



## VACANCY NOTICE

Senior Project Manager

Temporary Agent  
(Ref. TEN-T/2008/TA/AD7/35)

### The TEN-T Executive Agency (TEN-T)

The TEN-T Executive Agency was created by the Commission's Decision C(2006)5034 of 26 October 2006, in accordance with Council Regulation (EC) No. 58/2003. The Agency manages the Community funds available for the promotion of trans-European networks in the transport sector under the Decision on Community guidelines for the development of the trans-European transport network, in close collaboration with DG TREN.

On the basis of its initial mandate, the Agency recruited over 40 experts from all corners of the EU to help it with its initial task of managing the TEN-T projects in the context of the 2000-2006 financial perspective. Thanks to its modified mandate however, which received final approval from the Commission on 11th July 2008, the Agency can now prepare for the take-over of the 2007-2013 TEN-T projects, and is set to carry out its duties until 2015. The Agency is therefore increasing in size, employing up to 99 agents, based in Brussels. **The purpose of this publication is to recruit a Senior Project Manager for the Unit responsible for Air, waterborne transport, logistics, innovation and co-modality.**

### The TEN-T Executive Agency (TEN-T) - Tasks

The Agency shall be responsible, within the framework of Community action in the field of the trans-European transport network, for the implementation of tasks concerning the granting of Community financial aid pursuant to the Council Regulation (EC) No 2236/95 and the Regulation (EC) No 680/2007, with the exception of tasks requiring discretionary powers in translating political choices into action, such as programming, the establishment of priorities, the selection of projects according to Article 5 of the Regulation (EC) No 680/2007, programme evaluation and legislative monitoring. The Agency shall be responsible in particular for the following tasks:

- a) assistance to the Commission during the programming and selection phases, as well as management of the monitoring phase of the financial aid granted to projects of common interest under the budget for the trans-European transport network, and carrying out the necessary checks to that end, by adopting the relevant decisions using the powers delegated to the Agency by the Commission;
- b) coordination with other Community financial instruments, in particular by ensuring the coordination of the granting of financial aid, over the entire route, for all projects of common interest which also receive funding under the Structural Funds, the Cohesion Fund and from the European Investment Bank;
- c) technical assistance to project promoters regarding the financial engineering for projects and the development of common evaluation methods;

- d) adoption of the budget implementation instruments for revenue and expenditure and implementation, where the Commission has delegated responsibility to the Agency, of all operations required for the management of Community actions in the field of the trans-European transport network, as provided for in the Council Regulation (EC) No 2236/95 and the Regulation (EC) No 680/2007;
- e) collection, analysis and transmission to the Commission of all information required by the Commission for the implementation of the trans-European transport network;
- f) accompanying measures to contribute to the efficiency and effectiveness of the TEN-T programme in order to maximise its European added value, including promotion of the TEN-T programme to all parties concerned and the improvement of its visibility to the general public, in the Member States and bordering third countries;
- g) any technical and administrative support requested by the Commission.

For further information please go to the following web site:

[http://ec.europa.eu/ten/transport/agency/index\\_en.htm](http://ec.europa.eu/ten/transport/agency/index_en.htm)

### **Description of the job**

To ensure the efficient implementation of the TEN-T programme through the management, monitoring, verification and evaluation of the TEN-T programmes/projects in his/her portfolio in the areas of air, waterborne transport, logistics, innovation, and co-modality by leading and managing a team of specialist project management staff. S/he shall also work closely and collaborate fully on a permanent basis with a wider team of colleagues of the Agency and the European Commission.

#### Management and planning of the team

- § Contribute to the definition of the Unit's overall strategic objectives, work program and specific objectives in the Section areas and ensure that the Section resources are efficiently allocated to achieving those objectives.
- § Ensure effective people management within the team and provide technical guidance and support to team members, as required.
- § Ensure that all team members are sufficiently aware and regularly informed on all relevant policy and strategic aspects affecting their work, and get appropriate feedback on their actions.
- § Manage and monitor team's and individuals' workload and report on activities to the Head of Unit to ensure an optimal balance between workload and available resources.

#### Administrative and technical management of programmes and projects

- § To ensure the implementation of the programmes/projects under his/her responsibility.
- § Organise and conduct, as required, ex-ante/ex-post desk-top and on-site verifications.
- § Ensure collaboration and co-ordination between the Agency and the Commission services responsible for policy issues in his/her area of expertise.
- § Prepare and keep up-to-date the operational procedures for the Agency/Unit.
- § Maintain an overview of the actual progress and financial expenditures of projects under his/her responsibility, and provide the necessary assurance on the legality and regularity of all transactions.

- § Support the assessment of the relevance, effectiveness and efficiency of the approved programmes and projects in relation to the Commission strategy.
- § Assist in preparing, managing and monitoring the implementation of administrative and technical aspects of calls for proposals and calls for tender.
- § Take responsibility for the analysis and negotiation of technical and financial aspects of decisions, contracts, etc.
- § Contribute to the co-ordination of the programme or project with programmes and projects led by national authorities and/or external organisations.

## Qualifications and experience required

### A. Eligibility criteria

- § A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four 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 one year when the normal period of university education is at least three years.
- § Thorough knowledge of one of the languages of the Communities and a satisfactory knowledge of another EU language to the extent necessary to perform his/her duties.

In addition, in order to be eligible a candidate must:

- § be a national of one of the Member States of the European Union;
- § be entitled to his or her full rights as citizen;
- § meet the appropriate character reference as to his/her suitability for the performance of his/her duties;
- § have fulfilled any obligations imposed by the applicable laws concerning military service, and;
- § be physically fit to perform the duties linked to the post.

### B. Selection criteria

#### Essential:

- § 6 years of professional experience in a project management post in the public and/or in the private sector of which at least 3 in the areas of air, waterborne transport, logistics, innovation or co-modality.
- § Education in the field of transport or (transport) economics, or a related scientific/technical domain.
- § Very good command of the English language in the technical fields concerned.
- § Experience of working in a multi-cultural and international environment.
- § Proven ability to lead and manage a team.
- § Good interpersonal, communication and problem solving skills.
- § High degree of organisational skills and ability to work under pressure.

### Advantageous:

- § Knowledge of project management attested by a completed university course or a membership to a project management professional association.
- § Additional professional experience obtained in the areas of air, waterborne transport, logistics, innovation or co-modality.
- § Professional experience in an EU Institution.
- § Familiarity with Member States' transport infrastructure planning and investment policy as well as the Commission's transport policy.
- § Knowledge of more than two Community languages, in particular working languages (French and/or German).

## **Appointment and conditions of employment**

The jobholder will be appointed on the basis of a shortlist proposed by the selection committee.

The jobholder will be recruited as temporary agent, in function group AD7, pursuant to Article 2a of the Conditions of Employment of Other Servants of the European Communities (CEOS). The salaries of temporary agents are subject to a community tax deducted at source. They are exempt from national tax. The European institutions have their own social security and pension scheme. The basic monthly salary, before any deductions or allowances, at 1 July 2007 for grade AD7, first step is €5.207,84.

The jobholder will serve a probation period of six months.

The contract will be for a duration of 5 years and may be renewed.

The place of employment will be Brussels where the Agency has its activities.

For reasons related to the Agency's operational requirements, the candidate will be required to be available at short notice.

For further information on the legal framework of temporary agents see the web site of the Directorate-General for Personnel and Administration (DG ADMIN) on the internet at

[http://ec.europa.eu/dgs/personnel\\_administration/statut/tocen100.pdf](http://ec.europa.eu/dgs/personnel_administration/statut/tocen100.pdf)

## **Equal opportunities**

The European Union takes great care to avoid any form of discrimination in its recruitment procedures and actively encourages applications from women.

## **Application procedure**

For applications to be **valid**, candidates must submit:

- § a detailed curriculum vitae, in EU CV format<sup>1</sup>;
- § a letter of motivation, including his/her views on the mission of the proposed position (2 pages maximum).

Please note that the motivation letter forms an essential basis for the pre-selection decision.

Applications must only be sent to the following mailbox: [TENTEA-recruitment@ec.europa.eu](mailto:TENTEA-recruitment@ec.europa.eu), indicating the above-mentioned reference number **TEN-T/2008/TA/AD7/35** as subject.

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<sup>1</sup> EU CV format available on:

<http://europass.cedefop.eu.int/europass/home/vernav/Europasss+Documents/Europass+CV/navigate.action>

**Closing date:**

Applications must be sent no later than **05/12/2008**.

Supporting documents showing evidence of the provided information may be requested at a later stage. No document will be sent back to candidates.

Candidates are invited to apply in English, to facilitate the selection process.

In no circumstances should candidates approach the selection committee themselves, either directly or indirectly concerning this recruitment. The authority authorised to conclude contracts reserves itself the right to disqualify any candidate who disregards these instructions.