

The **Europe's Rail Joint Undertaking (EU-RAIL)**, based in Brussels, Belgium

is looking for a

**Programme and Call Coordinating Officer  
(Contract Agent, Grade FGIV)**

Please send us your application no later than **07/03/2022 at 23:59 (Central European Time/ Brussels time)**, following the instructions in the [ANNEX](#).

The purpose of this call is to fill in one vacant post and establish a reserve list.

## 1. About EU-RAIL

The Europe's Rail Joint Undertaking (EU-RAIL) is a public-private partnership between the European Union and the rail sector, established by Council Regulation (EU)2021/2085 of 19/11/2021. The EU-RAIL, located in Brussels, is responsible for implementing the EU-RAIL Research and Innovation Programme, funded jointly by the Union and Industry Members of the Rail Sector, with a view to contributing to the European Union's Policy priorities and more specifically the Sustainable and Smart Mobility Strategy of December 2020.

EU-RAIL is the legal and universal successor of Shift2Rail Joint Undertaking (S2R JU) in respect of all contracts, including employment contracts and grant agreements, liabilities and acquired property of the S2R JU. The EU-RAIL Programme will last until end of 2031.

The EU-RAIL Programme is structured around two main pillars, the Innovation Pillar and the System Pillar, complemented by the Deployment Group and is in its launch phase, with the first Calls for Proposals expected to be launched during Q1 2022, to achieve an ambitious transformation of rail with innovative solutions expected to start entering in operational environment as from 2025-2026 horizon.

By 2031, EU-RAIL will have implemented research and innovation activities totalling EUR 2.2 billion since the establishment of S2R in 2016.

For further information, please consult the following website: <https://rail-research.europa.eu>

## 2. Job Description

To achieve such ambitious Programme, EU-RAIL offers the opportunity to join its professional team and make a difference in achieving a European smart and sustainable mobility and transport, via mission-oriented rail research and innovation.

The Programme and Call Coordinating Officer will work within the Innovation Pillar Unit and report directly to the Head of Programme. S(he) will have the following responsibilities within the Programme activities:

- Managing the lifecycle of calls in particular in terms of call preparation, publication, evaluation, selection, award and up to grant signature, in compliance with applicable rules of Horizon Europe (HE) and EU-RAIL processes;
- Being responsible for the independent experts' selection (in collaboration with the Programme colleagues in charge of a project), contracting and managing their assignment for assisting the EU-RAIL for the evaluation of proposals as well as for the project reviews or specific issue reviews;
- Providing advice to the Head of Programme and Senior/Programme managers on Horizon Europe regulatory framework and implementation, as requested;
- Liaising with Horizon Europe EC support services and following the EC research family relevant groups;
- Contributing to the implementation of EU-RAIL obligations in relation to the dissemination of project results, in particular coordination of harmonised input from programme team and ensuring an up-to-date project results information on the website and newsletters;
- Developing, preparing and maintaining the Programme's dashboard in view of planning and reporting as well as the JU's KPIs;
- Applying a structured process' quality control to follow up with actions to be undertaken by the Programme team when non-compliance and/or delays are detected;
- Developing and maintaining the EU-RAIL Programme templates and knowledge base, including the Governance and Process Handbook;
- Based on the input provided by the Programme Managers who are accountable for it, maintaining decisions, issues and risk register;
- Keeping constructive and professional relations with the EU-RAIL Members and stakeholders, as relevant;
- In the interest of the service, additional tasks might be considered in agreement with the Head of Programme.

### 3. Eligibility criteria

Candidates will be considered for the selection phase on the basis of the following criteria to be fulfilled by the closing date for applications.

#### 3.1. General conditions

- be a national of a member state of the European Union;
- enjoy his/ her full rights as a citizen<sup>1</sup>;
- have fulfilled any obligations imposed by the applicable laws concerning military service;
- be physically fit to perform the duties linked to the post<sup>2</sup>;
- meet the character requirements for the duties involved;
- have a thorough knowledge of one of the official EU languages and a satisfactory knowledge (at least B2 level) of another of these languages to the extent necessary for the performance of their duties.

#### 3.2. Education

- Have a level of education<sup>3</sup> which corresponds to completed university studies of at least three (3) years attested by a diploma;

In case you do not fulfil all the eligibility criteria, your application will not be taken into consideration. Eligibility criteria must be fulfilled by the deadline for applications, and maintained throughout the selection procedure and appointment.

### 4. Selection criteria

Candidates selected based on the above eligibility criteria will then be evaluated according to the following selection criteria:

#### 4.1. Essential qualifications and experience

- At least 4 years of professional experience acquired in positions involving tasks similar to those described in the job description;
- At least 3 years of professional experience in project management;
- Excellent knowledge of the Microsoft Office Suite and in particular Excel advanced features;
- Excellent command of both written and spoken English, as this is the working language of EU-RAIL;

#### 4.2. Advantageous qualifications and experience

- Relevant experience in R&I activities, in particular in relation to the EU Framework Programmes for R&I (e.g. H2020, HE or other Union's Programmes);
- Working experience in a field related to the duties in an international and multicultural environment ;

#### 4.3. Behavioural competences

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

In order to be evaluated in the best possible way, candidates are invited to be as detailed and as clear as possible when describing their professional experience, specific skills and competences in their application form.

## 5. Appointment and reserve list

The Executive Director of the Joint Undertaking will select the successful candidate and offer the post. A binding commitment can only be made after the verification of all conditions and will take the form of a contract signed by the Executive Director.

The reserve list will be used in order to fill vacant positions within EU-RAIL.

Candidates should note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on availability of posts and budget.

The reserve list for this post will be valid until **31 December 2023** and may be extended at the discretion of the Appointing Authority of EU-RAIL.

## 6. Conditions of employment

The place of employment will be **Brussels**, where the Joint Undertaking premises are located.

The successful candidate will be recruited as a **Contract Agent FGIV**, pursuant to Article 3(a) of the Conditions of Employment of Other Servants of the European Communities, for a period of three (3) years. After an evaluation of the job holder's performance, and subject to budget availability, the term of office may be extended. The period of engagement will not in any case exceed the lifetime of EU-RAIL.

Candidates should note the requirement under the Conditions of Employment of Other Servants for all new staff to complete successfully a probationary period.

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.

### Important Note

**Candidates are kindly advised to read the [ANNEX](#) that represents an integral part of this vacancy and provides information on how to complete the application, the steps of the selection process and appeal procedures.**

*1. Prior to the appointment, the successful candidate will be asked to provide a certificate of good conduct, confirming the absence of any criminal record.*

*2. Prior to the appointment, the successful candidate shall be medically examined by one of the European Institutions' medical officers in order that EU-RAIL 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. Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted. Any academic qualification mentioned in the application form shall be duly supported by evidence (original or certified copies of e.g. diplomas, certification, etc.). In instances where diplomas are obtained from a non-EU Member State, EU-RAIL may request the candidate to provide a relevant document of comparability issued by a recognised authority.*