

Vacancy for a Secretary to Administrative Manager function (TA - Grade AST3)
of the BEREC Office

Publication:	External
Title of Function	Secretary to Administrative Manager of the Office of the Body of European Regulators for Electronic Communications (BEREC Office)
Parent Directorate General (DG)	DG Information Society and Media (Brussels)

The BEREC Office

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 seat of the Office of the BEREC is Riga, Latvia.

BEREC is composed of a Board of Regulators consisting of the Heads of the 27 national regulatory authorities (NRAs). BEREC will advise the European Commission and the NRAs, and assist the European Parliament and Council, on issues related to the application of the EU regulatory framework for electronic communications. BEREC will in particular help to ensure fair competition and consistency of regulation in the internal market for electronic communications by providing expert advice on market definitions, analysis and remedies, definition of trans-national markets, cross-border disputes and numbering issues.

The BEREC Office will be established as a Community Body and managed by an Administrative Manager under the supervision of a Management Committee composed of the same Heads of the 27 NRAs and a representative of the European Commission. With staff up to 28, the Office will be financed by a subsidy from the Community and financial contributions from Member States of from their NRAs made on a voluntary basis.

The BEREC 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.

The post

The Secretary to Administrative Manager will assist Administrative Manager and Executive Support Officer and bear overall administrative responsibility for the Administrative Manager's executive office. The post holder will report to the Executive Support Officer. His/her responsibilities will include notably:

- Organising meetings and preparing meeting agendas, organising seminars and workshops
- Organising correspondence

- Typing letters, reports, tenders, typing and drafting meeting minutes
- Responding to telephone, email, fax
- Filing and archiving documents
- Ensuring dissemination of information to NRAs, stakeholders.
- Managing orders for the office (stationery supplies, catering, etc.)

The Secretary to Administrative Manager may be assigned other duties appropriate to the grade from time to time.

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;

Be entitled to full rights as a citizen¹;

Military service: Have fulfilled any obligations imposed on him by the laws of their home country concerning military service;

Education: Have

- a) a level of post-secondary education attested by a diploma; or
- b) a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years

Professional Experience: Have at least 3 years of professional experience in the domain of administration and/or executive support after the completion of the diploma. Where the diploma held is not of post-secondary level, the 3 years of professional experience should be in addition to the 3 years requested in point b) of Education eligibility criteria.

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.

The selection criteria

The Secretary to Administrative Manager will be selected on the basis of the following criteria:

- Experience in similar duties to the ones described for the post.
- Good knowledge of essential computer tools (Internet, Microsoft Office)
- Good oral and written communication skills (with attention among other things on accuracy and logical structure of written communication)
- Motivation and interpersonal skills;

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.

- Thorough knowledge of English as a working language.

It will be an asset if he/she has:

- Proven capacity to work in an international environment;
- Good skills of typing oral discussions and/ or unfamiliar texts;
- Knowledge of the work of national regulators at European level in the context of I/ERG/BEREC organisations.

Independence and declaration of interests

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

Selection and appointment

The Secretary to Administrative Manager will be selected in accordance with a decision of the Vice Chair of the Management Committee after assessment of his/her merits and suitability for the post, based on the criteria set out above.

The Selection Committee set up for this post shall evaluate applications and select those candidates meeting the eligibility criteria and matching best the selection criteria required as per vacancy notice.

The Selection Committee shall therefore invite the pre-selected applicants to a written test and an interview whose content shall be defined in accordance with the level and profile of the position advertised.

Following the result of the written test and the interview, a shortlist of the successful candidates will be drawn up by the Selection Committee.

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 Secretary to Administrative Manager of the BEREC Office will be appointed by the Appointing Authority as a temporary agent at AST3 grade pursuant to Article 2a of the Conditions of employment of other servants of the European Communities for a period of three years³. 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; you are invited to indicate, aside from the duration of

² OJ L 124,27.4.2004, p.1; <http://eur-lex.europa.eu/fr/index.htm>

³ For any information about salaries, deductions and allowances please consult the Staff Regulations of Officials of the European Communities: http://europa.eu.int/comm/dgs/personnel_administration/statut/tocen100.pdf

studies, the legal length of the diplomas held.⁴ The applications will be rejected if the dossier is incomplete.

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.

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

Applications, preferably in English, French or German, should be sent *by e-mail* to:

INFSO-SELECTIONS-BERECOFFICE@ec.europa.eu

Applicants who are not able to send their application by e-mail may send it by registered post or express courier service to:

European Commission
Directorate-General for Information Society and Media
COM/2010/0x- Post of Secretary to Administrative Manager of BEREC Office
Unit INFSO R.1 "Human Resources"
Office BU25 - 04/187
B- 1049 BRUSSELS
BELGIUM

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

Closing date

Applications must be sent either by e-mail or by registered post no later than 21 January 2011 (date of email or date of postmark for registered mail).

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 work of the selection committee and the Management Committee is confidential. It is forbidden for candidates to make direct or indirect contact with their members or anybody else that does 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) N°45/2001 of the European Parliament and of the Council of 18 December 2000 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).

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