contribute to and ensure the timely and accurate update and evolution of S2R JU website;
- Coordinate the production of S2R JU annual reports and presentations, in particular regular updates of the general corporate presentation;
- Communicate, in close cooperation with the Operational team, the results of S2R JU funded projects at workshops, seminars, conferences and other public events.
- Reply to requests for information from the public in general;
- Ensure the coherence of all S2R JU communications and documents with the agreed corporate strategy, and verify their editorial and English linguistic quality;
- Take on additional tasks as required in the interest of the service.

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 of at least three years studies² attested by a diploma;
2. To have a thorough knowledge of one of the official languages of the EU 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;
7. To be physically fit to perform the duties linked to the post.³

² 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;

³ 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 Officials of the European Union.

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

- Good knowledge of the EU institutional set-up and decision-making process;
- Past experience in direct relationships with EU institutions involved in EU legislation process;
- Proven experience in organizing events and related communications services;
- Excellent writing, editing and proofreading skills in English;
- Proven experience in website content management;
- Very good command of both written and spoken English;

2) Advantageous qualifications and experience

- Working experience in a field related to the duties in an international and multicultural environment, preferably within an European Institution or body ;
- Knowledge of financial and public procurement procedures applicable to EU organizations;

3) Behavioural competences

- Motivation – open and positive attitude;
- Excellent inter-personal and communication skills;
- High degree of organizational skills and ability to appreciate and follow priorities;
- Self-control under pressure in demanding situations;
- Sense of initiative and team spirit.

4. INDEPENDENCE AND DECLARATION OF INTERESTS

The Communication and stakeholders relationships Officer 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

The Regulation which provides the legal basis for S2R was adopted on 16 June 2014 (Official Journal of the European Union)⁴. The implementation of the Joint Undertaking started in 2014.

The S2R JU has not yet reached its full autonomy and the present procedure is organized under the responsibility of the European Commission in accordance with Article 19 of the Regulation establishing the S2R JU.

⁴ OJ L 177, 17.06.2014, p.9

The selection procedure includes the following steps:

- After registration, each application will be checked in order to verify that it meets the eligibility criteria;
- All eligible applications will be evaluated by a Selection Committee based on the selection criteria defined in this vacancy notice;
- The best-qualified candidates, those who obtained the highest number of points within the evaluation, will be short-listed for a written test and an interview, both aiming at assessing the Selection criteria as described above;
- 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 on the reserve list;
- Candidates will be requested to bring with them on the day of the interview and written test photocopies of all the supporting documents for their educational qualifications and employment necessary to prove that they meet the eligibility criteria. S2R JU has the right to disqualify applicants who fails to submit all the required documents;
- As a result of the written tests and the interviews, the Selection Committee will recommend to the Executive Director 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 Executive Director who may decide to convene a second interview and ultimately will appoint the successful candidate(s) to the post(s).

The reserve list will be valid until 31/12/2017. Its validity may be extended by the decision of the Executive Director.

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 candidates will be appointed by the Executive Director of the S2U 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.

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.

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

For applications to be valid, candidates must submit:

- a detailed **curriculum vitae** in European CV format in English⁵. 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 English⁶ 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 jobs@shift2rail.europa.eu with the following subject line: **'SURNAME_Name_S2R.2016.03**

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 **30/05/2016, 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.

⁵ The Selection Committee will ensure that no undue advantage is given to native speakers of this language.

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12. APPEAL PROCEDURE

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can:

- 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:

Shift2Rail Joint Undertaking
Human Resources Department
Avenue de la Toison d'Or, 56-60
B-1060 Brussels
Belgium

The complaint must be lodged within 3 months. 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.

- 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:

European Union Civil Service Tribunal
Boulevard Konrad Adenauer
Luxembourg 2925
LUXEMBOURG

For details of how to submit an appeal, please consult the website of the European Union Civil Service Tribunal: http://curia.europa.eu/jcms/jcms/Jo1_6308/. 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:

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 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 Civil Service Tribunal 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 with

the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

13. PROTECTION OF PERSONAL DATA

The Shift2Rail Joint Undertaking is committed to ensuring that candidates' personal data are processed as required by Regulation (EC) N°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.

Controller, purpose of the processing, recipients of the data - The controller responsible for the processing operation is the Shift2Rail Joint Undertaking. Data are processed for the purpose of organising the selection and recruitment; they are only disclosed to persons involved in the selection and/or recruitment.

Right of access - Data subjects are entitled to access their data by sending an email to the data protection officer (info@shift2rail.europa.eu).

Right of rectification - Data subjects can request rectification of their data by sending an email to the data protection officer (info@shift2rail.europa.eu).

Time-limits for storing the data - For recruited candidates, personal data are kept for 10 years after termination of employment. For non-recruited candidates, personal data are kept for 2 years after expiry of the list. For spontaneous applications, data are not kept.

Legal basis and recourse - The legal basis for the processing of personal data is Article 5 of Regulation (EC) 45/2001.

Data subjects have the right to have recourse to the European Data Protection Supervisor (EDPS). For further information, see the EDPS website: <http://www.edps.europa.eu>