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## Call for RFC Network Assistant

RailNetEurope (RNE) is an association of European Infrastructure Managers (IMs) and Allocation Bodies (ABs) with the common goal to facilitate international traffic on the European rail infrastructure and to increase the efficiency of the IM's/AB's processes.

The mandate of RNE also includes development and implementation of harmonised processes supported by its IT tools throughout the Network of Rail Freight Corridors (RFCs). In order to provide support, stabilise and professionalise the joint work of the RFC Network, RNE is looking for an RFC Network Assistant.

### Responsibilities:

- » Support of chairing RFC in preparation and follow-up of RFC Network meetings and teleconferences (coordination of agenda, annotated agenda, minutes, follow-up on tasks);
- » Supporting the chairing RFC in the preparation of RFC Network workshops and meetings (cross corridor strategy meetings etc.);
- » Coordination, preparation and post-processing of international and projects meetings;
- » In certain cases, providing information from RNE working group meetings to have a close view on ongoing projects;
- » Information hub among the RFCs;
- » Preparation/coordination of RFC Network contributions for RFC-related meetings like SERAC, Network of Executive Boards, ECCO, SSG, etc. and internal follow-up on topics after the meetings;
- » Participation in all meetings of the RFC Network, including meetings with ECCO, SERAC, SSG, etc. for supporting the Chairmanship if required;
- » Permanent contact person for RFC Network for external parties, channeling information and requests;
- » Coordination of joint marketing (e.g. stands at events).

### Qualification & skills

- » Coordination skills;
- » Ideally know-how of the sector and preferably of RFCs;
- » Comfortable with coordinating and collaborating with different stakeholders to prepare required decisions and outcomes;
- » Five year work experience or professional education, preferably in international environment;
- » Strong motivation;
- » Excellent English skills.

**Organisation:**

- » Part-time position (50% of a full-time equivalent / 20 hours per week);
- » Preferably located in Vienna at the RNE Joint Office;
- » Preferably available from the beginning of 2018;
- » Disciplinary responsible to RNE Secretary General.

The duties may change depending on the objectives and the organisation of the association as decided by the RNE General Assembly and/or by the RFC Network.

The minimum gross salary is EUR 20.000 per year and depends on the qualification of the candidates.

**If you are interested in the position please send your CV together with a motivation letter (including possible starting date and annual net salary expectation) to Ms. Zita Koops-Árvai, [zita.koops-arvai@rne.eu](mailto:zita.koops-arvai@rne.eu) and/or Mr. Miloslav Kogler, [miloslav.kogler@rne.eu](mailto:miloslav.kogler@rne.eu), the RNE RFC Senior Managers.**