



Secretary General

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**TO THE MEMBER STATES AND ASSOCIATE MEMBERS OF OTIF AND  
TO REGIONAL ORGANISATIONS WHICH HAVE ACCEDED TO COTIF**

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**Call for Seconded National Experts**

The Intergovernmental Organisation for International Carriage by Rail (OTIF) invites Member States to propose candidates for secondment to the Secretariat as national experts.

### **General Framework and Conditions**

OTIF's secondments are governed by Article 5 of the Organisation's Staff Regulations ([OTIF-25031-AC141](#)) and the [guidance](#) adopted by the Administrative Committee at its 141<sup>st</sup> session.

Each secondment is formalised by a three-party agreement between OTIF, the sending authority and the seconded expert. A precondition is that the Member State has implemented the Protocol on the Privileges and Immunities of OTIF and that it complies with its financial obligations under COTIF.

Seconded experts:

- remain employed by their original employer, which retains responsibility for salary, social security and administrative status;
- may be engaged as cost-free seconded experts, whose salary and social security, including health and accident insurance, remain fully the responsibility of the sending authority or the seconded expert; or
- may be engaged as allowance-bearing seconded experts, whose salary and social security coverage remain the responsibility of the sending authority, while the Organisation may grant allowances, including a general allowance to support the performance of duties from the home country and a special subsistence allowance to cover living expenses in Switzerland when working temporarily at headquarters in Berne.

Secondments may be full-time or part-time. Experts are normally based in their home country and are expected to be present at OTIF's headquarters in Berne for at least one week per half-year. The period of assignment is normally between six months and two years, unless extended in exceptional circumstances in the interest of the Organisation. The detailed conditions of each secondment are determined on a case-by-case basis and are set out in the secondment agreement.

### **Areas of Assignment and Duties**

Seconded experts may be assigned to one or more departments of the Secretariat (see below) and may contribute across departments depending on organisational requirements:

- the Legal and External Affairs Department, which is responsible for policy and regulatory development and institutional governance in relation to the Base Convention and the CIV Uniform Rules (UR), CIM UR, CUV UR and CUI UR. The Department also ensures the provision of legal advice on internal management, legal advice and support concerning external relations and the management of diplomatic protocol matters;
- the Dangerous Goods Department, which is responsible for policy and regulatory development and governance in relation to the Regulation concerning the International Carriage of Dangerous Goods by Rail (RID);
- the Technical Interoperability Department, which is responsible for policy and regulatory development and governance in relation to the APTU UR, ATMF UR and EST UR.

Seconded experts are expected to perform at least some of the following duties, depending on their profile and the Secretariat's requirements:

- contributing to the development, implementation, interpretation and application of OTIF railway law;
- assisting in the preparation and examination of proposals for amendments to COTIF and its Appendices;
- supporting the organisation and performance of secretariat functions, including the preparation and holding of meetings of the OTIF organs and their subsidiary bodies;
- monitoring and assessing the implementation and application of OTIF railway law;
- contributing to the promotion and dissemination of OTIF law, including through guidance materials, seminars and other outreach activities.

### **Application Requirements and Procedure**

Candidates must meet the following requirements. They must:

- be a national of an OTIF Member State;
- remain employed by their employer for the entire duration of the secondment;
- hold a university degree in a field relevant to the activities of OTIF and have at least two years of professional experience, or at least five years of relevant professional experience, together with proven knowledge and abilities, may be accepted in lieu of a university degree;
- possess at least independent knowledge of English, corresponding to level B1 or higher of the Common European Framework of Reference for Languages (CEFR).

Applications must include the following documents:

- a formal nomination letter from the Member State authority confirming its support for the secondment, and indicating the proposed type of secondment (cost-free for OTIF or in receipt of an allowance from OTIF) and the intended duration of the secondment, which should normally be between six months and two years;
- a detailed curriculum vitae;
- a statement of interest outlining the candidate's expertise and motivation;
- any additional information considered relevant by the sending authority.

### **Selection Procedure**

The selection of seconded experts is normally conducted twice per year, in June and December, subject to the availability of budgetary resources and operational requirements.

The selection procedure is based on an assessment of:

- the relevance of the candidate's qualifications and professional experience;
- the requirements and priorities of the Secretariat.

Priority will be given to candidates with relevant expertise from OTIF Member States not represented or under-represented in the Secretariat of OTIF, or from OTIF Member States in regions of strategic importance for enlarging membership.

Applications are assessed by a selection panel composed of the heads of department and the Secretary General. Selection is subject to agreement with the sending authority on the duties, conditions and arrangements of the secondment.

### **Submission of applications**

Applications for secondment to OTIF must be sent to [join-otif@otif.org](mailto:join-otif@otif.org) by

- 31 May for the selection in June
- 30 November for the selection in December

All applications received will be acknowledged.

Aleksandr Kuzmenko  
Secretary General