



<b>Vacancy for one post of Financial Assistant (Contract Agent – FGIII) in the Shift2Rail Joint Undertaking and establishment of a reserve list</b>	
<b>REF.: S2R/2018/05</b>	
<b>Publication</b>	<b>External</b>
<b>Title of function</b>	<b>Financial Assistant (Shift2Rail JU)</b>

## 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

Under the supervision of the Head of Administration and Finance, the Financial Assistant as a member of the Administration and Finance Unit and together with the relevant colleagues will be responsible for the following functions:

Financial initiation and/or verification with regard to administrative and operational expenditure (budget, procurement and grants)

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

- Financial initiation of transactions including commitments, de-commitments, payments, recovery orders, guarantees and credit operations in ABAC, etc.;
- Collect, check and process all documentation – financial, legal, etc. – required to execute the aforementioned transactions coming from contractors, beneficiaries of grants, etc.;
- Follow-up the financial implementation of the aforementioned transactions, and ensuring timely closure of administrative commitments;
- Analyse the financial viability of beneficiaries;
- Support Programme managers in all financial linked tasks (budget adjustment, information on eligibility of costs, information about rules of the specific programmes etc.)
- Liaise with contractors and beneficiaries on all financial issues;

#### Financial coordination and support

- Support in the preparation, planning, reporting, forecast and follow-up of the budget;
- Assist in the development and implementation of financial procedures and the elaboration and updating of model documents;
- Provide advice and support on financial practices in line with EU and S2R JU budgetary, financial and contractual rules;

#### Information and Documentation Management

- File financial documents, correspondence and returned files and requests for clarification, according to the S2R Document Policy rules;
- Open/register/filter incoming mail related to financial issues and route mail to appropriate individuals/units;
- Maintain a master archive of signed contracts and advance payments at the level of the unit in agreement with Shift2Rail JU rules;
- Follow up of financial aspects of grants under H2020 in the adequate IT tools such as SYGMA, PDM, COMPASS;

#### Audit support

- Provide assistance for "on the spot" control and audit missions;
- Assist in the collection of the necessary information for audit and control by Commission services or the European Court of Auditors;

#### Financial Reporting

- Prepare and keep up-to-date the financial reporting tables;
- Prepare replies to requests for financial information from the hierarchy.

Execute any other tasks corresponding to the profile and grade, as deemed necessary in the interest of the service in relation with the function and under the supervision of the Head of Administration and Finance.

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

#### **B) Selection criteria**

Successful candidates should have:

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

- At least 3 years professional experience<sup>3</sup> in tasks closely related to those listed in section 2 of this vacancy notice;
- Proven experience in financial management of grants;
- Excellent command of MS Office tools especially Excel and Power Point;
- Very good knowledge (by experience and/or training) of the EU Financial Regulation and its Rules of Application;
- 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;
- Practical experience/knowledge of FP7 dedicated IT tools and/or H2020 dedicated IT tools (SYGMA, COMPASS etc.);

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<sup>2</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.

<sup>3</sup> Professional experience is counted only from the date the candidate obtained the diploma required for being eligible

### **3) Behavioural competences**

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

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

The Financial Assistant 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:

#### ***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 Executive Director of the S2R JU as a Contract Agent FGIII 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.

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>

**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.

## 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<sup>6</sup>** (1 page maximum) in English<sup>7</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 .

Applications should be sent by email to [jobs@s2r.europa.eu](mailto:jobs@s2r.europa.eu) with the following subject line '**SURNAME\_Firstname\_S2R.2018.05**' (the same structure is to be used for the CV and letter of motivation e.g. 'SURNAME\_Firstname\_S2R.2018.05\_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 **20/12/2018, 17h Brussels time**. Applications sent after the deadline 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 this committee, 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.

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

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

<sup>7</sup> The Selection Committee will ensure that no undue advantage is given to native speakers of this language

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 Niedergrünwald  
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.