

## Vacancy Notice

**for recruitment of Seconded National Experts at the BEREC Office from National Regulatory Authorities, which have signed working arrangement for participation in the work of BEREC and the BEREC Office**

**Ref. BEREC/2020/02**

<b>Type of contract</b>	Seconded National Experts
<b>Number of vacant posts to be filled in:</b>	3
<b>Duration of Contract</b>	From 6 months to 2 years <sup>1</sup>
<b>Place of employment</b>	Riga, Latvia
<b>Partner Directorate General</b>	DG CONNECT - Directorate General for Communications Networks, Content and Technology
<b>Deadline for applications</b>	09/07/2020 at 12:00 (midday), Riga time

**Applications are invited for the recruitment for the post of Seconded National Experts of the BEREC Office.**

### The BEREC Office

The Agency for Support for BEREC (BEREC Office) has been set up to provide administrative and professional support to BEREC, the Body of European Regulators for Electronic Communications. The BEREC Office is located in Riga, Latvia.

The BEREC Office is an Agency of the European Union (EU) managed by a Director under the supervision of a Management Board composed of the heads of the EU national regulatory authorities (NRAs) in charge of the monitoring of the telecom markets and a European Commission representative.

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<sup>1</sup> The initial period of secondment may not be less than six months or more than two years. It may be renewed once or more, up to a total period not exceeding four years.

The BEREC Office is responsible, in particular, for collecting information from NRAs and exchanging and communicating information in relation to the role and tasks of BEREC, disseminating regulatory best practice among NRAs, assisting the Chair of the BEREC Board of Regulators in the preparation of his/her work, and setting up and providing support to expert working groups.

The Staff Regulations of Officials of European Communities, the Conditions of employment of other servants of the European Communities and the rules adopted jointly by the EU institutions for the purpose of applying these Staff Regulations and Conditions of employment apply to the staff of the Office.

For further information please consult the BEREC website: [www.berec.europa.eu](http://www.berec.europa.eu).

### **The post**

Depending on the Agency's needs elaborated in the job description the job holder will be responsible, among others, for the following tasks:

- Provide professional and organisational support to BEREC and BEREC Office meetings and events;
- Support BEREC Chair / BEREC Expert Working Groups in the organisation of the work of the respective bodies;
- Provide inputs to various BEREC reports and deliverables;
- Coordinate and draft documentation in support to BEREC and BEREC Office;
- Maintain and regularly update internal BEREC and BEREC Office registers, contact lists, databases and IT platforms;
- Professional support to data collection, compilation of answers to questionnaires, monitoring and benchmarking activities.

The Seconded National Experts (SNEs) will work at the BEREC Office located in Riga, Latvia and may be assigned other duties appropriate to the grade in the interest of the service. They will report to their line manager and/or, where applicable, to a team leader.

Website for further information: <http://berec.europa.eu/>

### **Eligibility criteria**

Candidates will be eligible for this selection procedure if they fulfil the following formal criteria at the time of the application deadline:

1. **Nationality:** Be a national of a EU Member State or of a third country which have concluded Working Arrangements with BEREC and the BEREC Office;<sup>2</sup>

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<sup>2</sup> The Board of Regulators, the working groups and the Management Board shall be open to the participation of regulatory authorities of third countries with primary responsibility in the field of electronic communications, where those third countries have entered into agreements with the Union to that effect.

2. Employment before and during secondment: SNE candidates must have worked for NRAs of the West Balkan countries<sup>3</sup> which have signed working arrangement for participation in the work of BEREC and the BEREC Office on a permanent or contract basis for at least 12 months before their secondment and shall remain in the service of that employer throughout the period of secondment.
3. Languages: Have a thorough knowledge of one of the official EU languages and a satisfactory knowledge of another EU language to the extent necessary for the performance of his/her duties;
4. Qualifications: Have a level of education which corresponds to completed university studies of at least 3 years attested by a diploma;
5. Professional experience: Have at least three years' experience of administrative, legal, scientific, technical, advisory or supervisory functions which can be regarded as equivalent to those of function groups AD or AST – this latter function group being taken into consideration only for highly specialised job profiles – as defined in the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities;
6. Support of the current employer: The current employer must support the candidate and commit to pay his/her salary during the secondment period.

### **Selection criteria**

If the Eligibility criteria set out in the section “Eligibility criteria” are met, the candidates’ application forms, CVs and motivation letters will be evaluated on the basis of the selection criteria below. The most suitable candidates will be invited to an interview.

#### Essential:

- Appropriate professional experience in duties similar to the ones described in the section “The post” above;
- Sound knowledge of the European regulation framework for electronic communications;
- University degree in a field relevant for the post;
- Knowledge of English (Level C1 or above);<sup>4</sup>

#### Advantageous:

- Experience in project and/or risk management;
- Ability to work in a multicultural environment.

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<sup>3</sup> Albania, Bosnia & Herzegovina, Kosovo\*, Montenegro, North Macedonia and Serbia. \* This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

<sup>4</sup> Level C1 or above of the Common European Framework of Reference for Languages (CEFR). As established in the BEREC Office Management Committee Decision MC/2016/02, the working language of the BEREC Office is English.

## **Evaluation during interview**

Candidates invited to the interview will be assessed on the following criteria that are essential to the post:

- Sound knowledge of the European Framework for the regulation of electronic communications;
- Experience in the work activities of BEREC or of other European or international organisation active in the domain of electronic communications;
- Experience in data collection and development of benchmarking reports;
- Practical experience in the regulation of electronic communications within the competence of BEREC;
- Ability to use electronic office tools (word processing, spreadsheets, presentation software, email, internet, project management tools, etc.);
- Ability to work in a multicultural environment;
- Knowledge of English as a working language (Level C1 or above CEFR).

## **Stages in the selection procedure**

The BEREC Office will set up a Selection Committee. This Committee will make a comparative assessment of all eligible applications, and identify a number of candidates whose profiles best match the selection criteria listed above. These candidates will be invited for an interview with the Selection Committee.

### **A. Admission to the selection procedure**

After the deadline for applications, the complete applications submitted (application forms as per the template, CVs and motivation letters) will be checked against the eligibility criteria.

Only eligible applications will be then assessed against the selection criteria (essential and advantageous).

### **B. Assessment of eligible applications**

The Selection Committee will analyse the motivation letters, together with the application forms and the CVs of eligible applicants with reference to the elements indicated in the selection criteria section (essential and advantageous). In addition, the Selection Committee will assess the motivation and the overall suitability of each eligible application on the basis of the requirements of the post.

### **C. Interview**

Upon completion of the assessment of eligible applications, the most suitable candidates will be invited for an interview (duration of the interview: 40 minutes, main language of the

interview: English). The maximum total number of candidates invited for interview will be 8.<sup>5</sup>

Candidates are kindly invited to indicate in their application any special arrangements that may be required, if invited to attend an interview.

The interview will aim to assess the suitability of the candidates to perform their duties, their professional knowledge, their skills and competencies relevant to the post and their motivation. The interview shall cover an analysis of the language abilities and the personal and professional competences of each applicant. The interview will be held in English. Candidates with English as their mother tongue will be tested in another official EU language to check that the eligibility criteria is met (i.e. satisfactory knowledge of a second official EU language). Maximum score for the interview: 100. Minimum pass score: 65.

The content of the questions asked during the interviews will be set in accordance with the level and profile of the position advertised.

### **1. Possible secondment and verification of documents and scrutiny**

On the basis of the outcome of the interviews, the Selection Committee may propose to the Director to offer the secondment to the most suitable candidates.

The successful candidates' application will be checked against the supporting documents to confirm their accuracy and eligibility.

If, at any stage in the procedure, it is discovered that the information given in an application has been knowingly falsified, the candidate will be disqualified from the selection process.

Candidates will also be disqualified if they:

- do not meet all eligibility criteria;
- do not provide all the required supporting documents.

### **2. Conditions of secondment**

The secondment is not an employment, nor does it lead to an employment at the BEREC Office. The SNE shall remain in the service of his/her employer throughout the period of secondment. The SNE's employer shall thus undertake to continue to pay his/her salary, to maintain his/her administrative status (permanent official or contract staff member) throughout the period of secondment and to inform the BEREC Office of any change in the SNE's situation in this regard. The SNE's employer shall also continue to be responsible for all his/her social rights, particularly social security and pension.

Candidates must have worked for their employer on a permanent or contract basis for at least 12 months before their secondment and shall remain in the service of that employer throughout the period of secondment.

Before applying, each candidate should ensure that his/her employer will support the candidacy and pay his/her salary during the period of secondment. The final secondment will

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<sup>5</sup> Where a number of candidates tie for the last available place in the list of candidates to be invited for interviews, they will all be invited.

be confirmed by an exchange of letters between the Director of BEREC Office and the NRA concerned.

The initial period and the possible total period of secondment must respect the provisions of the Decision of the Management Board of the Agency for Support for BEREC concerning the secondment to the BEREC Office of national experts and national experts in professional training<sup>6</sup> and in particular Article 4 of the aforementioned Decision.

Under the provisions of MB/2020/03 and in particular Article 17 throughout the period of secondment the SNE is entitled to subsistence allowances.

The place of secondment will be Riga, where the BEREC Office is located.

### **Application procedure**

For their applications to be valid, candidates must submit:

1. A covering letter outlining their reasons for applying;
2. A curriculum vitae (CV), preferably drafted using the Europass CV format<sup>7</sup>;
3. Filled in application form as per the template in the annex;
4. Written confirmation by the SNE's employer regarding their support of the candidacy and their commitment to continue paying the SNEs salary and to maintain his/her administrative status throughout the period of secondment.

**Applicants are explicitly requested to highlight and give a brief account of their experience and expertise relevant to the job and the start and end dates of employment contracts.**

**Applicants are invited to indicate, apart from the duration of studies, the legal length of the diplomas that they hold.**

**Applications will not be assessed if the file is incomplete or submitted after the deadline.**

Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience, etc.) should not be sent at this point but must be submitted at a later stage of the procedure if requested.

The BEREC Office will accept applications received through:

- The NRAs whose staff are eligible for the secondment.

Applications, preferably in English, should be sent only by e-mail to: [recruitment@berec.europa.eu](mailto:recruitment@berec.europa.eu)

The reference (BEREC/2020/02 SNE) must always be indicated in the subject line of e-mails.

Candidates are asked to report any potential change of address in writing without delay to the address above.

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<sup>6</sup> [MB/2020/03](#)

<sup>7</sup> The Europass CV can be downloaded from the website <http://europass.cedefop.europa.eu> .

## **Closing date for applications**

Applications must be sent by email. The deadline is **09/07/2020 at 12:00 (midday) Riga time** (11:00 a.m. Central European Time). The Agency strongly advises candidates not to wait until the last few days before the deadline to apply, since heavy internet traffic or connection difficulties could lead to problems. It is the sole responsibility of each applicant to submit his/her completed application by the deadline for submission. Any information or documentation provided after the deadline will not be taken into account.

## **Approximate timetable**

The selection process may take several months; information will be released at the end of each stage.

## **Independence and declaration of interests**

The SNE will be required to make a written declaration indicating their commitments and the absence or presence of any direct or indirect interests that might be considered to prejudice their independence, as required by the provisions of Article 42 of Regulation (EU) 2018/1971 of the European Parliament and of the Council of 11 December 2018 establishing the Body of European Regulators for Electronic Communications (BEREC) and the Agency for Support for BEREC (BEREC Office), amending Regulation (EU) 2015/2120 and repealing Regulation (EC) No 1211/2009<sup>8</sup>. Candidates must confirm their willingness to do so in their application.

## **Other important information**

Candidates are reminded that the work of the Selection Committee of the BEREC Office is confidential. It is forbidden for applicants to make direct or indirect contact with members of the Committee or for anybody else to do so on their behalf. Any infringement of this rule will lead to disqualification from the selection procedure.

## **Equal opportunities**

The BEREC Office applies a policy of equal opportunities and non-discrimination.

## **Protection of personal data**

The BEREC Office will ensure that candidates' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC<sup>9</sup>.

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<sup>8</sup> OJ L 321, 17.12.2018, p. 1–35 (BG, ES, CS, DA, DE, ET, EL, EN, FR, GA, HR, IT, LV, LT, HU, MT, NL, PL, PT, RO, SK, SL, FI, SV)

<sup>9</sup> OJ L 295, 21.11.2018, p. 39–98

## **Requests for information and appeal procedures**

Applicants who would like further information, or consider that they have grounds for a complaint concerning a particular decision, may, at any point in the selection procedure, email a request for further information to [recruitment@bereg.europa.eu](mailto:recruitment@bereg.europa.eu).

A candidate who feels that a mistake has been made regarding eligibility may ask to have his/her application reconsidered by sending a request for review within 20 calendar days of the date of the email notifying the candidate of the outcome, quoting the reference of the selection procedure, to the Chairperson of the Selection Committee at the following address:

BEREC Office  
Human Resources  
Z. A. Meierovica Bulv. 14, 2nd Floor  
Riga, LV-1050  
LATVIA

The Selection Committee will reconsider the application and notify the candidate of its decision within 45 calendar days of receipt of the letter.

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Communities, at the above address.

The complaint must be lodged within three months. The time limit for initiating this type of procedure starts from the time the candidate is notified of the act that adversely affects him/her.

Candidates can submit a judicial appeal under Article 270 of the Treaty on the Functioning of the EU and Article 91 of the Staff Regulations of Officials of the European Communities to:

Court of Justice of the European Union, L - 2925 Luxembourg

Details of how to submit an appeal can be found on the website:

<http://curia.europa.eu/>

It is also possible to complain to the European Ombudsman pursuant to Article 228 of the Treaty on the Functioning of the EU and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the Staff Regulations and the general conditions governing the performance of the Ombudsman's duties, published in the Official Journal of the European Union L 113 of 4 May 1994:

European Ombudsman  
1 Avenue du Président Robert Schuman  
CS 30403  
67001 Strasbourg Cedex  
France  
<http://www.ombudsman.europa.eu>

Please note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging, respectively, a complaint or an appeal with the Court of Justice of the EU under Article 270 of the Treaty on the Functioning of the EU.

Please also note that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned. Therefore, before contacting the Ombudsman, candidates must have submitted a complaint/appeal to the BEREC Office and received a negative reply from the BEREC Office.

Done at Riga, on 9 June 2020.