

The **Europe's Rail Joint Undertaking (EU-RAIL)**, based in Brussels, Belgium  
is looking for two (2)

**Programme Managers  
(Contract Agent, Grade FGIV)**

Please send us your application no later than **24/06/2022 at 23:59 (Central European Time/ Brussels time)**, following the instructions in the [ANNEX](#).

The purpose of this call is to fill in two vacant posts 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.

We are looking for 2 confident and committed Project Managers, one for the Innovation Pillar unit and other for the System Pillar unit.

(S)he will have the following responsibilities:

- Work breakdown tasks: determination of work remits from targets and outputs; work allocation, issue management;
- Continuous assessment of deliverables and milestones and their alignment with the respective contracts in view of delivering the "certified correct" for payment;

- Verifying the quality of the information on risks/opportunities/issues reported and supporting the identification of needed mitigation measures;
- Contributing to the dissemination of EU-RAIL activities/outputs in line with the established communication strategy;
- Preparing input for EU-RAIL bodies, including support in the preparation of answers to EC policy requests, and draft reports and meeting minutes;
- Acting as Business partner and keep constructive and professional relations with the EU-RAIL Founding Members and stakeholders, as relevant;
- Taking on additional tasks as required in the interest of the service, as indicated by his/her line manager.

For the Innovation Pillar role the Programme Manager will be part of a Team supervised and led by a Senior Programme Manager; hierarchically, s(he) will finally report to the Head of Programme. The Programme Manager will have the following additional responsibilities:

- Supporting the Senior Programme Manager in contributing to the design, planning, progress management and implementation of the EU-RAIL R&I Programme. In this respect, s/he will be assigned a specific portfolio, taking into consideration the background, skills and competencies of all the PMs
- Ensuring the follow-up of project(s), monitoring contractual obligations, conducting checks and reviews, attending project meetings and dealing with amendment requests timely, in accordance with H2020 and HE rules;
- Contributing, under the supervision of the Senior Programme manager, to the definition of Calls for proposals, tender specification and/ or request for services, the technical evaluation and the finalization of the process up to the signature of the relevant agreement;
- Monitoring and controlling the projects achievements against the Grant agreement, including the Communication, Dissemination & Exploitation activities, projects/technical KPIs, their Impact and input into standards and regulations ensuring their timely delivery; be part of on the spot assurance audits.

For the System Pillar role, the Programme Manager will report hierarchically to the Head of System Pillar and have the following additional responsibilities:

- Formal programme planning and project management of System Pillar activities and processes (the activities of the System Pillar Core Group, System Pillar Tasks, System Pillar Horizontal activities, interfacing of System Pillar activities with the Innovation Pillar and third parties): determination and monitoring of outputs, milestones, resourcing and time requirements, and interdependencies between tasks;
- Budgets and contract management: oversight of contract delivery, capacity overviews and allocation (resources), support to financial management - bill-checks and accounting, financial controlling;
- Creation and maintenance of working process handbooks and process training for working processes supporting the programme and project management of the System Pillar
- Administration of the shared document area for the System Pillar Core Group, and other groups as needed;
- Knowledge Management of System Pillar document and activities, and support to onboarding for System Pillar participants;
- Support to the organisation of meetings and events for the System Pillar;
- Document management (official formal repository and website) incl. formal document checks (quality assurance) and release management.

### 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<sup>1</sup> acquired in positions involving tasks similar to those identified in the job description of the post;
- At least 4 years of professional experience in project and programme management, supporting the delivery of complex and high value projects;
- Excellent command of both written and spoken English, as this is the working language of EU-RAIL;

#### 4.2. Advantageous qualifications and experience (to be considered individually)

- Relevant experience with H2020 EU Research and Innovation programme or similar research funding or other Union programmes;
- Proven knowledge (by experience and/or relevant academic studies) of the rail sector;
- Professional accreditation for project management
- Knowledge of model based system engineering and related tools

#### 4.3. Behavioural competences

- Motivation – open, flexible, and positive attitude;
- Excellent inter-personal and communication skills;

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<sup>1</sup> Professional experience is counted only from the date the candidate obtained the diploma required for being eligible.

- Excellent analytical, planning and organizational skills and ability to define priorities;
- Ability to work under pressure, deliver results, and respect deadlines;
- Service-oriented, results-driven and flexible attitude;
- Sense of initiative, responsibility, commitment 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.*