



**Vacancy for one post of Assistant to the Research and Innovation Unit (Contract Agent – FGII) in the Shift2Rail Joint Undertaking and establishment of a reserve list**

**REF.: S2R/2018/02**

<b>Publication</b>	<b>External</b>
<b>Title of function</b>	<b>Assistant to the Research and Innovation Unit</b> (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 642/2014<sup>1</sup>. 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 Assistant to the Research and Innovation Unit will report directly to the Head of Research and Innovation of the S2R JU with the following tasks:

### **Administrative coordination and Programme assistance**

- Provide secretariat support by keeping up-to-date the S2R general calendar and mailing lists, answering and filtering phone calls, taking messages, responding to general inquiries and managing the e-mail exchange;

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<sup>1</sup> OJ L 177, 17.06.2014, p.9

- Take, transcribe and prepare notes, minutes meetings, routine correspondence, presentations and / or other texts upon request;
- Liaise with the Administration and Finance unit and with the Director's secretariat on administrative matters;
- Manage missions/calendar for the Head of Research and Innovation;
- Assist the Head of Research and Innovation with ensuring the follow-up and respect of deadlines in the Unit activities;
- Provide assistance in the planning and logistic setup of the consensus week during the evaluation of proposals, in the planning setup of the grant agreement preparation, etc.
- Set-up and keep up-to-date the Experts reviewer database for the Programme;
- Contribute to the set-up and monitoring of the S2R mini-websites;
- Assist the Research and Innovation Unit with progress reports chasing and other specific tasks on request.

### **Document and file management**

- Manage the incoming and outgoing correspondence through the relevant electronic tools;
- Prepare / copy documents for transmission and maintain files;
- Maintain clearly labelled, well organised (clean) archives;
- Contribute to administrative quality checks on files for signature.

### **Meetings management and logistical support**

- Assist in welcoming and informing outside visitors in accordance with internal security rules;
- Provide administrative and logistical support for the organisation of internal and external events such as meetings, workshops, conferences and public events;
- Support the organisation of inventories in the Joint Undertaking;
- Participate in the planning of logistics needs.

## **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:
  - a) a post-secondary education attested by a diploma<sup>2</sup>,
  - OR
  - b) a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of three years;

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<sup>2</sup> 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. To have a thorough knowledge of one of the official languages of the European Union 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.<sup>3</sup>

## **B) Selection criteria**

Successful candidates should have:

### **1) Essential qualifications and experience**

- At least 3 years experience in an administrative function relevant for the tasks mentioned above;
- Proven experience in drafting documents, e.g. letters, reports, minutes and/or in dealing with travel and accommodation requests and reimbursements;
- Proficiency with electronic office equipment (word processing, spread sheets, presentations, electronic communication, use of internet, etc.) and a strong aptitude for working with IT tools;
- Previous experience in organizing workshops (such as invitations, listing, slides preparation, minutes, follow-up of actions and to-do lists, etc.);
- Excellent command of both written and spoken English, as this is the working language of the S2R JU;

### **2) Advantageous qualifications and experience**

- Work experience the field of activities of S2R JU;
- Experience in working in a multicultural, international and multidisciplinary environment, preferably in a European Union Institution, Agency or body;

### **3) Behavioural competences**

- Excellent organizational skills and ability to appreciate and follow priorities;
- Motivation – open and positive attitude;
- Good inter-personal and communication skills;
- Ability to work under pressure and respect tight deadlines;
- Sense of initiative and team spirit.

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<sup>3</sup> 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.

#### **4. INDEPENDENCE AND DECLARATION OF CONFLICT OF INTERESTS**

Before recruiting a member of staff, the Executive Director will examine whether the applicant has any personal interest which may impair their independence or any other conflicts of interest. To that end, the Assistant to the Research and Innovation Unit 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. Moreover, the applicant must inform the Executive Director of any actual or potential conflicts of interest.

#### **5. SELECTION PROCEDURE**

The selection procedure includes the following steps:

##### ***5.1 Assessment of applications***

- Applications must be complete and validly submitted by the closing date for applications as specified in section 10. Applications that do not meet the above criteria will be rejected. If, at any stage in the procedure, it is established that the information application is incorrect, the applicant will be disqualified from the selection;
- All eligible applications will be assessed by a Selection Committee in an objective, impartial and transparent manner and based on the selection criteria defined in this vacancy notice only.

##### ***5.2 Interview and written tests***

- Only the best-qualified candidates, i.e. those who obtained the highest number of points within the assessment of applications, will be short-listed for a written test and an interview;
- Applicants invited to an interview will receive an email invitation, with the date, time and location 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 Section 3.b 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;
- The interview 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. S2R JU has the right to disqualify applicants who fail to submit all the required documents.

### **5.3 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 maximum number of candidates to be put on the reserve list is set at 15;
- 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).

The reserve list will be valid until 31/12/2019. 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 Director of the S2R JU as a contract agent at FGII pursuant to Article 3a of the Conditions of Employment of Other Servants of the European Communities (CEOS) 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>

## **8. PAY AND WELFARE BENEFITS**

The pay of staff members consists of a basic salary supplemented with specific allowances, including expatriation or family allowances, and will be subject to tax, social security and other deductions set out in the Staff Regulations. 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.

## 9. APPLICATION PROCEDURE

For applications to be valid, candidates must submit:

- a detailed and updated **curriculum vitae** in European CV format<sup>4</sup> in English<sup>5</sup>. 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 English<sup>6</sup> 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<sup>7</sup>.

Applications should be sent by email to [jobs@s2r.europa.eu](mailto:jobs@s2r.europa.eu) with the following subject line '**SURNAME\_Firstname\_S2R.2018.02**' (the same structure is to be used for the CV and letter of motivation e.g. 'SURNAME\_Firstname\_S2R.2018.02\_CV')

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 **21/03/2018, 17h00 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.

## 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:

### 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.

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

<sup>5</sup> The Selection Committee will ensure that no undue advantage is given to native speakers of this language

<sup>6</sup> The Selection Committee will ensure that no undue advantage is given to native speakers of this language

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

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.

a) *Submission by email*: Request for review can be sent to [jobs@s2r.europa.eu](mailto:jobs@s2r.europa.eu). You are requested to clearly indicate the selection title and reference number in the subject line.

b) *Submission by post*: Request for review can be sent to the below address:

Shift2Rail Joint Undertaking  
[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".

### **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:

Shift2Rail Joint Undertaking  
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 Niedergrünewald  
L-2925 Luxembourg  
tel.: (+352) 4303 1 fax: (+352) 4303 2100  
e-mail: [GeneralCourt.Registry@curia.europa.eu](mailto: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 with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

### **13. PROTECTION OF PERSONAL DATA**

Regulation 45/2001 (herein after "the Regulation") applies to the processing of personal data carried out in the process of selection and recruitment of staff at S2R JU.

S2R JU protects the fundamental rights and freedoms of natural persons and in particular their right to privacy with respect to the processing of personal data (Article 1.1 of Regulation No 45/2001).

For more information on the protection of personal data, please read the “privacy statement” at the following link:

[https://shift2rail.org/wp-content/uploads/2018/02/Privacy-statement\\_S2R-recruitmentselection-procedures.pdf](https://shift2rail.org/wp-content/uploads/2018/02/Privacy-statement_S2R-recruitmentselection-procedures.pdf)

This Privacy Statement describes the measures taken to protect your personal data with regard to the action involving the present data processing operation and what rights you have as a data subject.