



Call for expert – Coordinator of ETF in ERA

Context

- ▶ The European Railway Agency is an EU body of high importance for the ETF in as much as that ‘defines’ (prepares) conditions and rules (‘standards’) relevant for qualification requirements and working conditions of railway workers as well as for operational railway safety.

Objective

With a view to enhancing the ETF’s presence in the work of the European Railway Agency, ETF is looking for an expert to support it in this work. The role of the expert will be to coordinate the ETF work on ERA issues, to represent the ETF in ERA bodies where expertise allows, to coordinate the presence of other ETF representatives in ERA bodies, and to advise the ETF on ERA strategies and policies.

Tasks and Reporting

The tasks of the expert will be the following:

- ▶ Develop a mapping of ERA bodies (working groups, etc.) and content of their work / Keeping evidence on ERA bodies (working groups, governance structures) and advising the ETF on its participation in these structures;
- ▶ Identify key ERA priorities and bodies (working groups) relevant for the ETF and advise the ETF Secretariat on the nature of participation and input;
- ▶ Advise ETF on aspects of the ETF work that can be introduced in ERA;
- ▶ Influence ERA processes on key files by preparing and coordinating the ETF input and responses;
- ▶ Coordinate the work of ETF representatives in different ERA bodies;
- ▶ Organise regular coordination meetings with the ETF secretariat and ETF representatives in ERA;
- ▶ To represent ETF in ERA bodies (NRB, other bodies where expertise allows);
- ▶ To support the ETF secretariat in the work on ERA;
- ▶ Give regular updates to the ETF Railways steering Committee and Railways Section.



For all these tasks the expert will report to the ETF secretariat.

The ETF Secretariat will be the one to liaise with the Railways Section members, based on the outputs prepared by the expert (i.e. position papers, etc.). The contacts with the European Commission and other EU Institutions will be managed and coordinated by the ETF Secretariat.

Practical and financial arrangements

ETF expects the work of the expert to entail around 20 hours per month. Compensation (for time spent and for any possible incurred costs) will be discussed with the candidate expert.

Timeline

The deadline for applications is 6 January 2024, and the work of the expert is expected to start as soon as possible, and for the duration of one calendar year. After the first year, the contract can be evaluated and reviewed by the ETF, and extended with the agreement of both parties.

All applications must be sent out to j.hollewijn@etf-europe.org