

**Vacancy notice for a post and for the establishment of a reserve list for
Programme Manager function (TA - Grade AD5)
of the BEREC Office**

Publication:	External
Title of Function	Programme 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 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 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 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 Programme Manager assists the Head of Programme Management and Senior Programme Managers, in particular taking responsibility for providing support to a number of designated Expert Working Groups in legal and/or economic matters. The Programme Manager also contributes to monitoring and benchmarking activities of BEREC and to BEREC Office replies for opinions and advice. The holder of the post will report to the Head of Programme Management. His/her responsibilities will include notably:

- Providing support to BEREC Expert Working Groups, including Article 7/7a Expert Working Groups;

- Participating in the work of the BEREC Expert Working Groups;
- Maintaining monitoring and benchmarking activities (data collection, compilation of answers to questionnaires);
- Preparing timely replies to requests for opinions/advice addressed to BEREC.

The Programme 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: Have a citizenship 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;

University Degree or Diploma: Have a level of education corresponding to a full university education, as evidenced by a diploma, where the normal duration of the studies in question is three years or more in a field related to business administration, public administration, economics, law and/or ICT related engineering.

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 Programme Manager will be selected on the basis of the following criteria:

- Knowledge in the field related to the duties, and in particular knowledge of European Framework of the regulation of electronic communications;
- Knowledge of the work of national regulators at European level in the context of ERG/BEREC;
- Very good oral and written communication skills;
- Capacity to work in an international environment;
- Motivation and interpersonal skills;
- Thorough knowledge of English as a working language.

It will be an asset if he/she has:

- Professional experience in similar duties to the ones described for the post

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.

- Knowledge of regulatory policy and practice relevant to the provisions of electronic communications services and experience in this area, in particular acquired within an NRA;
- A professional experience gained from participating in the work of BEREC Expert Working Groups.

Independence and declaration of interests

The Programme 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 Programme 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. 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 Regulations².

Conditions of employment

The Programme Manager of the BEREC Office will be appointed by the Appointing Authority as a temporary agent at AD5 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 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>.

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:

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/2012/02 – Post of Programme manager 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.

Closing date

Applications must be sent either by e-mail or by registered post no later than 2 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 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>