

Call for Applications: PMO and Project Manager (M/F)

About UIC

The International Union of Railways (UIC) is the worldwide organisation for international cooperation between railway companies and for the promotion of rail transport on a global scale. Founded in 1922, it now brings together more than 200 members across the five continents, including railway operators, infrastructure managers and rolling stock owners.

UIC's headquarters are located in Paris, near the Eiffel Tower.

UIC supports its members on major challenges shaping the future of rail, in particular passenger services, rail freight, security and operations, as well as digital transformation and data sharing. In this context, it leads international projects, coordinates cross-functional initiatives, supports high-level professional forums and contributes to major European programmes.

In order to address a temporary increase in activity linked to the development of cross-functional projects, the growing need for coordination of the department's portfolio, and the ramp-up of work related to data, governance and funded projects, UIC is seeking a PMO and Project Manager to join the Passenger, Freight, Operations & Safety Department.

Main mission of the successful candidate

Reporting to the Passenger, Freight, Operations & Safety Department, you will contribute to the management of key cross-functional projects and to improving the department's internal execution, particularly in terms of portfolio visibility, governance, action tracking and management support.

In this role, your main responsibilities will include:

Project management

- Managing selected projects, including projects funded by the European Union: planning, coordination, reporting and monitoring of deliverables
- Coordinating internal and external contributors to ensure that tasks are properly executed on time
- Preparing decision notes: business case, benefits, resource requirements, risks and schedule
- Proposing new projects in line with members' needs and the department's strategy
- Contributing to the establishment of consortia and partnerships, particularly in the framework of European programmes and institutional initiatives
- Preparing and coordinating funding applications in close liaison with Finance, Legal and Procurement functions

Portfolio and department governance coordination

- Harmonising roadmaps and action plans across the department's different sectors
- Ensuring consistency of dashboards, milestones, risks, interdependencies and planning
- Organising governance processes: integrated meeting calendar, minutes, action follow-up and management cadence
- Drafting summary notes and decision-support documents for management meetings
- Supporting the organisation of statutory bodies, in particular forums related to passenger and freight activities

Support for data, budget and contract activities

- Monitoring the pipeline and sharing IRS within the team by coordinating updates, contributions and deadlines
- Acting as a point of contact for new data-sharing activities such as meta-clouding and data hub initiatives
- Providing support for the department's budget management and accounting follow-up
- Contributing to the alignment between needs, resources, workload and the use of external service providers
- Harmonising and supporting contract management within the department in liaison with the relevant support functions

Profile sought

You hold an engineering degree or a master's degree, ideally in transport, data or information systems, or you have significant experience in project management.

You have 3 to 5 years of experience in project management, PMO, programme implementation or programme support, ideally in the rail, mobility, consulting, technology or data sectors.

Expected skills

- Excellent organisational, coordination and execution skills
- Structured communication and ability to produce clear summaries to support decision-making
- Ease working in international matrix environments and ability to obtain contributions without direct line authority
- Good command of digital and data-related topics in the rail sector: data exchange, interoperability, platforms, SaaS ecosystems, products and services
- Interest in Lean/Agile ways of working and pragmatic MVP-type approaches
- Fluency in English is essential; French is an asset, and knowledge of other languages is welcome

Job details

- Contract: fixed-term contract – CDD - (18 months), renewable
- Location: Paris, UIC headquarters, 16 rue Jean Rey, 75015 Paris
- Start date: September 2026
- International travel

Why join us?

- Join an international professional association and a multicultural, dynamic and close-knit team
- Contribute to high-impact projects in the rail transport sector
- Work in a stimulating environment with a wide variety of assignments

Benefits

- 213.5 working days
- Possibility of partial remote working, subject to manager approval
- Company health insurance and provident scheme
- Subsidised staff restaurant
- Works council / staff representative benefits (CSE)

How to apply



Interested candidates should send their CV and cover letter electronically to: