

## Call for TTR Assistant

RailNetEurope (RNE) is an association of European Infrastructure Managers (IMs) and Allocation Bodies (AB) with the common goal to facilitating international traffic on the European rail infrastructure and to increase the efficiency of the IM's/AB's processes. A key element for facilitating access to the European rail network is a harmonised timetabling process for international train path requests. It is RNE's role to continuously improve and further develop this process.

Along with the ongoing work on implementing measures for a better harmonisation of the international timetabling process RNE (in cooperation with FTE) has started the project "Redesign of the international timetabling process" (TTR). The objectives are: clear market orientation, greater reliability, improved commitment to the international timetabling process by all parties involved, greater efficiency in terms of capacities and resources in order to avoid duplication of planning and/or work, and a larger rail market share thanks to a better use of existing track capacity.

To support the implementation of TTR, RNE is looking for a TTR Assistant.

### Responsibilities

- » Organization, preparation and follow-up of meetings (including meeting minutes and action plans) in the following business fields:
  - Sales & Timetabling, including timetable quality projects and international train numbering
  - Programme "Redesign of the international timetabling process" (TTR)
  - Temporary Capacity Restrictions
- » Organization and support in drafting functional requirements for the Path Coordination System (PCS)
- » Support in creating processes in the above-mentioned business fields
- » Organization of the timetabling conference "RNE Technical Meeting"
- » Support in creating documents and projects regarding EU funding
- » Support of S&TT Manager, TT & TCR Manager and TT IT Senior Manager in day-to-day business

## Qualification & skills

- » Excellent communication skills with the ability to work well in a team environment
- » Good skills with MS Office and quick learner (as user) of other systems
- » Very good command of both spoken and written English
- » Ability to understand complex processes and to articulate IT functional requirements based on user needs within these processes
- » Ability to work in an international context with good social skills
- » Able to show own initiative and perseverance
- » Used to working under time pressure
- » Very good organisational skills with basic knowledge of project management
- » Basic knowledge of the European timetable process preferred

The minimum gross salary is EUR 2.500 per month (14 times per year) and depends on the qualification of the candidates.

The duties may change depending on the objectives and the organisation of the association.

Candidates shall be available as soon as possible.

**If you are interested in the position please send your CV together with a motivation letter (including possible starting date and salary expectation) by 24 January 2018 to Mr. Philipp Koiser, RNE Sales & Timetabling Manager: [philipp.koiser@rne.eu](mailto:philipp.koiser@rne.eu).**