



## VACANCY NOTICE

IT Officer

**Contract Agent**  
(Ref. TEN-T/2009/CA/FGIII/14)

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

The TEN-T Executive Agency was created by the Commission's Decision 2007/60/EC of 26 October 2006, in accordance with Council Regulation (EC) No. 58/2003 laying down the statute for executive agencies to be entrusted with certain tasks in the management of Community programmes.

In close collaboration with the Commission's Directorate General for Energy and Transport, the Agency manages the Community funds available for the promotion of Trans-European Transport Networks under Decision 1692/96/EC of the European Parliament and of the Council of 23 July 1996 establishing Community guidelines for the development of the TEN-T.

On the basis of its mandate, the Agency is responsible for the technical and financial implementation of TEN-T projects from both the 2000-2006 and 2007-2013 Financial Perspectives. It is set to carry out its duties until 2015. Its staff are specialists in project management, transport engineering, finance and legal affairs etc. The Agency is based in Brussels and will employ up to 99 agents. **The purpose of this publication is to set up a reserve list which will be used to cover the current vacancy and the future possible needs of the Agency.**

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

The Agency is responsible, in 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 is 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, as well as 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://tentea.ec.europa.eu/en/home.htm>

## Description of the job

Within the Technical and Financial Engineering, Geographical Information Systems (GIS) and Monitoring unit, and reporting to the head of sector IT, the job holder will assist the IT Support Officer in delivering appropriate IT Services to the Network, according to the Work Program.

S/he will mainly carry out the following tasks:

### General

- Assist the head of sector in the development, the maintenance and the management of the Network IT tools
- Participate to meetings where IT questions are raised
- Contribute to ensure the correct operation of the systems by running technical, functional and integration testing and carrying out capacity analysis and system evaluation.
- Assist the IT Support Officer in the application of security procedures and IT quality plans defined by the Agency.

### Helpdesk and direct services to the Network

- Manage helpdesk tickets forwarded to second level: review, document, follow-up, encode for third level and test; monitor and report corresponding activities;
- Manage individual work packages for the maintenance and development of the applications and servers;
- Assist the head of sector in the follow-up of Helpdesk first level;
- Provide support to all Network's IT related questions;
- Support training activities for internal people and for the Network.
- Maintain statistics of daily data communication transactions, problems and remedial action taken, and installation activities

### Administration of servers and applications

- Administer the servers, databases and application servers;
- Monitor the state, performance, activity and use of servers and produce regular or on-

demand reports;

#### Financial and contractual management

- Follow-up of the performance and quality of services delivered by third parties and report on them;
- Support the hosting contract follow-up by providing information, reports and reviews.

#### Other

- Contribute to the capture and analysis of new functional or technical requirements;
- Cultivate a constructive and collegial work relationship in a service-oriented manner.

## Qualifications and experience required

### A. Eligibility criteria

- § A post-secondary education attested by a diploma.
- § Or a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of 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.

**Candidates must be included in the European Personnel Selection Office (EPSO) data base for contract agents in function group III in a field appropriate to the profile of the post and have successfully passed the EPSO selection tests for that function group.**

### B. Selection criteria

#### Essential:

- § Professional experience acquired in positions related to the profile of the post.
- § Knowledge of European Union policies.
- § Very good command of the English language in the technical fields concerned.
- § Experience of working in a multi-cultural and international environment.
- § High degree of organisational skills and ability to work under pressure.

#### Advantageous:

- Professional experience in an EU Institution, in particular as IT Officer.

- Good interpersonal, communication and problem solving skills.
- 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 contract staff, in function group III, pursuant to Article 3a of the Conditions of Employment of Other Servants of the European Communities (CEOS).

The basic monthly salary within this function group will depend on the number of years of **relevant professional experience at appropriate level** (in function group III, either grade 8, grade 9 or grade 10).

The jobholder will serve a probation period of nine months.

The initial 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 contract 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).

The EPSO letter informing the candidate of having successfully passed the competition is requested.

Your **EPSO candidate ID number** must be mentioned in your CV and motivation letter.

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/2009/CA/FGIII/14** as subject.

### Closing date:

Applications must be sent no later than ~~09/10/2009~~ **23/10/2009**.

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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>

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.