

Vacancy notice for Administrative Assistant (TA - Grade AST1) in Programme Management Unit of the BEREC Office and Call for expression of interest for the establishment of a reserve list Ref. BEREC/2012/10

Publication:	External
Title of Function	Administrative Assistant in the BEREC Office (Office of the Body of European Regulators for Electronic Communication)
Parent Directorate General (DG)	DG CONNECT (Brussels)

The BEREC Office

The BEREC Office is set up to provide administrative and professional support to the 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 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.

With staff up to 28, the BEREC Office is established as a European Union Body. The Office 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.

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 Administrative Assistant will be responsible for providing, in a collegial atmosphere, day-to-day administrative support to Head of Programme Management and Programme Management Unit in their work. His/her responsibilities will include notably:

- Organising correspondence of the Unit (including e-mails)
- Management of documents
- Replying to incoming calls
- Providing technical support with regards to the organisation of meetings and events of BEREC
- Organising missions for the Head of Unit and the members of the Unit
- Processing travel reimbursements
- Contributing to the financial transactions of the Unit in the role of an initiating agent

The Administrative Assistant in the Programme Management Unit 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;

Education: Have

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

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 management assistants will be selected on the basis of the following criteria:

- Good knowledge of essential computer tools (Internet, Microsoft Office);
- Good oral and written communication skills (with attention on accuracy and logical structure of written communication);
- Motivation and interpersonal skills;
- Capacity to work in an international environment;
- Thorough knowledge of English as a working language.

It will be an asset if he/she has:

- Experience in similar duties to the ones described for the post in administrative, financial and/or executive support functions;
- Good organisational skills;
- Knowledge of the European framework for the regulation of electronic communications services and BEREC.

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.

Independence and declaration of interests

The Administrative 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 Administrative 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.

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 Administrative Assistant of the BEREC Office will be appointed by the Appointing Authority as a temporary agent at AST1 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 studies, the legal length of the diplomas held.⁴ The applications will be rejected if the dossier is incomplete.

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

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

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/2012/06 – Application for the post of Programme Management Assistant
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 including an application form, a CV and a motivation letter must be sent either by e-mail or by registered post no later than 6 November 2012 (date of email or date of postmark for registered mail). Applications by e-mail shall be sent before 23:59 hrs Riga time (22:59 hrs Central European Time) on 6 November.

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

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).

Requests for information and appeal

Requests for information: An applicant who would like further information, or considers that he/she has grounds for complaint concerning a particular decision may, at any point in the selection procedure, request further information from the Chairperson of the Selection Committee.

Information on how to lodge a complaint and/or an appeal procedure: An applicant may 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 by registered mail at the following address:

BEREC Office

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

The time limit for initiating this type of procedure (see Staff Regulations as amended by Council Regulation (EC) No 723/2004 of 22 March 2004, published in Official Journal of the European Union L 124 of 27 April 2004 — <http://eur-lex.europa.eu>) starts to run from the time you become aware of the act allegedly prejudicing your interests.

Applicants can make a complaint to the European Ombudsman at the following address:

European Ombudsman
1 Avenue du President Robert Schuman 0 BP 403
F-67001 Strasbourg Cedex
France



Dr. Leonidas KANELLOS
Vice-Chair of the Management Committee of the BEREC Office

APPLICATION FORM
FOR ADMINISTRATIVE ASSISTANT IN THE PROGRAMME MANAGEMENT UNIT
OF THE BEREC OFFICE

1. Surname⁵:

2. Forename:

Title: (e.g. Mr, Ms, Dr)

3. Date of birth: dd/mm/yyyy

4. Gender Male Female

5. Address for correspondence⁶:

Street, No, etc.:

Postal code: Town:

Country:

Office Telephone N°:

Mobile N°:

Private Telephone N°:

Fax N°:

E-mail address: Professional:

E-mail address: Personal:

6. Nationality:

BE BG CY CZ DK DE EL ES ET FR HU IE IT LT
LU LV MT NL AT PL PT RO FI SE SK SV UK

7. Education, please specify:

- a level of post-secondary education attested by a diploma; or

or

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

⁵ IMPORTANT: your application will be registered under this name. Please use it in all correspondence. Any other name (e.g. maiden name) appearing on diplomas or certificates accompanying this application should be indicated below:

⁶ Of any change of address, please inform: recruitment@berec.europa.eu.

8. Knowledge of languages:

Place the following numbers (1, 2 or 3) in the appropriate box or boxes:

1 - mother tongue or thorough knowledge;

2 - very good knowledge;

3 - satisfactory knowledge.

BG CS DA DE EL EN ES ET FI FR GA HU IT LT LV MT NL PL PT RO SV SK SL

Other language(s):

9. Current employer (Indicate if you are self-employed or unemployed):

Name	
Address	
Position	
Total number of staff	

10. Summarize your professional experience, if applicable (200 words max.):

11. Summarize your European/international experience, if applicable (200 words max.):

12. Any membership role or affiliation that you have in organisations/bodies/clubs with a potential interest in the work of BEREC:

13. Other interests or facts you consider pertinent:

14. If you have a recognised disability which necessitates any special arrangements in the context of this selection procedure, please indicate below:

15. Declaration:

1. I declare on my word of honour that the information provided above is true and complete and I am aware that any incorrect statement may invalidate my application at any point in the selection process.
2. I further declare on my word of honour that:
 - (i) I am a citizen of one of the Member States of the European Union and enjoy my full rights as a citizen;
 - (ii) I have fulfilled any obligations imposed on me by laws concerning military service;

3. I undertake to produce on request documents to support my application and accept that failure to do so may invalidate my application;
4. I confirm that I am willing to make a commitment to act independently in the public interest and to make complete declarations of any direct or indirect interests that might be considered prejudicial to my independence.

Date and name:

Candidates must submit with this application form:

A covering letter summarising the reasons for applying

A CV preferably drafted using the Europass CV format which you will find in:

<http://www.europass.cedefop.europa.eu>