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(Announcements)

## ADMINISTRATIVE PROCEDURES

## EUROPEAN COMMISSION

**Vacancy notice for the Executive Director of the European Railway Agency (ERA), in France  
(Temporary Agent — grade AD 14)**

**COM/2014/10345**

(2014/C 6 A/01)

**We are**

The European Railway Agency (ERA) was established in 2004 for the purpose of contributing, on technical matters, to the implementation of relevant European Union legislation aimed at:

- improving the competitive position of the railway sector by enhancing the level of interoperability of railway systems,
- developing a common approach to safety across the European Union, in order to contribute to creating a European railway area without frontiers and guaranteeing a high level of safety.

The Agency is required to undertake any task and take the necessary measures within the powers conferred on it by virtue of the provisions of Regulation (EC) No 881/2004 of the European Parliament and of the Council <sup>(1)</sup> or other relevant European Union legislation, whilst also providing the European Commission (Commission) with necessary technical, scientific and administrative support to carry out its tasks.

ERA is based in Valenciennes, France. In 2013, the Agency had a total budget of EUR 25,8 million and about 158 staff.

For further information please consult the following website: <http://www.era.europa.eu>

**We propose**

The Executive Director is the legal representative and public face of the Agency and is accountable to the Administrative Board.

The Executive Director will lead and manage the Agency and take overall responsibility for its operations, while ensuring the achievement of the Agency's objectives.

The Executive Director's specific responsibilities will include:

- achieving the Agency's objectives established by the Administrative Board of the Agency,
- preparing and executing the annual and multiannual work programmes, in cooperation with the Commission, with due consideration for the need to set priorities and to efficient resource management,
- preparing and executing the Agency's budget in cooperation with the Commission,

<sup>(1)</sup> OJL 164, 30.4.2004, p. 1.

- establishing and facilitating close working relationships and cooperation with the Commission, Member States, third countries and stakeholders, as appropriate, in accordance with the Agency's tasks,
- working in close partnership with the Member States' competent authorities responsible for the implementation of EU rail transport policy,
- responding to any requests for assistance from the Commission or from the Member States in accordance with the Agency's tasks,
- approving and enacting Agency measures relative to the tasks and responsibilities of the Agency, in accordance with Regulation (EC) No 881/2004 and the new Agency Regulation proposed by the Commission in the Fourth Railway Package (e.g. vehicle authorisation and safety certification of railway undertakings, performing audits, preparing technical specifications, developing a common approach to safety, acting as ERTMS system authority),
- preparing the annual report on the Agency's activities,
- carrying out the day-to-day management of the Agency. Recruiting and evaluating the Agency's staff, in compliance with the EU Staff Regulations, while fostering a good team spirit and positive working environment,
- communicating directly and indirectly with the public on all matters within the Agency's mission, in accordance with relevant communication and dissemination plans.

### **We look for (selection criteria)**

Candidates should have:

(a) *Management experience, and in particular:*

- a proven track record of managing large teams with multidisciplinary backgrounds at a high management level and motivating staff to elevated levels of performance,
- sound judgement and proven success in a management position, in particular the ability to lead and set objectives,
- track record in planning of human and budgetary resources and financial management.

Experience with recent efficiency enhancing and change management practices, would be an advantage.

Experience gained in a multicultural environment and/or industry would also be an advantage.

(b) *Technical knowledge, and in particular:*

- a very good understanding of the institutions of the European Union and how they operate and interact,
- sound knowledge of European and international rail transport policy and legislation, including rules on railway safety and interoperability,
- proven competence and experience relevant to the railway sector or to other network industries.

Experience acquired in a national, European or international public administration would be an advantage.

(c) *Communication skills, and in particular:*

- a proven ability to communicate fluently, effectively and in a transparent and open manner with stakeholders and with the public,
- ability to manage and maintain close relations with EU institutions and with Member States' competent authorities.

The working language of the Agency is English.

Knowledge of French and/or German would be an advantage.

### Candidates must (eligibility criteria)

Candidates will be considered for the selection phase on the basis of the following formal criteria to be fulfilled by the deadline for applications:

- *Nationality*: candidates must be a national of a Member State of the European Union.
- *University degree or diploma*. Candidates must have either:
  - a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is 4 years or more, or
  - a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least 1 year when the normal period of university education is at least 3 years (this 1 year's professional experience cannot be included in the postgraduate professional experience required below).
- *Professional experience*: candidates must have at least 15 years' postgraduate experience at a level to which the qualifications referred to above give admission.
- *Management experience*: at least 5 years of the professional experience referred to above must be in high-level management function(s) <sup>(2)</sup>.
- *Languages*: have a thorough knowledge of one of the official Union languages <sup>(3)</sup> and a satisfactory knowledge of a second of these languages.
- *Age limit*: be able to complete, at the deadline for application, the full 5-year mandate before reaching retirement age. For staff entering the service of the European Union as from 1 January 2014, retirement age is defined as being the end of the month in which the person reaches the age of 66 years (see Article 52(a) of the Staff Regulations).

### Independence and declaration of interests

The Executive Director 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. Candidates must confirm their willingness to do so in their application.

### Selection and appointment

The Executive Director will be appointed by the Administrative Board of ERA on a proposal from the Commission.

The Commission will set up a preselection panel, in which a representative of the Administrative Board of ERA participates as observer. This panel will analyse all applications and identify a number of candidates who have the best profile in view of the selection criteria mentioned above. These candidates will be invited for an interview with the preselection panel.

Following the interviews, the preselection panel will draw up its conclusions and propose a list of candidates for further interviews with the Commission's Consultative Committee on Appointments (CCA).

Candidates called for an interview with the CCA participate in a full-day assessment centre run by external human resources experts. On the basis of the interview and the results of the assessment centre report, the CCA establishes a shortlist of candidates it considers suitable to exercise the function of Executive Director. This shortlist is submitted to the relevant Member of the Commission who will interview these candidates.

The Commission then adopts a shortlist of the most suitable candidates, which will be communicated to the Administrative Board of ERA. The latter may interview the shortlisted candidates. It will subsequently nominate the Executive Director. Inclusion on the Commission's shortlist does not guarantee appointment.

Candidates may be required to undergo further interviews and/or tests in addition to those indicated above.

<sup>(2)</sup> In their curriculum vitae (CV) candidates should indicate at least for these 5 years during which high-level management experience has been acquired: (1) title and role of management positions held; (2) numbers of staff overseen in these positions; (3) the size of budgets managed; (4) numbers of hierarchical layers above and below; and (5) number of peers.

<sup>(3)</sup> [http://ec.europa.eu/languages/languages-of-europe/eu-languages\\_en.htm](http://ec.europa.eu/languages/languages-of-europe/eu-languages_en.htm)

Before appointment, the nominated candidate may be invited to make a statement on his/her vision with regard to the Agency before the European Parliament and to answer questions put by Members of the European Parliament.

### **Equal opportunities**

ERA applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations <sup>(4)</sup>.

### **Conditions of employment**

The Executive Director will be appointed at grade AD 14, pursuant to Article 2(a) and Article 10 of the Conditions of Employment of Other Servants of the European Union <sup>(4)</sup>, for a 5-year period. Under the ERA Regulation, his/her mandate may be renewed once.

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 Valenciennes (France), where the Agency is based.

The Executive Director is expected to take office on 1 January 2015.

### **Application procedure**

***Before submitting your application, you should carefully check whether you meet all the eligibility criteria ('Candidates must'), particularly concerning the types of diploma and professional experience required. Failure to meet any of the eligibility requirements means an automatic exclusion from the selection procedure.***

If you want to apply, you must **register via the internet** by going to the website:

<https://ec.europa.eu/dgs/human-resources/seniormanagementvacancies/>

and follow the instructions there concerning the various stages of the procedure.

It is your responsibility to complete your online registration in time <sup>(5)</sup>. We strongly advise not to wait until the last few days before applying, since heavy internet traffic or a fault with your internet connection could lead to the online registration being terminated before you complete it, thereby obliging you to repeat the whole process. Once the deadline for registration has passed, you will no longer be able to introduce any data. As a general rule, late registrations via normal e-mail are not accepted.

You must have a valid e-mail address. This will be used to identify your registration and to keep you informed of the progress of the selection procedure. Therefore, please, inform the Commission of any change in your e-mail address.

To complete your application, you will need to upload a CV in Word or PDF format and to fill out, online, a letter of motivation (maximum 8 000 characters). Both the CV and letter must be written in English, French or German.

Once you have finished your online registration, you will see on-screen a registration number that you must write down and remember — this will be your reference number in all matters concerning your application. When you receive this number, the registration process is finished — it is a confirmation that we have registered the data you entered.

### **If you do not receive a number, your application has not been registered!**

Please note that it is not possible to monitor the progress of your application online. You will be contacted directly by the Commission regarding the status of your application.

The selection process, including correspondence with selection panels during this selection procedure, will be carried out in English only <sup>(6)</sup>.

<sup>(4)</sup> OJL 124, 27.4.2004, p. 1; [http://ec.europa.eu/civil\\_service/docs/toc100\\_en.pdf](http://ec.europa.eu/civil_service/docs/toc100_en.pdf)

<sup>(5)</sup> No later than 12 noon Brussels time, on 7 February 2014.

<sup>(6)</sup> The selection panels will ensure that no undue advantage is given to native speakers of languages of the selection procedure.

*If you have a disability that prevents you from registering online, you may submit your application (CV and letter of motivation) on paper by registered mail <sup>(7)</sup>, postmarked no later than the closing date for registration. All subsequent communication between the Commission and you will be by post. In this case, you must enclose with your application a certificate attesting your disability, issued by a recognised body. You should also set out on a separate sheet of paper any special arrangements you think are needed to make it easier for you to take part in the selection.*

If you require more information and/or encounter technical problems, please send an e-mail to HR-A2-MANAGEMENT-ONLINE@ec.europa.eu

**Closing date**

The closing date for registration is 7 February 2014. Online registration will not be possible after 12 noon Brussels time.

**Important information for candidates**

Candidates are reminded that the work of the selection committees is confidential. It is forbidden for candidates to make direct or indirect contact with members of these committees, or for anybody to do so, on their behalf.

**Protection of personal data**

The Commission (during the preparatory phase) and later ERA will ensure that candidates' personal data are processed as required by Regulation (EC) No 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 <sup>(8)</sup>.

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<sup>(7)</sup> European Commission, Directorate-General for Human and Security, Unit for Executive Staff and CCA Secretariat, COM/2014/10345, SC11 8/66, 1049 Bruxelles/Brussel, BELGIQUE/BELGIË.

<sup>(8)</sup> OJ L 8, 12.1.2001, p. 1.