



<b>Establishment of a reserve list for          Assistants          in          Europe's Rail Joint Undertaking          REF: EU-RAIL/2025/01</b>	
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## 1. INTRODUCTION: ABOUT EU-RAIL

Europe's Rail Joint Undertaking (EU-RAIL) is established by Council Regulation (EU) 2021/2085 of 19 November 2021. It is the new European partnership on rail research and innovation established under the Horizon Europe programme (2020-2027) and the universal successor of the Shift2Rail Joint Undertaking.

The vision of EU-RAIL is to deliver, via an integrated system approach, a high capacity, flexible, multi-modal and reliable integrated European railway network by eliminating barriers to interoperability and providing solutions for full integration, for European citizens and cargo.

This partnership aims to accelerate research and development in innovative technologies and operational solutions. This will support the fulfilment of European Union policies and objectives relevant for the railway sector and the competitiveness of the rail sector and the European rail supply industry. In this way, EU-RAIL will accelerate the penetration of integrated, interoperable and standardised technological innovations necessary to support the Single European Railway Area (SERA).

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 Assistants to the EU-Rail Innovation Unit and Corporate Services Unit.

(S)he will have the following expected tasks and responsibilities:

- Providing Administrative assistance and coordination in supporting the Head of the Corporate Services and the Head of Innovation Pillar in ensuring the follow-up of unit meetings and agreed assignments, manage the corporate service calendar and mailing lists, and respond to general inquiries;
- Ensure the document and file management of the Unit;
- Provide administrative and logistical support for the organization of internal and external events such as meetings, workshops, conferences, consensus weeks and public events;
- Collaborate with the other assistants of the JU and act as their back-up;
- Take on additional tasks as required in the interest of the service.

### 2.1. Assistant in the Corporate Services Unit

For the Corporate Services role the **Legal Assistant** will be reporting to the Head of Corporate Services. S/He will additionally have the following expected tasks and responsibilities:

- Provide support to the Executive Director for the Secretariat of EU-RAIL Governing and advisory Bodies (Governing Board, State Representative group, Scientific Steering group, etc.) by following up the planning of the meetings, preparing the meetings' agenda and presentations by liaising with EU-Rail colleagues and the JU Members, keeping the meetings' minutes and follow-up on agreed actions.

- Provide legal support on files managed by the EU-RAIL JU, including contribution to sound drafting of decisions, under the supervision of the Chief Legal Officer;
- Provide legal support on Horizon Europe grants, in particular during grant agreement preparations, amendments and during grants implementation;
- Provide legal support in public procurement procedures for goods or services (both under operational and administrative budget) and follow up their implementation, in line with the applicable rules;
- Provide legal analysis on various requests and propose solutions (data protection, access to documents, letters of support, MoUs, implementing rules re. staff regulations etc);
- Prepare guidelines and procedures related with best practices relevant to activities of the Corporate Services Unit;
- Liaise with other Joint Undertakings legal staff and participate in Horizon Europe legal working groups;
- Contribute to the maintenance of the EU-Rail Governance and Process Handbook and other EU-Rail guidance documents including related templates

## **2. 2. Assistant in the Innovation Unit**

For the Innovation Pillar role, the **Programme Assistant** will be reporting to the Head of Innovation Pillar. S/He will additionally have the following expected tasks and responsibilities:

- Provide support to the Executive Director for the Secretariat of EU-RAIL Stakeholders and advisory Bodies (Deployment group, System an Innovation Programme Board, DAC Supervisory Board, DAC Programme Board, etc.) by following up the planning of the meetings, preparing the meetings' agenda and presentations by liaising with EU-Rail colleagues and the JU Members, keeping the meetings' minutes and follow-up on agreed actions.
- Support the Programme and Call Coordinator officer in the experts' contract management.
- Act as the Call Coordinator backup and perform this role if needed;
- Support the KPIs building team together with the Programme and Programme and Call Coordinator officer;
- Support the Head of Innovation Pillar and the Head of System Pillar to monitor the internal yearly planning of activities and contribute to its setup;
- Ensure follow-up and monitoring of tasks assigned to the Innovation Pillar team and support the System Pillar.
- Ensure that the EU-RAIL website contains up to date information for the Programme activities;

## **3. WE LOOK FOR: ELIGIBILITY, QUALIFICATIONS, AND EXPERIENCE**

### **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;<sup>1</sup>
7. To be physically fit to perform the duties linked to the post.<sup>2</sup>

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.

**All eligibility criteria must be fulfilled by the deadline for applications and maintained throughout the selection procedure and appointment.**

## **B) Selection criteria**

Successful candidates should have:

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

- At least 1 year of professional experience in an administrative function relevant for the tasks mentioned above;
- Proven experience in drafting documents such as letters, minutes of meetings, etc.
- Proficiency with electronic office equipment including MS office and O365 (e.g. Word processing, Excel, Power Point presentations, MS Project etc.);
- Excellent command of written and spoken English;

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

- 3 years or more of proven knowledge (by experience and/or relevant academic studies) of the relevant tasks mentioned above;
- Experience in supporting the implementation of European funding programmes (e.g. Horizon Europe) including with proficient use of IT tools (e.g. Sygma, Compass, SEP, EMI/ECS, CORDA, eProcurements, etc.); Experience with document management and good practices for document management (filing plans, document security, retention periods, Ares, Sharepoint, etc.)

### **3) Behavioural competences**

- Motivation – open and positive attitude;
- Excellent organizational skills and ability to work under pressure, prioritise and to meet deadlines;
- Strong sense of responsibility, commitment and co-operation;

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<sup>1</sup> Prior to the appointment, the successful candidate will be asked to provide a certificate of good conduct, confirming the absence of any criminal record

<sup>2</sup> Before the appointment, a successful candidate shall be medically examined by one of the European Institutions' medical officers who will examine that he/she fulfils the requirement of article 28 (e) of the Staff Regulations of the Officials of the European Communities.

- Excellent interpersonal and communication skills;
- Service-oriented, results-driven and flexible attitude with curious personality and willingness to learn and improve continuously.

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

The Administrative/Programme 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**

### **5.1 Selection Committee**

For each selection process, a Selection Committee is nominated by the Executive Director of EU-RAIL. The names of the Selection Committee members will be communicated to the shortlisted candidates in the invitation letter to their assessment. Under no circumstances should candidates approach the Selection Committee, either directly or indirectly, concerning the selection procedure. The Selection Committee's internal proceedings are strictly confidential and any contact with its members is strictly forbidden. The Chair of the Selection Committee reserves the right to disqualify any candidate who disregards these instructions.

### **5.2 Application assessment:**

- Applications must be complete and validly submitted by the closing date for applications. If, at any stage in the procedure, it is established that the information provided in the application form is incorrect, the applicant will be disqualified from the selection;
- All eligible applications will be assessed by the Selection Committee in an objective, impartial and transparent manner and based on the selection criteria defined in the vacancy notice only.

### **5.3 Interview and written tests**

- Only the best-qualified candidates, who obtained the highest number of points within the evaluation, will be short-listed. The short-listed candidates will be invited for a written test and an interview, both aiming at assessing the selection criteria as described above. This assessment will be held in Brussels or remotely.
- Applicants invited to an interview will receive an email invitation, with the date and time 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 the vacancy notice. 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 in the reserve list.
- The interviews 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. EU-RAIL has the right to disqualify applicants who fail to submit all the required documents.

#### **5.4 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 reserve list will be presented to the Appointing Authority who may decide to make use of the reserve list to fill in a vacant post. In that case the Appointing Authority may convene a second interview.

### **6. RESERVE LIST**

The purpose of this vacancy notice is to establish a reserve list of suitable candidates which may be used to fill in a vacant post.

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 2025** and may be extended at the discretion of the Appointing Authority of EU-RAIL.

The reserve list might be shared with other Joint Undertakings or EU Agencies to cover a similar position. Should this be the case, candidates on the reserve list will be requested to provide their explicit consent prior to sharing their personal data to any other EU entities. More information on when the EU-Rail processes your personal data is available at the EU-Rail [Data Protection & Legal Notices](#) and the [Data Protection Register and Privacy Notices](#).

### **7. EQUAL OPPORTUNITIES**

EU-RAIL, as a European Union body, applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

### **8. 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

## 9. 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.

## 10. APPLICATION PROCEDURE

- Candidates need to submit their application online using the EU-RAIL online application tool at <https://aa293.referrals.selectminds.com/EU-RAIL> . The online tool is the **only way of submitting job applications**. Applications sent via email or post are not accepted. The evaluation of a candidature will be based solely on the online application.
- In order to submit their application, candidates will have to create an EU-RAIL account and fill in an application form. Candidates will be able to modify their application until the deadline.
- The application form is only available in English. Candidates are kindly invited to fill in their application form in English, in order to facilitate the recruitment procedure.
- Candidates shall indicate their desired role profile as part of the motivation letter when preparing their application in the online application tool.
- Candidates are requested to ensure that they provide the correct email address in their application form as this will be the main channel of communication for correspondence relating to the selection procedure.

**It is the responsibility of the candidate to complete the online application before the submission deadline stated in the vacancy notice. Candidates are strongly advised not to wait until the last few days before the deadline as heavy internet traffic or internet connection issues could lead to an impossibility for them to submit their applications on time.**

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 communication 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.

## **11. CLOSING DATE**

Applications must be sent no later than **05 June 2025, 12:00 AM Brussels time**. Applications sent after this date will not be considered.

## **12. 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.

## **13. 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:

### **13.1 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 date of the email or postmark will be evidence of timely submission. Please indicate the name used in your application clearly in all correspondence.

#### **13.1.a**

Submission by email: Request for review can be sent to [jobs@rail-research.europa.eu](mailto:jobs@rail-research.europa.eu). Candidates are requested to clearly indicate the selection title and reference number in the subject line.

#### **13.1 b**

Request for review can be sent to the below address: Europe's Rail Joint Undertaking (EU-RAIL) [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".

### **13.2 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 : Europe's Rail Joint Undertaking (EU-RAIL) 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 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 to the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

#### **14. PROTECTION OF PERSONAL DATA**

Regulation (EU) 2018/1725 of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (hereinafter "the Regulation") applies to the processing of personal data carried out by EU-RAIL. EU-RAIL protects the fundamental rights and freedoms of natural persons and in particular their right to privacy with respect to the processing of personal data.

The [EU-RAIL Privacy Policy](#) describes the measures taken to protect your personal data with regard to the data processing operations in the context of the recruitment of staff, SNE and trainees. Furthermore, it describes the rights you have as a data subject and how you can exercise these rights. More information on Data Protection at EU-RAIL can be obtained in the [Data Protection Register](#) and in the [Privacy Notices](#) published in the EU-RAIL website.

