



Vacancy for a post of Programme Manager (Contract Agent – FGIV) in the Shift2Rail Joint Undertaking and establishment of a reserve list	
REF.: S2R/2017/03	
Publication	External
Title of function	Programme Manager (Shift2Rail JU)

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 (EU) No 642/2014¹. The S2R JU, established in Brussels, is responsible for implementing the S2R Research and Innovation Programme, funded jointly by the Union 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.

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

2. JOB DESCRIPTION:

The Programme Manager will work under the supervision of the Head of Research and Innovation. He/she should act as the S2R JU Business Partner of projects within his/her remit and, in particular, shall:

- contribute to the strategic design and implementation of the S2R Programme and its evolution together with the other Programme Managers in accordance with the Master Plan, the Multi-Annual Action Plan, the Governing Board and Executive Director decisions and guidelines;
- have the responsibility for the successful planning, review, monitoring and closure of the projects within his/her portfolio, ensuring consistency with the Multi-Annual Action plan and the S2R JU overall Programme;
- monitor and manage the proper projects implementation leading to testing and demonstration activities with the successful completion of the respective TD (Technology Demonstrator);

¹ OJ L 177, 17.06.2014, p.9

- support the evaluation process of received proposals or tenders following S2R calls;
- ensure the proper management of Innovation Programme Steering Committees and Cross Cutting Activities and ensure their work alignment with the Master Plan objectives;
- ensure the follow-up of S2R Working Groups (System integration, Users Requirements and Implementation) as needed;
- maintain regular direct contacts with :
 - the Industry Members, in particular the IP/CCA coordinators, and the Union, represented by the European Commission
 - the European Railway Agency
- draft reports, relevant project documents, etc.;
- establish relevant contacts with projects led by national authorities and/or other organisations and stakeholders, such as ERRAC;
- represent, as delegated by the Executive Director, the JU as necessary;
- contribute to the technical dissemination and communication policy of the S2R JU;
- execute any other tasks as deemed necessary 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 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;
7. To be physically fit to perform the duties linked to the post.²

B) Selection criteria

Successful candidates should have:

1) *Essential qualifications and experience*

- At least 3 years professional experience³ acquired in positions related to the profile of the post such as project management;
- Demonstrated knowledge or at least 2 years of professional experience in transport, IT or other businesses which relate to the S2R R&I activities;

² 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.

³ Professional experience is counted only from the date the candidate obtained the diploma required for being eligible.

- Very good command of both written and spoken English;

2) Advantageous qualifications and experience

- Experience in H2020 EU Research and Innovation programme or similar research funding or other Union financing programmes;
- Relevant experience in one of the following fields or more:
 - o Information Technologies and/or telematics applications for passenger services or for freight services including ticketing;
 - o Rail infrastructure and/or energy sub-systems;
 - o Rolling stock technologies and sub-systems;
 - o Signaling, in particular ERTMS, and/or communication systems, in particular LTE/5G and satellite;
 - o Freight technologies and operations;
 - o Innovative technologies/processes/system approaches (including interoperability and safety) related to the rail domain and/or S2R Technical Demonstrators;
 - o Socio-economics (e.g. Human factors, KPI's).

3) Behavioral competences

- Motivation – open and positive attitude;
- Excellent planning and organizational skills;
- Self-control under pressure in demanding situations and ability to handle many simultaneous tasks;
- Excellent communication and negotiation skills;
- High sense of discretion and confidentiality.

4. INDEPENDENCE AND DECLARATION OF INTERESTS

The Programme Manager 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 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;
- During the interview, the Selection Committee will examine each candidate's profile and will assess their relevancy to the post. In order to support the evaluation via interview, short-listed candidates will be required to undergo a computer-based written test related to the job content. The minimum threshold to pass the written test and the interview is 50% of the total points allocated to each one of them.
- 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. Shift2Rail JU has the right to disqualify applicants who fails to submit all the required documents;

- 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. The minimum threshold to be placed on the reserve list is 65% of the total points.
- The reserve list will be presented to the Appointing Authority who may decide to convene the best ranked candidates for a second interview and ultimately will appoint the successful candidate(s) to the post(s).
- The established reserve list may also be used for recruitment of similar posts depending on the JU's needs. Where a similar post becomes available, the Appointing Authority may select applicants from the list according to their profile in relation to the specific requirements of the post to be filled. However, inclusion on the reserve list does not guarantee recruitment.

The reserve list will be valid until 31/12/2018. 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 candidate will be appointed by the Director of the S2R JU as a contract agent at FG IV pursuant to Article 3a of the Conditions of Employment of Other Servants of the European Communities 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 conditions of employment of contract staff under the terms of Article 3a can be consulted at the following address: http://europa.eu/epso/doc/rules_ca_comm_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

For applications to be valid, candidates must submit:

- a detailed **curriculum vitae** in European CV format⁴ 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 notice⁷.

Applications should be sent by email to jobs@shift2rail.europa.eu with the following subject line: '**SURNAME_Name_S2R.2017.03**' (the same structure is to be used for the CV and letter of motivation document name e.g. 'SURNAME_Name_S2R.2017.03_CV')

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 **09/10/2017, 17h 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. 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

⁴ English CV template and guidelines available at following link: <http://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions>

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

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

⁷ Candidates are kindly requested to avoid repeating the information already provided in their CV.

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>