

Moving Europe towards a sustainable and
safe railway system without frontiers.

The ERA Application form is the only one accepted!

Therefore it is not necessary to add a detailed CV and a letter of motivation which will not be taken into consideration (unless clearly stated in the call for applications).

Please allow yourself sufficient time of at least 2 hours to read the documents, collect your data and to prepare your ERA Application form.

Please ensure that you observe the following instructions:

1. Remember to take time zones into consideration when sending your ERA Application form,
2. Read thoroughly the Call for applications,
3. Download the ERA Application form from our website and open in a word version,
4. Fill out the form **electronically** in English language by preference,
5. Fields, where you **must** enter your input, are highlighted in light blue colour,
6. When entering dates, the only accepted format is **DD/MM/YYYY** (e.g. 22/06/1970),
7. You should be concise, for some boxes, the space for your input is limited by the size (a maximum of 1000 characters),
8. Please do not submit your application unless you have fully read and understood the information contained in the Call for applications and you have assured that the data you have entered in your application are correct,
9. Once you complete and verify your application, do not forget **to sign electronically the form**, (alternatively you could print, sign and scan it) and send it to the dedicated mailbox: jobs@era.europa.eu indicating the reference of the Call and the chosen profile only,
10. Once your ERA Application form has been submitted, you will receive an automatic reply within 48 hours,
11. It is your responsibility to keep the automatic reply message as proof of submission of your application,
12. Should you not receive an automatic reply message within 48 hours, please check whether the email has been filtered by the spam filter set up on your email account. Please re-submit your application if this is not the case or contact us at: jobs@era.europa.eu
13. In case you will submit more than one application for a procedure, ERA will only assess the latest one and will automatically disregard all your previous applications.

Candidates who do not respect these instructions will be excluded.

ERA Application form (SNE)

Fields where you may enter your input, are highlighted in light blue colour!

Ref. Nbr of the Call for applications:	ERA/SNE/2025/001
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1. MY PERSONAL DATA:

Surname (family name):		First (given) name:	
Nationality:		Date of birth: dd/mm/yyyy	
Address for correspondence: (street, house number, postal code, city, country)		Telephone number: (including international prefix)	Home: Mobile:
E-mail address (to be used for communication):	Email 1: Email 2: Make sure that these email addresses are correctly entered and frequently monitored by you as it will be used by ERA to communicate with you regarding your application.		

2. MY LANGUAGE SKILLS¹:

This section provides you with an opportunity to indicate your mother tongue(s) and to complete the table below by indicating the appropriate level (from A1 to C2) as explained in footnote² in any other EU languages.

Mother tongue(s): XXXXXXXXXX Make sure you enter something here!						
Languages	Understanding (from A1 to C2)		Speaking (from A1 to C2)		Writing (from A1 to C2)	Language Certificate/ Diploma/ Date of award
	Listening	Reading	Spoken interaction	Spoken production		(if available)

¹ The official EU languages are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, and Swedish.

² Please indicate the appropriate level (A1, A2, B1, B2, C1, and C2) in the corresponding box, using the European self-assessment grid as reference (see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cef>)

3. MY EDUCATION AND TRAINING:

Note: Copy boxes if necessary

Secondary Education OR training (in chronological order)				
<i>Name of the establishment and country</i>	<i>Dates from/to: (dd/mm/yy)</i>	<i>Main Subject(s)/ occupational skills covered</i>	<i>Title of the qualification in original language <u>and</u> in English</i>	<i>Date of award: (dd/mm/yy)</i>

Post-Secondary Education (non-university level) OR training (in chronological order)				
<i>Name of the establishment and country</i>	<i>Dates from/to: (dd/mm/yy)</i>	<i>Main Subject(s)/ occupational skills covered</i>	<i>Title of the qualification in original language <u>and</u> in English</i>	<i>Date of award: (dd/mm/yy)</i>

University Education (in chronological order)				
<i>Name of the establishment and country</i>	<i>Dates from/to: (dd/mm/yy)</i>	<i>Main Subject(s)/ occupational skills covered</i>	<i>Title of the qualification in original language <u>and</u> in English</i>	<i>Date of award: (dd/mm/yy)</i>

Post-Graduate Education (in chronological order)				
<i>Name of the establishment and country</i>	<i>Dates from/to: (dd/mm/yy)</i>	<i>Main Subject(s)/ occupational skills covered</i>	<i>Title of the qualification in original language <u>and</u> in English</i>	<i>Date of award: (dd/mm/yy)</i>

Other Certificated Education OR training relevant for the position you are applying for (in chronological order)				
<i>Name of the establishment and country</i>	<i>Dates from/to: (dd/mm/yy)</i>	<i>Main Subject(s)/ occupational skills covered</i>	<i>Title of the qualification in original language <u>and</u> in English</i>	<i>Date of award: (dd/mm/yy)</i>

4. MY PROFESSIONAL EXPERIENCE(S):

Starting with your **present or last post**, list in reverse order your previous professional experience which you deem are the most relevant for the post you are applying for.

In case you wish to list additional work experience, you may add additional information at the end of this section by copying boxes.

Beware that the eligibility criteria regarding professional experience included in section II of the Call for applications takes into account the full professional experience.

Note: Copy boxes if necessary

<i>Period of employment (dd/mm/yyyy)</i>	<i>Start date</i>		<i>End date</i>		<i>Calculated length</i>	<i>(years, month)</i>
<i>Organisation – name (including city and country) This is mandatory</i>						
<i>Workload</i>	Full time	☐	Part time	☐ (.....%)		
<i>Type of business or sector</i>						
<i>Job title of position held</i>						
<i>Main activities and responsibilities</i>						
<i>Language(s) used</i>						
<i>Number and type of staff under your responsibility (where applicable)</i>						
<i>Name and contact details of your supervisor (optional)</i>						
<i>Reason for leaving (optional)</i>						

5. MY REFERENCES:

This part is mandatory! Please **provide** us with the names and contact details of **3 most recent professional-references persons**, not related to you, who know you professionally and/or personally; including at least one supervisor who may be later on contacted by ERA to provide professional references on you and/or to confirm statements made by you.

Please note that ERA will only contact the listed persons after your authorization prior to the decision on appointment.

<i>Name and surname</i>	<i>Relation / position</i>	<i>Email contact + phone number (including international prefix)</i>	<i>Permission to contact (yes/no)</i>

6. MEETING THE SELECTION CRITERIA:

Please **clearly describe** in more details how well you meet or exceed professional requirements (please refer to **the selection criteria** listed in **the section III** of the Call for applications).

Use real examples/tasks you have performed, goals achieved. These statements are mainly used to assess your suitability for the post. You should be concise. The space for your input is limited to a maximum of 1000 characters per criteria.

Selection Criteria:

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Note: One box for one criterion, repeat boxes according to the number of criteria and for each field for which you applied

7. MY MOTIVATION LETTER:

Please explain your motivation for applying for this post and the added value you could offer by any additional information not mentioned in previous sections. The space for input is limited to a maximum 1000 characters.

8. DECLARATION:

I, the undersigned, declare that all the information provided by me above is, to the best of my knowledge, true, correct and complete on the date of the submission of my application.

I further declare that:

- › I am currently a national of a member state of the European Union or the EEA (i.e. Norway, Lichtenstein and Iceland) countries.
- › I have not been deprived of my civic rights.
- › I have complied with the provisions of all military service laws applicable to me.
- › I undertake to submit, as soon as requested by ERA, any documents in support of the above statements and declarations.
- › I am fully aware that any false or incorrect statement or omission, even if unintended on my part, may lead to my lower scoring during the evaluation, refusal or non-eligibility or disqualification of my application or may render my appointment with ERA liable to a termination.
- › I am willing to provide a certificate of good conduct prior to engagement.
- › I am willing to provide the supporting documents proving my educational background and professional experiences prior to the engagement procedure.
- › I am willing to comply with the rules on conflict of interests applicable to the Agency.

Date	Signature: <i>Electronical or scanned handwritten</i>

Moving Europe towards a sustainable and
railway system without frontiers.

Permanent call for expression of interest for the mandate of Seconded National Experts (SNEs) in the Monitoring, Analysis, Research and Stakeholders (MARS) Unit

[ERA/SNE/2025/001](#)

Before sending in your application, ensure your employer supports your candidacy and will commit to paying your salary and social security contributions during the secondment period!

I - JOB CONTENT

The SNE will work in the Monitoring, Analysis, Research and Stakeholders ([MARS](#)) Unit under the responsibility of the Head of Unit/the Administrator leading the Team.

Due to the sensitivity of the job, a high sense of confidentiality is required from the successful candidate.

Main tasks and responsibilities:

General responsibilities:

- › Railway sector monitoring;
- › Analytical railway reports and studies;
- › Inputs for impact assessments and ex-post evaluations.

Data processing tasks:

- › Process and clean large datasets;
- › Prepare data samples for stakeholders and ensure timely data delivery.

Data quality tasks:

- › Evaluate quality of data in ERA registers on multiple dimensions.

Data analysis tasks:

- › Develop scripts to automate data analyses;
- › Generate (dynamic) analytical reports to monitor railway trends;
- › Provide economic input for ERA Recommendations and Opinions.

Data visualisation tasks:

- › Leverage data visualisation tools to communicate on findings.

Project management:

- › Provide support for the organisation and management of external Agency workgroups and task forces (notably the Economic Steering Group);

- › Liaise with internal and external stakeholders involved in the Agency's tasks concerning economic analyses.

II - ELIGIBILITY CRITERIA

The permanent call for expression of interest is open to candidates who satisfy **all** the following eligibility criteria:

1. General requirements:

- › Be employed by a national, regional or local public administration¹ or an Intergovernmental Organisation (IGO)²;
- › Have been working for the current employer on a permanent basis or a contract of employment for at least 12 months before expressing interest for the secondment;
- › The appointed SNE shall remain in the service of the current employer throughout the period of secondment which will continue to pay the salary and social security contributions;
- › Have a very good knowledge of English language (preferably B2 level³) and a satisfactory knowledge of another official language⁴ of the European Union to the extent necessary for the performance of the duties pertaining to the mandate;
- › Be a national of a Member State of the European Union, or a national of the European Economic Area (Iceland, Liechtenstein and Norway).

2. Qualifications:

To qualify for a secondment at ERA, a seconded national expert must have **at least three years** experience in administrative or legal or scientific or technical or advisory or supervisory functions.

III - SELECTION CRITERIA

The candidates meeting the eligibility criteria set out above, will be assessed against the selection criteria described below.

- › University studies in the field of economics or engineering or statistics or equivalent relevance;
- › Minimum 3 years of relevant professional experience in transport data analysis (rail specific background is considered an asset);
- › Minimum 2 years of relevant professional experience in using economic evaluation methods, notably cost benefit analysis, benchmarking, impact assessment, ex-post evaluation or preparation of investment decisions;
- › Minimum 1 year of proven experience of working in international teams or working groups;

¹ Public administration means all State administrative services, at central, federal and regional level, comprising ministries, government and parliament services, the courts, central banks, and the administrative services of local authorities, as well as the decentralized administrative services of the State and of such authorities.

² The Executive Director of the Agency may, on a case-by-case basis, authorise the secondment of an SNE from an employer other than State public administration or an IGO, according to Article 1.2 of the MB decision n°173 of May 2018

³ According to the Common European Framework of Reference for Languages, available at <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

⁴ Knowledge of your second official EU language corresponding to at least level B2 as defined in the Common European Framework of Reference for Languages (CEFR)

- › Good command of statistical and data analysis programming languages (R, Python or similar). Experience with Linked Data, SPARQL and LLMs is considered an asset;
- › Experience with data visualization packages and tools (ggplot2, Power BI or similar);
- › Very good command of the English language.

The educational/academical qualifications and other training and the professional experiences must be described as precisely as possible in the ERA application form.

IV - APPLICATION PROCEDURE

For applications **to be valid**, the candidates must submit the following documents:

- › the ERA application form duly completed in English,
- › the letter of my employer confirming the support of my application and the payment of my salary and social security contribution during the time of my secondment

Applications must be sent by email to mailbox jobs@era.europa.eu **clearly indicating the call for interest reference number in the subject line.**

In order to facilitate the process, all communication to applicants concerning this vacancy will be in English.

This permanent call for expression of interest is not subject to a deadline.

V - SELECTION PROCEDURE

Interested candidates may express their interest for any of the main tasks and responsibilities described in point I (Job Content) of this Call. The applications received will be evaluated on a regular basis.

The candidates who are judged to be the most suitable on the basis of the selection criteria will be retained. Their application file will be stored in a dedicated database and when a mandate becomes available which suits the profile of the successful candidate, he/she **may** be invited for an interview and/or written test.

A mandate as SNE may be offered according to the needs of the Agency and budget availability. The secondment will be effected by an exchange of letters between the Executive Director of the Agency and the future SNE's employer.

VI - SUMMARY

The Agency:

Click [here](#) for the description of the Agency and its activities into the different EU languages

Date of publication: 06/06/2025

Deadline for applications: This call for expression of interest is **open-ended**, there is **NO deadline** for applications

Type of mandate: Seconded National Expert

Place of employment: Valenciennes, France

Duration of mandate: 2 years with a possibility of renewal(s) for a total period of maximum four years

Salary: Seconded National Experts remain in the service of their employer throughout the period of

	their secondment. The SNE will continue to be remunerated by his/her employer and will remain under his/her national social security coverage. During his/her secondment, the SNE will receive daily subsistence allowances from the Agency and - if applicable- reimbursement of travel expenses as set out in the Management Board Decision <u>N°173</u>
<i>Applications to be sent by email only to mailbox: jobs@era.europa.eu</i>	<i>Data protection:</i> click on Data protection European Union Agency for Railways (europa.eu) and scroll down to “Selection and engagement of the Agency Staff (TA, CA, SNE and trainees) section”
<i>CONDITIONS OF EMPLOYMENT</i>	
Before expressing interest, each candidate should assure him/herself that his/her current employer will <u>support</u> the candidacy and <u>pay</u> the salary and social security contributions during the secondment period. The secondment will be confirmed by an exchange of letters between the Agency and the employer in the Member State concerned. Please consult the: Working opportunities Seconded National Experts	