



<b>Vacancy for a post of Head of Administration and Finance (Temporary Agent – AD9) in the Shift2Rail Joint Undertaking</b>	
<b>REF.: S2R/2016/02a</b>	
<b>Publication</b>	<b>External</b>
<b>Title of function</b>	<b>Head of Administration and Finance (Shift2Rail JU)</b>
<b>Type of post</b>	<b>Managerial</b>
<b>Parent Directorate-General / Service</b>	<b>DG MOVE (BXL)</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 No 642/2014<sup>1</sup>. The S2R JU is established in Brussels under European law for a period up to 31.12.2024. It is responsible for developing and implementing a very substantial new research and innovation programme for rail, funded and managed jointly by the Commission 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.

In particular, the S2R JU has defined, in a strategic Master Plan (the "S2R Master Plan") the priority research and innovation activities, including large-scale demonstration activities, required to accelerate the penetration of integrated, interoperable and standardised technological innovations necessary to support the Single European Railway Area and to achieve operational excellence of the railway system, while increasing capacity and reliability and driving down costs of railway transport. These activities will follow a holistic railway system and

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

customer-oriented approach, and be structured around five key "Innovation Programmes" or "IPs", covering all the different structural (technical) and functional (management) sub-systems of the rail system, namely:

- IP1: Cost-efficient and Reliable Trains, including high capacity trains and high speed trains;
- IP2: Advanced Traffic Management & Control Systems;
- IP3: Cost-efficient, Sustainable and Reliable High Capacity Infrastructure;
- IP4: IT Solutions for Attractive Railway Services;
- IP5: Technologies for Sustainable & Attractive European Freight.

The S2R JU developed with its Members a long-term investment planning document, which translates the strategic research and innovation priorities of the S2R Master Plan into concrete actions, milestones and deliverables to be undertaken collaboratively by the S2R JU in the period 2015-2024: the S2R Multi-Annual Action Plan (MAAP). The document will serve as the basis for preparing the annual work plans of the S2R JU, thereby helping to ensure continuity and synchronicity of investments.

For further information please consult the following website: <http://www.shift2rail.org/>

## **2. JOB DESCRIPTION:**

The Head of Administration and Finance reports to the Executive Director of the S2R JU. The successful candidate shall ensure that staff members under his/her supervision deliver professional and efficient services to the S2R JU.

The Head of Administration and Finance carries overall managerial responsibility for financial, administrative and human resources issues. He/she is expected to have expertise or experience in these particular fields and he/she will have to act as an efficient manager of teams.

More specifically, the Head of Administration and Finance is responsible for the following activities:

- Ensure the coherence among the work strands assigned to the Administration;
- Manage the S2R JU budget (annual budget preparation and presentation, follow-up and co-ordination, monitoring of expenditures, preparation of reconciled financial reports, etc.);
- Overall personnel management support;
- Tendering and contracts management, including contract laws and regulations;
- Legal advice and data protection;
- IT management;
- Infrastructure and facilities management;
- Overall security matters, including physical security;
- Maintain a harmonized knowledge management framework across the S2R JU;
- Develop the competences and skills of the personnel reporting to her/him and evaluate their performance;

- Safeguard a culture of consistent compliance with rules and regulations as well as ethical behaviour;
- Lead the effective and efficient implementation of S2R's internal control framework;
- Take on additional tasks as required in the interest of the service.

### 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 completed university studies<sup>2</sup> attested by a diploma when the normal period of university is 4 years or more  
**Or**  
To have a level of education which corresponds to completed university studies attested by a diploma and at least one year of appropriate professional experience when the normal period of university is 3 years;
2. In addition the above, to have an appropriate professional experience<sup>3</sup> of **at least 12 years**;
3. To have a thorough knowledge of one of the official languages of the EU and a satisfactory knowledge of a second of these languages to the extent necessary to perform his/her duties;
4. Be a national of a Member State of the European Union;
5. To be entitled to his or her full rights as a citizen;
6. To have fulfilled any obligations imposed by the applicable laws concerning military service;
7. To meet the character requirements for the duties involved;
8. To be physically fit to perform the duties linked to the post.<sup>4</sup>

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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;

<sup>3</sup> Only appropriate professional experience acquired after achieving the minimum qualification stated in A.1 shall be considered. Where additional periods of training and study are accompanied by periods of professional activity, only the latter shall be considered as professional experience. Compulsory military service or equivalent civilian service accomplished after achieving the minimum qualification stated in A.1. shall be taken into consideration. Internships will be taken into consideration if they are paid. Professional activities pursued part-time shall be calculated pro rata, on the basis of the percentage of full-time hours worked. A given period may be counted only once.

<sup>4</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 Officials of the European Union.

## **B) Selection criteria**

All eligible applications will be assessed and scored against the requirements listed below. Please note that non-compliance with at least one of the essential criteria will result in the exclusion of the candidate from the selection. Advantageous criteria constitute additional assets and will not result in exclusion, if not fulfilled.

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

- Sound experience in public administration, preferably in an international/EU environment and demonstrating the potential to progress further;
- Financial or legal background or familiarity with financial or legal matters;
- Sound experience of personnel management (human resources);
- Good knowledge of the EU Staff Regulations;
- Good knowledge of the financial and procurement rules applicable to S2R JU or to the general budget of the Union;
- At least 5 years professional experience as team leader;
- A track record of delivering constructive solutions and successful business outcomes;
- a very good knowledge of written and spoken English;

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

- Experience in H2020 or similar research funding or other financing programmes;
- Experience in rail, rail manufacturing or other transport sectors;

### **3) Behavioural competences**

- Motivation – open and positive attitude;
- Leadership and people management skills;
- Managerial, planning and organisational skills;
- Self-control under pressure in demanding situations and ability to handle many simultaneous tasks;
- Excellent communication and negotiation skills;
- High sense of discretion and confidentiality.

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

The Head of Administration and Finance 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 Regulation which provides the legal basis for S2R was adopted on 16 June 2014 (Official Journal of the European Union)<sup>5</sup>. The implementation of the Joint Undertaking started in 2014.

The S2R JU has not yet reached its full autonomy and the present procedure is organised under the responsibility of the European Commission in accordance with Article 19 of the Regulation establishing the S2R JU.

The selection procedure includes the following steps:

- After registration, each application will be checked in order to verify that it meets the eligibility criteria;
- All eligible applications will be evaluated by a Selection Committee based on the selection criteria defined in this vacancy notice;
- The best-qualified candidates, those who obtained the highest number of points within the evaluation, will be short-listed for a written test and an interview, both aiming at assessing the Selection criteria as described 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;
- Candidates will be requested to bring with them on the day of the interview and written test photocopies of all the supporting documents for their educational qualifications and employment necessary to prove that they meet the eligibility criteria. S2R JU has the right to disqualify applicants who fails to submit all the required documents;
- Candidates selected on the basis of the outcome of the interview and written test may be invited to an assessment centre run by external consultants;
- As a result of the written tests and the interviews, the Selection Committee will recommend to the Executive Director 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 reserve list will be presented to the Executive Director 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 31/12/2017. 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.

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<sup>5</sup> OJ L 177, 17.06.2014, p.9

## 7. CONDITIONS OF EMPLOYMENT

The successful candidates will be appointed by the Executive Director of the S2U JU as a temporary agent AD9 pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Union for a period of 5 years, which may be renewed.

Expected starting date: as soon as possible.

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

## 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.

The place of employment is Brussels, where the Joint Undertaking is based.

## 9. APPLICATION PROCEDURE

For applications to be valid, candidates must submit:

- a detailed **curriculum vitae** in European CV format in English<sup>6</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>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@shift2rail.europa.eu](mailto:jobs@shift2rail.europa.eu) with the following subject line: **'SURNAME\_Name\_S2R.2016.02a**

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.

In order to facilitate the selection process, all communications to candidates concerning this vacancy will be in English.

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

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

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 **13/05/2016, 12:00 AM 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 committee 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. APPEAL PROCEDURE**

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can:

- 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:

Shift2Rail Joint Undertaking  
Human Resources Department  
Avenue de la Toison d'Or, 56-60  
B-1060 Brussels  
Belgium

The complaint must be lodged within 3 months. 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.

- 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:

European Union Civil Service Tribunal  
Boulevard Konrad Adenauer  
Luxembourg 2925  
LUXEMBOURG

For details of how to submit an appeal, please consult the website of the European Union Civil Service Tribunal: [http://curia.europa.eu/jcms/jcms/Jo1\\_6308/](http://curia.europa.eu/jcms/jcms/Jo1_6308/). 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:

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 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 Civil Service Tribunal 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**

The Shift2Rail Joint Undertaking is committed to ensuring that candidates' personal data are processed as required by Regulation (EC) N°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. This applies in particular to the confidentiality and security of such data.

Controller, purpose of the processing, recipients of the data - The controller responsible for the processing operation is the Shift2Rail Joint Undertaking. Data are processed for the purpose of organising the selection and recruitment; they are only disclosed to persons involved in the selection and/or recruitment.

Right of access - Data subjects are entitled to access their data by sending an email to the data protection officer ([info@shift2rail.europa.eu](mailto:info@shift2rail.europa.eu)).

Right of rectification - Data subjects can request rectification of their data by sending an email to the data protection officer ([info@shift2rail.europa.eu](mailto:info@shift2rail.europa.eu)).

Time-limits for storing the data - For recruited candidates, personal data are kept for 10 years after termination of employment. For non-recruited candidates, personal data are kept for 2 years after expiry of the list. For spontaneous applications, data are not kept.

Legal basis and recourse - The legal basis for the processing of personal data is Article 5 of Regulation (EC) 45/2001.

Data subjects have the right to have recourse to the European Data Protection Supervisor (EDPS). For further information, see the EDPS website: <http://www.edps.europa.eu>