Body of European Regulators for Electronic Communications
BEREC OFFICE

Call for expression of interest for the establishment of a reserve list for posts of Seconded national experts (SNE) in the Programme Management Unit of the BEREC Office
Ref. BEREC/2013/01

The BEREC Office

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 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 decision MC(10)25 of the Management Committee of BEREC has laid down the rules applicable to national experts second to the BEREC Office.

The post

Applications are invited for the establishment of a reserve list for the posts of Seconded National Experts (SNE's) in the Programme Management Unit of the Office of the Body of European Regulators for Electronic Communications (BEREC Office).

The SNE's will work in the Programme Management Unit and will report to the Head of Programme Management or to the person appointed by the Head of Programme Management. Their responsibilities will include notably:

- Provision of professional support to the BEREC Expert Working Groups, including Article 7/7a Expert Working Groups. The duties may include managing contacts with Expert Working Groups, managing public consultations and preparing summary reports.

- Involvement in monitoring and benchmarking activities (data collections and analyses, compilation of reports)

- Drafting replies to requests for professional opinion/advice

- Preparation of annual reports

The SNE's 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:

Employment before and during secondment: SNE candidates must be working for a national, regional or local public administration[1] or a public intergovernmental organisation (IGO). The secondment of an SNE by an employer other than a national, regional or local public administration or an IGO may be authorised only on a case-by-case basis, once it has been ascertained that the SNE's employer is part of the public sector or is an independent university or research organisation that does not seek to make profits for redistribution.

The candidates must have worked for their employer on a permanent or contract basis for at least 12 months before their secondment and shall remain in the service of that employer throughout the period of secondment.

Nationality: Have a citizenship of a Member State of the European Union or of an EFTA Member State;

Be entitled to full rights as a citizen[2];

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

Education University Degree or Diploma: Have a University degree in the field of economics, law, ICT related engineering or similar, giving entitlement to undertake postgraduate studies

Professional Experience: Have at least 3 years of professional experience at a level to which the above required diplomas provide eligibility, of which at least 2 years in the regulation of electronic communications;

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.

Support of the current employer: The current employer supports the candidate and commits to pay his/her salary during the secondment.

The selection criteria

The SNEs in Programme Management Unit will be selected on the basis of the following criteria:

- Experience in one of the areas of regulation of electronic communications within the competence of BEREC in economic, regulatory, technical, legal or other advisory functions;

- Sound knowledge of European Framework for the regulation of electronic communications;

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[1] The public administration means all State administrative services at central, federal and regional level, comprising ministries, government and parliament services, the courts, central banks, and the administrative services of local authorities, as well as the decentralised administrative services of the State and of such authorities, such as national regulatory authorities (NRAs).

[2] 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 electronic communications;
- Proven 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:

- Practical experience in analyses of the relevant markets;
- Concrete knowledge of the work of BEREC;
- Practical experience in Directive 2002/21/EC (Framework Directive) Article 7/7a proceedings;
- Professional experience gained from participating in the work of BEREC Expert Working Groups.

Independence and declaration of interests

The SNE in the Programme Management Unit shall during the period of secondment carry out his or her duties under the management of the BEREC Office and its Administrative Manager and the responsible Head of Unit. He or she shall carry out the duties and conduct solely with the interest of the BEREC Office in mind.

For these purposes the selected candidate must sign a declaration of honour before the secondment starts and the employer must submit a corresponding declaration.

Selection and appointment

Applications shall be forwarded to BEREC Office by the Permanent Representations, the NRAs, the EFTA Secretariat, and the administrations of the IGOs.

The reserve list for SNEs in Programme Management Unit will be established 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 reserve list shall evaluate applications and select those candidates meeting the eligibility criteria and matching best the selection criteria required as in the call for interest.

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.

Following the result of 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 respect of its recruitments.

Conditions of secondment

This notice concerns positions as seconded national expert (SNE). The secondment is not an employment, nor does it lead to an employment at the BEREC Office. The SNE shall remain in the service of his or her employer throughout the period of secondment. The SNE's employer shall thus undertake to continue to pay his/her salary, to maintain his/her administrative status (permanent official or contract staff member) throughout the period of secondment. The SNE's employer shall also continue to be responsible for all his/her social rights, particularly social security and pension.

The SNE is entitled to subsistence allowances under the conditions of secondment which can be found in the Decision of the Management Committee of the BEREC Office on the secondment to the BEREC Office of national experts and national experts in professional training.

Each candidate should, before applying, assure him/herself that the employer will support the candidacy and pay the salary during the period of secondment. The final recruitment will be confirmed by an exchange of letters between the BEREC Office and the employer in the Member State concerned.

A selected applicant will be offered the position on the basis of a list established by the Selection Committee. This notice is the basis for the establishment of the Selection Committee's proposal.

The initial period of secondment may not be less than six months or more than three years. It may be renewed once or more, up to a total period not exceeding three years.

The place of secondment will be Riga, where the BEREC Office has its offices.

The secondment for a selected applicant will start when a position is available.

Application procedure

For applications to be valid, candidates must submit: a) the attached application form; b) Curriculum Vitae using the Europass CV format (please indicate the legal length of the diplomas obtained)[3]; c) a covering letter summarising the reasons for applying; and d) a written confirmation by SNE employer on the support to the candidacy and the commitment to continue SNEs salary payments and to maintain his/her administrative status throughout the period of secondment. 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 <u>not</u> 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 to respective Permanent Representation of Member State, the NRA, the EFTA Secretariat or the administration of the IGO clearly indicating the vacancy`s reference number: BEREC/2013/01.

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

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[3] The European CV can be downloaded from the website http://europass.cedefop.europa.eu/htm/index.htm

Closing date

Applications shall be submitted by the respective Permanent Representation of Member State, the NRA, the EFTA Secretariat or the administration of the IGO.to the BEREC Office no later than **19 April 2013.**

The contact mail address of the BEREC Office is recruitment@berec.europa.eu .

Important information for candidates

Candidates are reminded that the work of the Selection Committee and the Vice Chair of the BEREC 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).

Approved for forwarding to the relevant bodies and for publication.

25 February 2013

Georg Serentschy

Vice-Chair of the Management Committee

Body of European Regulators for Electronic Communications
BEREC OFFICE

APPLICATION FORM
FOR THE ESTABLISHMENT OF A RESERVE LIST FOR SECONDED NATIONAL EXPERTS
IN PROGRAMME MANAGEMENT UNIT
OF THE BEREC OFFICE

The current application form summarises candidate's data, which is most relevant for assessing the match with eligibility and selection criteria and for considering assets in candidate's experience.

1. Surname[4]:

2. Forename:

3. Employment before and during secondment, current employer:

Name	
Address, incl. country	
Type of organisation (public administration or a public IOG)*	
Employment with current employer since (month/year)**	
Position	

* Which of the following State administrative services at central, federal and regional level, comprising ministries, government and parliament services, the courts, central banks; the administrative services of local authorities,; the decentralised administrative services of the State and of such authorities; public intergovernmental organisations.

** Only permanent or contact based employment to be considered.

4. 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	
CH	IS	LI	NO										

5. Military service:

Any obligations imposed by the laws of the candidate's home country concerning military service do apply to the candidate: YES NO

If YES to above, then such obligations of candidate concerning military service have been fulfilled: YES NO

[4] IMPORTANT: your application will be registered under this name. Please use it in all correspondence. Please indicate in brackets any other name (*e.g.* maiden name) appearing on diplomas or certificates accompanying this application.

6. University degree or diploma (with title and date of conferral) in the field of economics, law, ICT related engineering or similar, giving entitlement to undertake postgraduate studies:

NB! Other studies to be included in CV.

7. Professional experience:

   Total post-graduate experience in the fields of economics, law, ICT related engineering or similar to which the related diploma(s) provide eligibility (years, months):

   and

   Total post-graduate experience in the domain of the regulation of electronic communications (years, months):

8. Summarize your above professional experience (200 words max.):

- 9. Summarize your European/international experience (200 words max.). Please specify (if applicable) participation in Directive 2002/21/EC (Framework Directive) Article 7 proceedings and/or BEREC Expert Working Groups:

10. 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

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

12. Declaration:

    1. I declare on my word of honour that the information provided above is true 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 am a national of one of the Member States of the European Union or of an EFTA Member State and I enjoy my full rights as a citizen;
    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
- A written confirmation by SNE employer on the support to the candidacy and the commitment to continue SNEs salary payments and to maintain his/her administrative status throughout the period of secondment.