

Vacancy for Financial Assistant (Grade AST 3)
Of the BEREC Office
(Provisional location in Brussels)

Job Title: Financial Assistant of the Office of the Body of European Regulators for Electronic Communications (BEREC Office)

Parent Directorate: DG Information Society and Media (Brussels)

Reference: BEREC Office /FIN ASS
(Please quote this reference in all your communications regarding this post)

The Office of the Body of European Regulators for Electronic Communications (BEREC) – the BEREC Office is set up to provide administrative and professional support to the BEREC, the new Body of European Regulators for Electronic Communications. The Office of the BEREC will be provisionally located in Brussels. The final location has still to be confirmed.

BEREC is composed of a Board of Regulators consisting of the Heads of the 27 national regulatory authorities (NRAs) who will assist the European institutions and the NRAs on issues related to the application of the EU regulatory framework for electronic communications.

The BEREC Office will be managed by an Administrative Manager under the supervision of a Management Committee composed of the same 27 Heads of the NRAs and a representative of the European Commission. With staff up to 28, the Office will in particular, collect information from NRAs and exchange and transmit information in relation to the role and tasks of BEREC; disseminate regulatory best practice among NRAs; assist the Chair of the BEREC Board of Regulators in the preparation of their work; and set up and provide 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 European Community institutions for the purpose of applying these Staff Regulations and Conditions of employment will apply to the staff of the Office.

Post and Duties

The Financial Assistant will assist the Head of Administration & Finance and the Administrative Manager of the Office in the preparation, presentation and follow-up of the budget of the Office. He/she will assist the Head of Administration & Finance in establishing a financial monitoring and control system for the Office and the budgetary procedures, as well as control and supervise the financial transactions.

The Financial Assistant shall be responsible for:

- Advising the Head of Administration & Finance and the Administrative Manager on the budgetary, financial and procurement issues;
- Assisting in the development of reporting of finance and budgetary activities;
- Financial preparation of global commitments as well as individual commitments for project proposals.

He/she will in particular carry out:

- Necessary checks (legal entities, bank accounts, financial standing of potential beneficiaries, projects costs) prior to the financing decisions of the Office, and contract preparation;
- Preparation of global or individual commitments;
- Financial monitoring of the implementation of the decisions of the Office granting aid, including inter alia: pre-financing, intermediary and final payment requests, on-the-spot control visits, identification of problems and proposals for action; keeping up-to-date information on the state of implementation;
- Implementation of audit results;
- Follow-up of the budget execution under his/her responsibility;
- Ensure strict implementation of the Financial Rules and related procedures of the Office.

The Financial Assistant can expect to be assigned other administrative duties from time to time appropriate to the grade. Depending on workload, these may take up a significant portion of his/her time

The Selection criteria

Essential

- A minimum professional experience of 3 years in a field related to the duties;
- Knowledge in the field related to the duties;
- Experience in project and financial management;
- Very good knowledge of the Financial Regulation and implementing rules applicable to the general budget of the European Communities and of the rules of accountancy;

- Thorough knowledge of English as working language;
- Ability to use electronic office tools (word processing, spreadsheets, email, Internet, etc.);
- Ability to work in a team and in a multicultural environment;
- Ability to work under pressure and to meet tight deadlines;
- Good analytical ability, communication, problem solving and organisational skills;
- Excellent sense of responsibility and initiative.

Advantageous

- Knowledge of the scope and aims of the BEREC;
- Professional experience acquired in liaison with EU funding schemes;
- Other qualifications in addition to the minimum requirements mentioned under the eligibility criteria.

The eligibility criteria

Candidates will be considered for the selection phase on the basis of the following formal criteria to be fulfilled by the deadline for applications:

- Nationality: Be a national of a Member State of the European Union and enjoy full rights as a citizen¹;
- Military service: Have fulfilled any obligations imposed on him/her by the laws of their home country concerning military service;
- Diploma and professional experience: A level of secondary education attested by a diploma giving access to postsecondary education followed by proven professional experience of at least 3 years;
- Languages: A thorough knowledge of one of the official Community languages and a satisfactory knowledge of a second of these languages to the extent necessary for the performance of his/her duties related to the post;
- Fitness to perform the duties linked to the post.

Independence and Declaration of Interests

The successful candidate will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to interests which might be considered prejudicial to his/her independence. Candidates must confirm their willingness to do so in their application.

¹ Prior to the appointment, the successful candidate will be asked to provide a certificate issued by the competent authority attesting the absence of any criminal record.

Selection and Appointment

The Financial Assistant will be selected in accordance with a decision of the Management Committee after assessment of his/her merits and suitability for the post, based on the criteria set out above.

Equal opportunities

The BEREC Office applies a policy of equal opportunities and non discrimination in accordance with Article 1d of the Staff Regulations².

Conditions of Employment

The successful candidate will be appointed by the Appointing Authority as a temporary agent at grade AST 3, pursuant to Article 2a of the Conditions of employment of Other Servants of the European Communities³, for a period of three years. The Appointing Authority may extend the contract. The period of engagement will not in any case exceed the lifetime of the BEREC Office.

Application procedure

For applications to be valid, candidates must submit the attached application form, a covering letter summarising the reasons for applying and Curriculum Vitae. The CV should preferably be drafted using the Europass CV format.⁴ The applications will be rejected if the dossier is incomplete.

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

In order to facilitate the selection process, all communication to candidates concerning this vacancy will be in English.

Applications, preferably in English, French or German, should be sent by e-mail, quoting the post reference of this announcement, to: INFO-SELECTIONS-BERECOFFICE@ec.europa.eu

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

Closing date

Applications must be sent either by e-mail or by registered post no later than 12 April 2010 (date of email or date of postmark for registered mail).

² OJ L 124, 27.4.2004, p.1; http://ec.europa.eu/civil_service/docs/toc100_en.pdf

³ OJ L 124, 27.4.2004, p.1; http://ec.europa.eu/civil_service/docs/toc100_en.pdf

⁴ The European CV format can be downloaded from the website <http://europass.cedefop.europa.eu/htm/index.htm>

Applications sent by express courier service must be delivered on the same date to the address above before 17:00 hrs (Brussels time).

Important Information for Candidates

Candidates are reminded that the different selection committee's works are confidential. It is forbidden for candidates to make direct or indirect contact with their members or for anybody to do so on their behalf.

Protection of personal data

The Commission and the BEREC Office will ensure that candidates' personal data are processed as required by Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. This applies in particular to the confidentiality and security of such data (Official Journal of the European Communities L8 of 12 January 2001).