



**Vacancy for a post of Financial Assistant (Contractual Agent – FG III) in the Shift2Rail Joint Undertaking**

**REF.: Shift2Rail/2015/05**

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| <b>Publication</b>                          | <b>External</b>                               |
| <b>Title of function</b>                    | <b>Financial Assistant</b><br>(Shift2Rail JU) |
| <b>Parent Directorate-General / Service</b> | DG MOVE (BXL)                                 |

**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 No642/2014<sup>1</sup>. The S2R JU is established in Brussels under European law for a period up to 31.12.2024, and will operate with a team of 17 staff members. 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 customer-oriented approach, and be structured around five key "Innovation

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

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.

For further information please consult the following website:

[http://ec.europa.eu/transport/modes/rail/news/shift-to-rail\\_en.htm](http://ec.europa.eu/transport/modes/rail/news/shift-to-rail_en.htm)

## **2. JOB DESCRIPTION:**

The Financial Assistant will report directly to the Head of Finance and Administration Department of the S2R JU with the following tasks:

### **Financial initiation and/or verification**

- Financial initiation of financial transactions including commitments, de-commitments, payments, recovery orders, guarantees and credit operations in ABAC;
- Collect, check and process all documentation required to support the commitment, de-commitment, payment requests, recovery orders and credit operations;
- Follow-up the financial implementation of commitments, preparation of de-commitments and ensuring timely closure of administrative commitments;
- Assist the Programme managers in the formal aspects of the preparation of a call of proposals/tender dossiers;
- Collect, verify and process all financial and legal documents required from grant beneficiaries;
- Analyse the financial viability of beneficiaries;
- Assist Programme managers in all financial linked tasks (budget adjustment, information on eligibility of costs, information about rules of the specific programmes etc.)
- Follow-up the financial implementation of grants (prepare payments and recovery orders ensuring that they are financially and procedurally correct, that is, in conformity with the contract and the regulations);
- Liaise with beneficiaries on all financial issues;

### **Financial coordination and support**

- Support in the preparation, planning, reporting, forecast and follow-up of the budget;
- Assist in the development and implementation of financial procedures and the elaboration and updating of model documents;

- Provide advice and support on financial practices in line with EU and S2R JU budgetary, financial and contractual rules;

### **Information and Documentation Management**

- File financial documents, correspondence and returned files and requests for clarification, according to the filing rules;
- Open/register/filter incoming mail related to financial issues and route mail to appropriate individuals/units;
- Oversee all original contracts and the corresponding database;
- Maintain a master archive of signed contracts and advance payments at the level of the unit in agreement with Shift2Rail JU rules;
- Ensure quality/coherence of financial and contractual data in/between different databases;
- Follow up of financial aspects of grants under H2020 in the adequate IT tools such as SYGMA, PDM, COMPASS;

### **Audit support and follow-up**

- Provide assistance for "on the spot" control and audit missions;
- Follow up audited files;
- Assist in the collection of the necessary information for audit and control by Commission services or the European Court of Auditors;

### **Financial Reporting**

- Prepare and keep up-to-date the financial reporting tables;
- Prepare replies to requests for financial information from the hierarchy;
- Execute any other tasks corresponding to the profile and grade, as deemed necessary 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:
  - a) a post-secondary education attested by a diploma<sup>2</sup>,

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 or of a country associated to the Horizon 2020 Framework Programme<sup>3</sup>;
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;
7. 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> Countries associated to the Horizon 2020 Framework Programme are Iceland, Norway, Armenia, Israel, Moldova, Ukraine, Albania, Bosnia-Herzegovina, FYROM, Montenegro, Serbia, Turkey and the Faroe Islands.

<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 the Officials of the European Communities.

## **B) Selection criteria**

Successful candidates should have:

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

- a) Studies in the field related to the job profile (Economics, Finance; Accounting etc.);
- b) At least 3 years professional experience<sup>5</sup> in tasks closely related to those listed in section 2 of this vacancy notice;
- c) Proven experience in financial management of grants;
- d) Very good knowledge (by experience and/or training) of the EU Financial Regulation and its Rules of Application;
- e) Very good command of both written and spoken English;

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

- f) Professional experience in a similar position in a European Institution or body would be an advantage;
- g) Professional experience in the field of procurement and contract management;
- h) Practical experience/knowledge of ABAC and/or FP7 dedicated IT tools and/or H2020 dedicated IT tools (SYGMA, COMPASS etc.);

### **3) Behavioural competences**

- i) Motivation – open and positive attitude;
- j) Good inter-personal and communication skills;
- k) High degree of organisational skills and ability to appreciate and follow priorities;
- l) Ability to work under pressure and respect tight deadlines;
- m) Sense of initiative and team spirit.

For each of the selection criteria listed above, candidates are invited to (briefly) explain in their motivation letter in which position, activities and responsibilities they acquired their skills.

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

The Financial Assistant 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.

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<sup>5</sup> Professional experience is counted only from the date the candidate obtained the diploma required for being eligible

## **5. SELECTION AND APPOINTMENT**

The Regulation which provides the legal basis for S2R was adopted on 16 June 2014 (Official Journal of the European Union)<sup>6</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 clause 19 of Annex I to the Regulation establishing the S2R JU.

A Selection Committee will evaluate the applications and select those candidates meeting the eligibility criteria and matching best the selection criteria. The Selection Committee will invite the selected candidates to an interview.

The Financial Assistant is expected to take office by 01/03/2016.

## **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.

## **7. CONDITIONS OF EMPLOYMENT**

The successful candidates will be appointed by the Director of the S2U JU as a contractual agent at FG III pursuant to Article 3a of the Conditions of Employment of Other Servants of the European Communities 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 conditions of employment of contract staff under the terms of Article 3a can be consulted at the following address:

[http://europa.eu/epso/doc/rules\\_ca\\_comm\\_en.pdf](http://europa.eu/epso/doc/rules_ca_comm_en.pdf)

## **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>

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<sup>6</sup> OJ L 177, 17.06.2014, p.9

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>7</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>8</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 [MOVE-SELECTIONS-SHIFT2RAIL-2015-5@ec.europa.eu](mailto:MOVE-SELECTIONS-SHIFT2RAIL-2015-5@ec.europa.eu) with a subject line '**SURNAME\_Name\_Vacancy Reference Number**'

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.

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 **12/11/2015, 12h Brussels time**. Applications sent after this date will not be considered.

## 11. RESERVE LIST

At the end of the selection procedure, the Selection Committee will propose a reserve list of successful candidates to the Appointing Authority. Candidates will be informed of the outcome of the interview. The reserve list will be valid until 31/12/2016. Its validity may be extended by the decision of the Executive Director.

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

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## **12. IMPORTANT INFORMATION FOR APPLICANTS**

Applicants are reminded that the work of the selection committees 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. PROTECTION OF PERSONAL DATA**

The Commission and the S2R JU 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. This applies in particular to the confidentiality and security of such data (OJ L 8, 12.1.2001, p. 1).