



Secretary General

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CALL FOR APPLICATIONS

**Post of Senior Policy Advisor or Policy Advisor
in OTIF's Technical Interoperability Department**

The Secretariat of the Intergovernmental Organisation for International Carriage by Rail (OTIF) is issuing a call for applications to fill **one vacancy in the Technical Interoperability Department (Senior Policy Advisor (P3) or Policy Advisor (P1–P2))**.

Candidates for this post are invited to send their applications by email only to join-otif@otif.org by **6 August 2026** for the attention of the Secretary General. The post may be occupied from 1 September 2026 at the earliest, or as soon as possible thereafter.

Applications must contain:

- a one-page cover letter with a concise statement explaining why the candidate is applying and how he/she is qualified for the post;
- a curriculum vitae;
- an annexed application form requiring the candidate to provide specific information on their compliance with the required profile.

Background information about OTIF

The Intergovernmental Organisation for International Carriage by Rail ([OTIF](#)) is based in Berne, Switzerland. The aim of the Organisation is to promote, improve and facilitate, in all respects, international traffic by rail. The Convention concerning International Carriage by Rail ([COTIF](#)) is OTIF's basic text. The appendices to COTIF constitute uniform railway law for international railway transport among OTIF's members in the following areas: railway contract law, transport of dangerous goods and technical interoperability.

The Organisation's work is guided by its [Long-term Strategy](#), and the Secretariat is currently implementing its [Work Programme 2026 - 2027](#).

OTIF currently has fifty-one Member States, one regional economic integration organisation and one Associate Member (see [OTIF membership and application of Appendices to COTIF](#)).

Background information about the Technical Interoperability Department

The Technical Interoperability Department is responsible for policy and regulatory development and regulatory governance in relation to the APTU UR¹, ATMF UR² and EST UR³.

The Technical Interoperability Department:

- a) contributes to the development, implementation, interpretation and application of OTIF's technical interoperability and safety law (APTU UR, ATMF UR and EST UR, including the rules adopted pursuant thereto, such as the Uniform Technical Prescriptions (UTPs)), including assistance and guidance to Members and the railway sector in their implementation, interpretation and application;
- b) prepares proposals for amendments to the APTU UR, ATMF UR and EST UR and for the adoption or revision of Uniform Technical Prescriptions (UTPs) and related technical regulations, and examines proposals submitted to the Organisation in that regard;

¹ Uniform Rules concerning the Validation of Technical Standards and the Adoption of Uniform Technical Prescriptions (UTPs) applicable to Railway Material intended to be used in International Traffic

² Uniform Rules concerning the Technical Admission of Railway Material used in International Traffic

³ Uniform Rules concerning the Safe Operation of Trains in International Traffic

- c) organises and performs secretariat functions, including support for the preparation and conduct of the General Assembly and the Revision Committee with regard to technical interoperability and safety matters, and for the Committee of Technical Experts and its subsidiary organs;
- d) performs depositary functions in relation to the APTU UR, ATMF UR and EST UR and the rules adopted pursuant thereto, such as the Uniform Technical Prescriptions (UTPs), including the preparation and publication of depositary notifications;
- e) monitors and assesses implementation and application of the APTU UR, ATMF UR and EST UR and the rules adopted pursuant thereto, such as the Uniform Technical Prescriptions (UTPs), including the collection and analysis of relevant information and supporting the work of the Organisation's competent organs in this regard;
- f) coordinates with other organisational units of the Secretariat and contributes to the exchange of information and development of synergies in matters of common relevance in order to ensure the coherent development, implementation and application of railway law under the Appendices to COTIF, including with regard to cross-cutting subjects such as digitalisation;
- g) represents the Secretariat and the Organisation in meetings of Members, international organisations, international associations and in other relevant fora concerning technical interoperability and safety, in particular meetings organised by the European Commission and the European Union Agency for Railways;
- h) cooperates and maintains relations with Members, international organisations and other relevant stakeholders in matters relating to technical interoperability and safety, in particular the European Commission and the European Union Agency for Railways;
- i) promotes and disseminates OTIF's technical interoperability and safety law, including through guidance, training, capacity-building activities and other outreach activities;
- j) ensures the development and implementation of OTIF's strategies and work programme in the field of technical interoperability and safety;
- k) monitors technical, regulatory and technological developments relevant to the railways' technical interoperability and safety and assesses their implications for the development and application of the APTU UR, ATMF UR and EST UR and the rules adopted pursuant thereto;
- l) maintains and coordinates registers established under the APTU UR and ATMF UR in cooperation with the European Union Agency for Railways, including the vehicle keeper marking (VKM) register, the entity in charge of maintenance (ECM) register and the Common Safety Method for Risk Evaluation and Assessment (CSM RA) register.

More information about technical interoperability is available on [OTIF's website](#).

Main duties of the Senior Policy Advisor or Policy Advisor

The post holder will help carry out the tasks of the Technical Interoperability Department and will report to, and act under the supervision and direction of, the Head of the Technical Interoperability Department.

The **Senior Policy Advisor** will perform these duties with a high degree of independence, autonomy and responsibility. The post holder will carry out policy, regulatory and technical analysis and provide advice in these areas, draft and review working documents, meeting reports, depositary notifications and other OTIF documents, contribute to the development and revision of technical regulations, coordinate meetings, workshops and seminars, represent the Secretariat in relevant fora, maintain relations with

Members and stakeholders, monitor relevant technical and regulatory developments, and, where required, deputise for the Head of Department.

The **Policy Advisor** will perform corresponding duties under the guidance of the Head of Department or a Senior Policy Advisor, including policy, regulatory and technical research and analysis, drafting and supporting the preparation of working documents, meeting reports and other OTIF documents, assisting in the organisation and conduct of meetings, contributing to the monitoring and assessment of the implementation and application of OTIF's technical interoperability and safety law, and supporting cooperation with Members and stakeholders.

The post holder will also perform any other duties required in the interest of the Organisation.

Main terms and conditions of employment

The post is full-time. Full-time employment corresponds to 40 working hours per week over five working days, with flexible working hours subject to the needs of the service.

The initial contract will be for a fixed term of up to three years. It may be renewed in accordance with the applicable [Staff Regulations](#).

The appointment will be subject to a probationary period in accordance with the applicable Staff Regulations.

The annual basic net starting salary (at step 1 of the relevant grade) is as follows:

Grade	Annual basic net salary at step 1
P1:	CHF 80 131
P2:	CHF 89 404
P3:	CHF 102 103

Salaries and other emoluments paid by OTIF are exempt from direct national income tax.

In addition to the basic net salary, subject to the applicable conditions, the post holder may be entitled to other emoluments and benefits, including dependency allowances, education grant, home leave, travel and removal expenses, repatriation-related benefits, and accident insurance.

The post holder is entitled to 30 working days of annual leave for each twelve months of service.

There are eleven official holidays per year. Subject to approval and the needs of the service, up to two official holidays may be exchanged for a national holiday of the staff member's country of nationality or for religious observance.

Teleworking may be authorised, subject to the needs of the service and the applicable rules. Regular teleworking is not an entitlement and will not normally exceed three days per week for full-time staff members.

Required profile and requirements

Applicants must comply with the requirements set out below by the deadline for applications.

Appointment at a given grade will be determined on the basis of an overall assessment of the candidate's qualifications, knowledge, experience, competencies and suitability for the post. No single criterion, including the minimum number of years of professional experience, is sufficient by itself to determine appointment at a particular grade.

General appointment requirements

- Applicants must be nationals of an OTIF Member State.
- Applicants must have discharged any obligation concerning national service, whether military, civil or comparable.
- Applicants must not be the spouse, partner, child or sibling of a staff member of OTIF.
- Applicants must be under the statutory retirement age of 65 for the entire duration of the contract.

Appointment will be subject to the selected candidate being declared medically fit for service.

Grade-specific appointment requirements

Applicants for appointment at grade **P1 or P2** must:

- a) have basic knowledge of technical interoperability and safety of railway systems;
- b) hold a first-level university degree relevant to the functions of the post, for example mechanical or safety engineering, safety management. In addition to a first-level degree, an advanced university degree (i.e. master's or doctoral degree, or equivalent) will be considered an advantage.

Degrees must be awarded by educational institutions accredited by the competent authority in the country where the issuing institution is based. In the case of an equivalent degree, an explanation should be provided;

- c) have at least two years of relevant professional experience for **P1**, or at least three years of relevant professional experience for **P2**. The professional experience must include railway interoperability and safety regulations or standardisation;
- d) possess proficient knowledge of English or, alternatively, independent knowledge of English combined with proficient knowledge of French or German, in accordance with the CEFR global scale.

Applicants for appointment at grade **P3** must:

- a) have good knowledge of, and experience in, technical interoperability and safety of railway systems, including the relevant OTIF legal framework, in particular the APTU UR, ATMF UR and EST UR and the rules adopted pursuant thereto, such as the Uniform Technical Prescriptions;
- b) hold a first-level university degree relevant to the functions of the post, for example mechanical or safety engineering, safety management. In addition to a first-level degree, an advanced university degree (i.e. master's or doctoral degree, or equivalent) will be considered an advantage.

Degrees must be awarded by educational institutions accredited by the competent authority in the country where the issuing institution is based. In the case of an equivalent degree, an explanation should be provided;

- c) have at least four years of progressively responsible professional experience. The professional experience must include railway interoperability and safety regulations or standardisation;
- d) be able to carry out independent professional work and assume responsibility for defined projects or areas of work within the Organisation's mandate;

- e) possess proficient knowledge of English or, alternatively, independent knowledge of English combined with proficient knowledge of French or German, in accordance with the CEFR global scale.

Outline of the selection procedure

The selection procedure is governed by the Staff Regulations. The selection of candidates will take place in the following stages:

- a) Screening of applications for compliance with formal criteria, undertaken by a technical panel appointed by the Secretary General and composed of at least two persons; candidates meeting the criteria set out in the Staff Regulations and vacancy notice and whose applications demonstrate the best profile in terms of qualifications, experience and motivation will be shortlisted for a competence-based written assessment;
- b) Competence-based written assessment of shortlisted candidates. The written assessment will be evaluated by two or three internal or external experts in the relevant field; internal experts will not be in a direct reporting line to the vacant post and external experts will be free from conflicts of interest;
- c) Psychometric or equivalent aptitude tests, where deemed useful, administered by an external provider, with results submitted to the panel;
- d) Selection of candidates for interview by the technical panel based on the results of the competence-based written assessment and, if relevant, psychometric or equivalent aptitude tests;
- e) A competence-based interview and, where appropriate, an additional written exercise, conducted by the assessment panel;
- f) Final evaluation of candidates by the assessment panel, with a reasoned proposal for appointment submitted to the Secretary General.