

Vacancy notice for a post and the establishment of a reserve list for
Logistics and Security Assistant (CA – function group II)
of the BEREC Office
Ref. BEREC/2012/04

Publication:	External
Title of Function	Logistics and Security Assistant 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 BEREC, the Body of European Regulators for Electronic Communications. The seat of the BEREC Office is Riga, Latvia.

BEREC is composed of a Board of Regulators consisting of the Heads of the 27 national regulatory authorities (NRAs). BEREC advises the European Commission and the NRAs, and assists the European Parliament and Council, on issues related to the application of the EU regulatory framework for electronic communications. BEREC in particular helps 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 is established as a European Union Body and is 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 is financed by a subsidy from the European Union and financial contributions from Member States or from their NRAs made on a voluntary basis.

The tasks of the BEREC Office are, in particular, to provide professional and administrative support to the BEREC Expert Working Groups; to collect information from NRAs and exchange and transmit information in relation to the role and tasks of BEREC; to disseminate regulatory best practice among NRAs; and to assist the Chair of the BEREC Board of Regulators in the preparation of their work.

The Staff Regulations of Officials of European Union (SR), the Conditions of employment of other servants of the European Union (CEOS) and the rules adopted jointly by the European Union institutions for the purpose of applying these SR and CEOS apply to the staff of the Office.

The post

The Logistics and Security Assistant will be in charge of logistics and security matters at the BEREC Office, under the supervision of the Head of Administration and Finance. The Logistics and Security Assistant also contributes to management of BEREC Office's inventory. His/her responsibilities will include notably:

- Provide support in logistics (management of the premises occupied by the Office including furniture, office supplies, telephones; liaise with local companies in charge of building, heating, security and other logistic issues such as organisation of trainings, committees, events etc.);
- Monitor the functioning of the premises (offices, parking, security area and other spaces) and its equipment (ICT equipment and other inventory); carry out repairs and maintenance works and emergency actions;
- Assisting with drafting tender specifications linked to logistics and security of the BEREC Office premises, drawing up plans, site meetings with contractors, calls for tender and checking invoices;
- Assisting in managing office allocations and office removals;
- Responsible for inventory, maintaining and updating the inventory of assets and comparing the physical inventory to the data records;
- Verification and registration of invoices;
- Follow-up and solve requests and complaints made by occupants of the premises;
- Managing stationery and other supplies for the BEREC Office;
- Manage all questions linked to security for staff and security of infrastructure;
- Assisting in insurance cover and dealing with insurance claims or other insurance related matters;
- Disseminate information concerning facilities and safety related issues;
- Responsible for service cars of the BEREC Office including occasional driving (it has not been decided yet if BEREC Office will have any service cars);
- On-call availability in case of incidents outside working hours.

The Logistics and Security assistant 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:

1. To be included in the European Personnel Selection Office (EPSO) database for contract agents in function group II and have successfully completed the selection and competence tests organized by EPSO according to the Commission Decision on the procedures governing the engagement and the use of contract staff;
2. Nationality: Have a citizenship of a Member State of the European Union; be entitled to full rights as a citizen¹;
3. Military service: Have fulfilled any obligations imposed on him by the laws of their home country concerning military service;

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.

4. Education²: A post-secondary education attested by a diploma, or a secondary education attested by a diploma giving access to post-secondary education and professional experience of three years.
5. Languages: A thorough knowledge of one of the official Union 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 Logistics and Security assistant will be selected on the basis of the following criteria:

- Have at least 1 year of relevant professional experience;
- Knowledge in the field related to the duties, and in particular knowledge in field of logistics, facilities management and/or security;
- Ability to use electronic office tools (word processing, spreadsheets, email, Internet, etc.);
- Thorough knowledge of English as a working language and knowledge of Latvian;
- Driving licence type B for at least 3 years;
- Good problem solving and organisational skills;
- Motivation and interpersonal skills.

It will be an asset if he/she has:

- Previous experience in a multicultural working environment;
- Knowledge of Russian.

Independence and declaration of interests

The Logistics and Security Assistant 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 Logistics and Security assistant will be selected in accordance with a decision MC (10) 24 of the Vice Chair of the Management Committee³ 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 an interview whose content shall be defined in accordance with the level and profile of the position advertised.

² Only diplomas and certificates that have been awarded in EU Member States or that are subject of equivalence certificates issued by the authorities in the said Member States will be taken into consideration.

³ http://erg.eu.int/doc/berec/mc_10_24.pdf

Following the result of the interview, a shortlist of the successful candidates will be drawn up by the Selection Committee. After the selection of a candidate for the open post, a reserve list with an initial validity of 1 year with other successful candidates will be established.

Equal opportunities

The BEREC Office applies a policy of equal opportunities and non discrimination in accordance with Article 1d of the Staff Regulations⁴.

Conditions of employment

The Logistics and Security assistant of the BEREC Office will be appointed by the Appointing Authority as a contract agent at CA FG II pursuant to Article 3a of the Conditions of employment of other servants of the European Union for a period of one year⁵. The Appointing Authority may renew 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 studies, the legal length of the diplomas held.⁶ 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, should be sent by e-mail to:

recruitment@berec.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:

BEREC Office
BEREC/2012/04 – Post of The Logistics and Security assistant of BEREC Office
Z.A. Meierovica Bulv. 14, 2nd Floor
Riga, LV-1050
LATVIA

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

⁴ OJ L 124,27.4.2004, p.1; <http://eur-lex.europa.eu/fr/index.htm>

⁵ For any information about salaries, deductions and allowances please consult the Staff Regulations of Officials of the European Union: http://ec.europa.eu/civil_service/docs/toc100_en.pdf and the Council regulation (EU) No 1239/2010 of 20 December 2010:
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2010:338:0001:0006:EN:PDF>.

⁶ The European CV can be downloaded from the website <http://europass.cedefop.europa.eu/htm/index.htm>

Closing date

Applications must be sent either by e-mail or by registered post no later than 13 April 2012 (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 Riga time (16:00 hrs Central European 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 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 EU 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 Union L8 of 12 January 2001).