

**Vacancy for an Administrative Manager (Grade AD14)**  
**of the Office of the Body of European Regulators for Electronic Communications-**  
**BEREC Office, Riga, Latvia**  
**BEREC/2013/02**

**Publication** External

**Title of post** Administrative Manager of the Office of the Body of European Regulators for Electronic Communications (BEREC Office)

**Parent Directorate** DG CONNECT Brussels

**Portfolio Commissioner(s) (Digital Agenda)** **Mrs Neelie Kroes**

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**The BEREC Office**

The Office of the Body of European Regulators for Electronic Communications (BEREC) is set up to provide administrative and professional support to the BEREC, the new Body of European Regulators for Electronic Communications.

BEREC is composed of a Board of Regulators consisting of the Heads of the 28 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 an EU Body that provides professional and administrative support to BEREC. With staff up to 28, the BEREC 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 BEREC Office is responsible, in particular, for collecting information from NRAs and exchanging and transmitting information in relation to the role and tasks of BEREC; disseminating regulatory best practice among NRAs; assisting the Chair of the BEREC Board of Regulators in the preparation of their work; and setting up and providing support to expert working groups.

The BEREC Office is located in Riga, Latvia. Its staff as at end May 2013 is 26 (including the Administrative Manager) out of maximum 28.

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 apply to the staff of the Office, including the Administrative Manager.

For further information please consult the BEREC website: <http://berec.europa.eu/>

## The post

The Administrative Manager will be responsible for heading the Office and take overall responsibility in the day-to-day work required to provide professional and administrative support to BEREC. He/she liaises and ensures coordination with the work of BEREC. He/she shall perform his/her tasks with independence and shall be accountable to the Management Committee. The Administrative Manager's responsibilities will include:

- Taking the necessary measures to ensure the functioning of the Office, under the guidance of the Management Committee;
- Assisting the Management Committee in the preparation of the Office's budget and with the preparation of the annual work programme of the Office;
- Acting as authorising officer and implementing the Office's budget under the supervision of the Management Committee, and exercising accountability and responsibility vis-à-vis the budget authority;
- Supervising the implementation of the Office's annual work programme under the guidance of the Board of Regulators;
- Assisting in the preparation of the agendas of the Board of Regulators, the Management Committee and the expert working groups;
- Assisting with the preparation of the draft annual report on the activities of BEREC
- Taking part, without the right to vote, in the work of the Board of Regulators of BEREC and the Management Committee;
- Acting as a contact point to the EU institutions, associations, stakeholders and any interested third parties;
- Assisting the Chair in relation to BEREC's relations with the EU institutions and participating in events at the appropriate level under the mandate of the Chair.

The Administrative Manager is expected to work full time at the BEREC Office location in Riga, Latvia. Missions outside the place of employment can be frequent.

Website for further information: <http://berec.europa.eu/>

## The eligibility criteria

Applicants will be considered for the selection phase on the basis of the following formal criteria to be fulfilled by the closing date for applications:

- Nationality: Be a national of a Member State of the European Union;
- Enjoy your full rights as a citizen;
- Have fulfilled any obligations imposed by the laws concerning military service;
- Be physically fit to perform your duties<sup>1</sup>;

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<sup>1</sup> Before appointment, successful applicants will be required to undergo a medical examination to ensure that they fulfil the requirements of Article 28(e) of the Staff Regulations of the Officials of the European Communities.

- University Degree or Diploma<sup>2</sup>:
  - a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more; or
  - a level of education which corresponds to completed university studies attested by a diploma together with appropriate professional experience of at least one year when the normal period of university education is at least three years (this one year's professional experience cannot be included in the post-graduate professional experience required below).
- Professional Experience: Have at least- 15 years of professional experience gained after completing the education as mentioned above and at the level of the required qualification.
- Relevant Professional Experience: Of the 15 years of professional experience, have at least 5 years of directly relevant experience acquired in the electronic communications sector at the level of the required qualification.
- Management Experience: Have at least 5 years of professional experience gained in a management function at the level of the required qualification.

Professional experiences shall be taken into account from the date on which the person fulfils the minimum qualifications or engagement.

Any given period may be counted only once (in order to be calculated as eligible, years of studies or professional experience to be taken into account shall not overlap with other periods of studies or professional experience).

Professional activities pursued part-time will be calculated pro-rata on the basis of the certified percentage of full-time hours worked.

- Languages: Have a thorough knowledge of one of the official Community languages and a satisfactory knowledge of a second one.
- Age Limit: Be able to complete the full three-year mandate before reaching retirement age. For temporary staff of the European Communities, retirement age is defined as being the end of the month in which the person reaches the age of 65.

## **The selection criteria**

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

- Very sound knowledge of regulatory policy and practice relevant to the electronic communications field and experience of leadership in this area;
- A thorough understanding of the EU Institutions and how they operate and interact, and of EU policies and international activities of relevance to the activities of BEREC;
- Proven ability in management of both policy/strategy development and administrative issues;

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<sup>2</sup> Only qualifications issued by EU Member State authorities and qualifications recognized as equivalent by the relevant EU Member State authorities will be accepted.

- Working experience in a senior position;
- Ability to lead and motivate a team in a European, multicultural and multilingual environment;
- Ability to communicate with the European Institutions as well as to the public and to cooperate with stakeholders (European, international, national and local authorities, international organisations, etc.);
- Thorough knowledge of English as a working language.

It would be an asset if he/she has:

- Experience of budgetary, financial and human resource management in a national, European and/or international context;
- Excellent written and oral communication and negotiation skills;
- Recent practical experience in regulatory matters in the electronic communications sector, particularly if acquired in an NRA.
- Previous experience with EU Institutions or EU Agencies.

### **Independence and declaration of interests**

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

### **Selection and appointment**

The Administrative Manager will be selected by the Management Committee after assessment of his/her merits and suitability for the post, based on the criteria set out above.

Before appointment, the selected candidate is expected to be invited to make a statement before the responsible committee of the European Parliament and reply to questions.

### **Equal opportunities**

The BEREC Office applies a policy of equal opportunities and non discrimination in accordance with Article 1d of the Staff Regulations<sup>3</sup>.

### **Conditions of employment**

The Administrative Manager will be appointed to the staff of the Office as a temporary agent at grade AD14 pursuant to Article 2(a) of the Conditions of Employment of Other Servants of the European Communities<sup>3</sup> for a three-year period, which may be extended once for not more than three years, as stated in Regulation 1211/2009 establishing BEREC and the Office<sup>4</sup>.

### **Application procedure**

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<sup>3</sup> OJ L 124, 27.4.2004, p.1; <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32004R0723:EN:NOT>

<sup>4</sup> (EC) No 1211/2009 of the European Parliament and of the Council of 18 December 2009, OJ L 337, 18.12.2009, p.1 – <http://eur-lex.europa.eu/JOHtml.do?uri=OJ:L:2009:337:SOM:EN:HTML>

For applications to be valid, candidates must submit:

1. a covering letter summarising the reasons for applying for the post; and
2. a Curriculum Vitae (CV) preferably drafted using the Europass CV format<sup>5</sup>. **Applicants are explicitly requested to highlight and give a brief account of the experience and expertise relevant to the job as well as details on the size - number of staff - budget and nature of the departments they have previously managed.**

For applications to be valid, candidates must also submit the attached application form (also available on the website EUROPA)

[http://ec.europa.eu/dgs/personnel\\_administration/working\\_senior\\_mgt\\_en.htm](http://ec.europa.eu/dgs/personnel_administration/working_senior_mgt_en.htm)

Applications that are incomplete will be rejected.

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 communication with applicants concerning this vacancy will be in English.

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

[RECRUITMENT-BERECOFFICE-AM@ec.europa.eu](mailto:RECRUITMENT-BERECOFFICE-AM@ec.europa.eu)

Applicants who are not able to send their applications by e-mail may send them by registered mail or express courier service to:

European Commission  
Directorate-General for Communications Networks, Content & Technologies  
BEREC/2013/02 - Post of Administrative Manager BEREC Office  
Unit CONNECT R.1 "People"  
Office BU25 - 04/187  
B- 1049 BRUSSELS  
BELGIUM

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

Contact persons for additional information:

Mr Gerard de Graaf,  
Director CONNECT B: "Electronic Communications, Networks & Services"  
Tel +32 229 68466  
Email: [gerrit.de-graaf@ec.europa.eu](mailto:gerrit.de-graaf@ec.europa.eu)

Mr Vesa Terävä  
Head of Unit, Unit B2 "Regulatory Coordination and Users"  
Tel +32 229 92381  
Email: [vesa.terava@c.europa.eu](mailto:vesa.terava@c.europa.eu)

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<sup>5</sup> The Europass CV can be downloaded from the website: <http://europass.cedefop.europa.eu/htm/index.htm>

Ms Gertrud Ingestad  
Director 'CONNECT R: Support  
Tel. +32 229 90515  
E-mail: [gertrud.ingestad@ec.europa.eu](mailto:gertrud.ingestad@ec.europa.eu)

#### Closing date

The deadline is 19 September 2013, 17.00 hrs (Brussels time).

Applications must be sent either by e-mail or by registered mail no later than 30 September 2013, 17.00 hrs (Brussels time) (date of e-mail or date as postmark for registered mail).

Applications sent by express courier service must be delivered on the same date before 17.00 hrs (Brussels time) to the address above.

The Commission reserves the right to extend the closing date of this vacancy by publication in the Official Journal of the European Union only.

#### **Important information for applicants**

Applicants are reminded that the work of the selection committees is confidential. It is forbidden for applicants to make direct or indirect contact with members of these committees 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 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<sup>6</sup>.

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<sup>6</sup> (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 - OJ L 008, 12/01/2001, p. 0001-0022.

## APPLICATION FORM <sup>7</sup> FOR THE POST OF THE ADMINISTRATIVE MANAGER OF THE BEREC OFFICE

1. Surname<sup>8</sup>:

2. Forename:

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

3. Date of birth: dd/mm/yyyy

4. Gender: Male  Female

5. Address for correspondence<sup>9</sup>:

Street, n°, 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. First university degree, with title and date of conferral:

8. Other studies:

9. Knowledge of languages:

<sup>7</sup> The information submitted with this form may be processed and stored for the purposes of the selection procedure to which the application refers. All relevant fields **must be duly completed** (for paper based applications: in capital letters using black ink), even when additional documents are attached. Please sign and date the completed form

<sup>8</sup> 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:

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<sup>9</sup> The BEREC's services to which this application form is sent should be informed of any change of address.

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.

B	C	D	D	E	E	E	E	F	F	G	H	I	L	L	M	N	P	P	R	S	S	S
G	S	A	E	L	N	S	T	I	R	A	U	T	T	V	T	L	L	T	O	V	K	L

Other language(s):

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

Name	
Address	
Position	
Total number of staff	

11. Summarize your professional experience - **at least 15 years' postgraduate experience** at a level to which the qualifications referred to above give admission, **of which 5 years** must have been acquired in the electronic communications field (200 words max.):

12. Summarize your professional experience at Management level (number of staff and resources) - **at least 5 years**. Please state for each relevant position the kind of



strategic and administrative processes managed under your direct responsibility (200 words max.):

13. Summarize your European/international experience (200 words max.):

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

15. Other interests or facts you consider pertinent:

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

17. 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 national 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>