Job offer
UNISIG ERTMS Project Manager

Brussels, 31 January 2023

About **UNIFE**

UNIFE is the Association representing the European Rail Industry in Brussels since 1992. The association gathers more than 100 of Europe's leading large and medium-sized rail supply companies active in the design, manufacture, maintenance and refurbishment of rail transport systems, subsystems and related equipment. A further one thousand suppliers of railway equipment partake in UNIFE activities through 13 national rail industry associations. UNIFE members have an 84% market share in Europe and supply more than 46% of the worldwide production of rail equipment and services.

UNIFE represents its members' interests at the level of both European and international institutions. On the technical side, UNIFE works on the setting of interoperability standards and coordinates EU-funded research projects that aim at the technical harmonisation of railway systems. The association is one of the supporting bodies of the European Union Agency for Railways (ERA).

About **UNISIG**

As part of UNIFE, UNISIG is responsible for the development of the ERTMS/ETCS technical specifications, actively contributing to the activities of the European Union Agency for Railways (ERA)as part of the ERTMS Change Control Management (CCM) process.

UNIFE is looking for a talented and enthusiastic **UNISIG ERTMS Project Manager** to join our international team in Brussels.

Job description

We are looking for a **UNISIG ERTMS Project Manager**, responsible for managing and coordinating the daily activities of the UNISIG Consortium together with the UNISIG General Manager. The position includes also the management and the Coordination of/Contribution to the UNIFE Working Groups dealing with signalling topics or with technical topics having an interface with ERTMS (see further details below). It includes coordinating UNIFE positions and strategies regarding ERTMS main issues and managing the ERTMS marketing group. Being in charge of all the contributions for internal and external UNIFE publications on ERTMS (e.g. annual report, factsheets, briefings, brochures, position papers, articles, presentations) as well as dealing with representatives from the European institutions are also part of the daily job.

Amongst other topics, the candidate will be working on the promotion of the European Rail Traffic Management System (ERTMS).

Detailed key tasks:

- **Management of the UNIFE ETCS Steering Committee (with links to the ERTMS Stakeholders' Platform)**
    - Preparation of all strategic elements related to the work of the committee
    - Support to UNIFE's involvement in the ERTMS Stakeholders Platform, including representing UNIFE in the Coordination sub-group of the ERTMS Stakeholders Platform and participation to the Validation and Test Working Group (together with the UNISIG General Manager)
    - Preparation of participation to main internal and external ERTMS events: General Assembly, UIC ERTMS World Conference, InnoTrans, European Union Agency for Railways (ERA) Conference etc.
    - Preparation of regular high-level events with external guest speakers from the European Commission and the European Union Agency for Railways
    - Cooperation with the other UNIFE units and committees on common topics (e.g. activities of ERA and activities of Shift2Rail Innovation Programme 2 and its potential successor Europe's Rail Joint Undertaking including the System Pillar)

- **Secretariat of the UNISIG Steering Committee**

  Management of the committee (agenda, minutes, follow-up actions)
    - Support to the UNISIG General Manager on any relevant issues
    - Attending external groups when necessary (e.g. ERA Control Group when relevant)

- **Project Manager for the EU funded projects as source of funding for UNISIG activities**
    - Management the EU funded projects (e.g. Contracts let in the context of Europe's Rail Joint Undertaking) where UNISIG companies are involved (planning, proposal, budget distribution, subcontracts, etc.).

- **General support to the UNISIG Work Packages (WPs)**
    - Management of the UNISIG Cooperation and coordination of the regular UNISIG WPs contributions (monthly reports, reviews, inputs).

- **UNIFE ERTMS Marketing Group**
    - Management of the committee (agenda, minutes, follow-up actions)
    - General ERTMS Communication (website, twitter, complete review of factsheets)

- **UNITEL Committee:**
    - Support to the management of the committee
    - Support and collaboration with UNISIG

- **Preparation of all ERTMS related contribution for internal and external UNIFE publications**

- **Preparation of ERTMS related content for the UNIFE Presiding Board meetings**

- **Direct reporting on ERTMS elated issues to the UNIFE Strategy Committee members**

Candidate's requirements:

- University or Master's degree
- 3-5 years professional experience in EU Public Affairs (consultancy, trade association, EU institution) is a strong advantage
- Knowledge of the rail sector and key EU rail transport policies is a strong advantage
- Knowledge of ERTMS and the activities of the Shift2Rail Innovation Programme 2 is a strong advantage
- Good social, communication, cooperation and diplomatic skills
- Excellent writing and organization skills
- The candidate must be fluent in English; knowledge of other European languages is a plus
- Ability to translate industry interests into policy demands and to understand complex business mechanisms and technical dossiers
- Dynamic, result oriented and creative person, fitting into our international team

To apply for the job opening please send a letter of motivation together with your CV to klaus.mindel@unife.org and roxana.ribeiro@unife.org by 28 February 2023. **No phone inquiries please**.