



Vacancy for a post of IT Assistant (Contractual Agent – FG III) in the Shift2Rail and ECSEL Joint Undertakings

REF.: Shift2Rail/2015/06

Publication	External
Title of function	IT Assistant
Grade	CA FGIII

1. WE ARE:

The Shift2Rail Joint Undertaking (S2R JU) is a public-private partnership between the European Union and the rail sector, established by Council Regulation No642/2014¹. 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 Programmes" or "IPs", covering all the different structural (technical) and functional (management) sub-systems of the rail system.

For further information please consult the following website:

http://ec.europa.eu/transport/modes/rail/news/shift-to-rail_en.htm

¹ OJ L 177, 17.06.2014, p.9

ECSEL Joint Undertaking is a public-private partnership on electronic components and systems, established by Council Regulation 561/2014.

Electronic components and systems (ECS) are a pervasive Key Enabling Technology, impacting all industrial branches and almost all aspects of life. A smartphone, a smart card, a smart energy grid, a smart city, even smart governance; everything “smart” is based on integrating semiconductor chips running embedded software. They provide the fabric on which the internet runs; they give life to portable phones and tablets; they drive driverless cars and trains, fly airliners, drones and satellites. In modern times, no national economy can win in the global competition without mastering this technology, with unparalleled systemic and strategic impact.

ECSEL Joint Undertaking provides financial support mainly in the form of grants to participants following open and competitive calls for proposals.

Members of the Joint Undertaking are the European Union through the Commission, Member States and Associated Countries to the Framework Programme Horizon 2020 on a voluntary basis, and three associations (EPoSS, AENEAS and ARTEMIS Industry Association) representing the actors from the areas of micro- and nano-electronics, smart integrated systems and embedded/cyber-physical systems.

Please consult the following website: <http://www.ecsel.eu>

2. JOB DESCRIPTION:

Important note:

The position of IT Assistant will be shared between Shift2Rail and ECSEL Joint Undertakings (3 days/2 days). However, the employment contract will be with Shift2Rail JU.

The IT Assistant will coordinate the overall IT infrastructure for the JUs according to their IT needs. He/she will assist the JUs users by providing specific support using the functional applications and information systems. He/she will coordinate the support for the JUs network and server, and foresee the relevant equipment, good or work crews ensuring the well-functioning of the IT systems.

Description of the tasks:

Most of the tasks concern the function of IT assistant, shared between the two JUs.

Under the responsibility of the Heads of Administration of Shift2Rail and ECSEL, the IT assistant has the following tasks:

IT Systems Management: Contribute to the implementation of the ICT strategy and planning

- Provide expertise on the integration of information systems to Shift2Rail and ECSEL Joint Undertakings;
- Contribute to correct operation of the systems and application of the procedures;
- Ensure IT systems respond to business needs;
- Participate in the JU IT common group;

Information Technologies: Operational IT Management

- Ensure the correct operation of the systems by running technical, functional and integration testing and carrying out capacity analysis and system evaluation;
- Ensure information security requirements are adequately implemented;
- Define and ensure IT quality plans are adequately implemented;
- Contribute to improvement and maintenance of IT tools, products, projects, services through technical watch;
- Represent the JUs in internal and external meetings in relation with the ICT domain;

IT Support: IT Support in service management

- Liaise with the IT subcontractors, including the in-house helpdesk;
- Provide IT support when needed;
- Produce technical, management and user oriented documentation;

Logistic support / dispatching

- Monitoring location of equipment, good and/or work crews in order to coordinate service and schedules;
- Recording and maintaining files and records of requests, work, service performed, inventories and / or other dispatched information;
- Properly address questions, problems and / or requests relating to equipment, goods and / or work crews;
- Help in the IT induction process of new staff members and provide IT training to the end-users where applicable;
- Assist in the setting-up and use of audio and videoconference equipment;

Administrative support in Contract management

- Keep record and follow-up framework and specific IT contracts;
- Ensure periodic renewals and follow up of maintenance contracts for hardware and software and replacements of obsolete or broken equipment (in collaboration with the Financial assistant and the various suppliers).

Other tasks concerning the function of document and record management, only for the Shift2Rail Joint Undertaking:

- Assist in the setting-up of the JU document management system;
- Develop and ensure the maintenance of the JU document archive, compliant with relevant EU legislation;
- Ensure access to the documents (both paper and electronic) related to the activities of the JU, taking account of the relevant provisions on security and data protection;
- Provide day-to-day support to staff concerning document management queries and usage;
- Carry out tasks related to the physical protection, conservation and transfer of document records and files (both paper and electronic);

- Develop and ensure the execution of a training plan for new and existing staff to ensure that the JU uses the same document management tools, processes and procedures.

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 diploma² 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;
7. To be physically fit to perform the duties linked to the post.³

B) Selection criteria

Candidates selected on the basis of the above eligibility criteria will then be evaluated according to the following selection criteria.

1) Essential qualifications and experience

- Studies in the field related to the job profile (Engineering, Informatics, Exact sciences etc.);
- Proven working experience of at least two years in the tasks described in section 2;
- Excellent knowledge and/or previous experience with IT system administration (Windows-based systems);
- Very good command of both written and spoken English;

² 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.

³ Before the appointment, a successful candidate shall be medically examined by one of the European Institutions' medical officers in order that Shift2Rail and ECSEL Jus may be satisfied that he/she fulfils the requirement of article 28 (e) of the Staff Regulations of the Officials of the European Communities.

2) Advantageous qualifications and experience

- Relevant experience in stock and logistics management;
- Experience in setting up a Document Management System;
- Experience in other European Institutions/Agencies or in an international, multicultural environment;

3) Behavioural competences

- Motivation – open and positive attitude;
- High level of organisational skills and ability to appreciate and follow priorities;
- Ability to work under pressure and respect tight deadlines;
- Good analytical capabilities and problem-solving skills with a strong customer service-oriented approach.

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 IT 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.

5. SELECTION AND APPOINTMENT

The Regulation which provides the legal basis for S2R JU was adopted on 16 June 2014 (Official Journal of the European Union)⁴. 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.

Expected starting date: as soon as possible.

6. EQUAL OPPORTUNITIES

The S2R and ECSEL, as European Union bodies, apply a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

⁴ OJ L 177, 17.06.2014, p.9

7. CONDITIONS OF EMPLOYMENT

The successful candidate will be appointed by the Executive Director of the S2R 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

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 Undertakings are located.

9. APPLICATION PROCEDURE

For applications to be valid, candidates must submit:

- a detailed **curriculum vitae** in European CV format in English⁵. 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 English⁶ 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 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.

⁵ The Selection Committee will ensure that no undue advantage is given to native speakers of this language

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In order to facilitate the selection process, all communications to candidates concerning this vacancy should 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 **4 January 2016, 12h Brussels time**. Applications sent after this date will not be considered. (*Updated deadline: the original deadline was 21/12/2015*)

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 S2R Executive Director.

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. PROTECTION OF PERSONAL DATA

The Shift2Rail and ECSEL Joint Undertakings are 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, jointly with ECSEL 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).

Right of rectification - Data subjects can request rectification of their data by sending an email to the data protection officer (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 EDPS. For further information, see the EDPS website: <http://www.edps.europa.eu>