

## Junior Advisor Rolling Stock – Electric

<b>JOB DESCRIPTION</b>	
Position	Junior Advisor Rolling Stock
<b>IDENTITY OF THE EMPLOYEE</b>	
Job Title	Advisor Electric Engineering
Seniority	At least 5 years of experience in the rolling stock domain
Position in the organisation chart	Rail System Department  Reporting to the Rolling Stock Sector Secretary and to Energy Management Sector Secretary
<b>MAIN DUTIES</b>	
Main Duties	<ul style="list-style-type: none"> <li>• Organise and participate to the SET 08, SET 11, SET 13 Rolling Stock Sector and E&amp;ET meetings as well as those related to running stock Electronics, Electrotechnical and Data Processing subjects including those on specific projects ( i.e. IEC, etc. ).</li> <li>• Prepare the Agenda and minutes and distribute all documents necessary to the working groups.</li> <li>• Manage proactively the development of the UIC standards (IRs, leaflets, TechRecs and their updating) in the areas of competence in coordination with the UIC members.</li> <li>• Provide answer to the technical questions from the UIC members in the areas of interest.</li> <li>• Participate and exchange information with SET 07 (Braking issues) as representative of SET 06.</li> </ul>

	<ul style="list-style-type: none"> <li>• Prepare feasibility studies, work programs, project proposals and cost-benefit analysis for the projects.</li> <li>• Prepare the presentations for the Rolling Stock Sector meetings and for the ones of the Energy Management Sector</li> <li>• Prepare the contracts necessary to carry out specific tasks required for the projects.</li> <li>• Manage and chair the SETs and E&amp;ET meetings in absence of the Team Leader.</li> </ul>
Activities (Projects)	Implementation of the program of work of the Standardisation platform, of the Rail System Forum, of the Rolling Stock Sector and of the Energy Management Sector.
Job specificities	<ul style="list-style-type: none"> <li>• Solid knowledge in analog and digital electronics supported by university degree.</li> <li>• High target oriented approach in the development of products of railway knowledge (standards, reports, studies, etc.</li> <li>• High capabilities in problem solving, negotiations, diplomacy and management with the relevant interfaces.</li> <li>• Contemporary management of different projects.</li> <li>• Collaboration with other Organisations for the production of IRSs.</li> <li>• Preparation, organisation, management of meetings including the necessary documents.</li> </ul>
<b>SKILLS REQUIRED FOR THE POSITION</b>	
Professional Knowledge and qualities required	Electronics and Railway Science, Project Management, Team Work.
Languages	<p>Fluent (spoken and written) in English, as English is the basic working language.</p> <p>A second language is warmly welcome</p>