

Vacancy for a Head of Programme Management function (TA - Grade AD9)
of the BEREC Office
BEREC/2013/03

Publication: External

Title of Function Head of Programme Management of the Office of the Body of European Regulators for Electronic Communications (BEREC Office)

Parent Directorate General (DG) DG CONNECT (Brussels)

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

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 BEREC Office is located in Riga, Latvia.

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 a staff of 28, the BEREC Office is managed by an Administrative Manager under the supervision of a Management Committee composed of the same Heads of the 28 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 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.

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

The post

The Head of Programme Management will coordinate the implementation of the BEREC and the Office work programmes. The post holder will report to the Administrative Manager. His/her responsibilities will include:

- Assisting the Administrative Manager in the preparation of the annual work programmes of BEREC and the BEREC Office, including budgetary planning within his or her own area of responsibility;
- Coordinating the planning of the work of the Programme Management Unit in order to efficiently support the implementation of the BEREC Work Programme;
- Organising and distributing work among staff of the Programme Management Unit to set up and support the activities of the BEREC expert working groups;
- Providing professional and administrative support to the expert working groups; monitoring their progress and their deliverables; ensuring quality management of the final documents and preparing appropriate related reports to the Board of Regulators;
- Supervising and coordinating the activities of BEREC and the BEREC Office under Articles 7 and 7a of the Framework Directive;
- Supervising the collection of market data from the NRAs in the BEREC Office for the purposes of BEREC's monitoring and benchmarking activities (data collection, compilation of reports);
- Ensuring a contact point for the Commission's participation in expert working groups;
- Ensuring efficient management of the human resources in the Programme Management Unit; motivating staff, ensuring opportunities for personal development as well as making training proposals and conducting follow-up of training needs;
- Organising oral and written presentations to the Board of Regulators at the request of the Administrative Manager, in coordination with the chairs of the expert working groups;
- Contributing to internal and external transparency and communication with BEREC members and stakeholders, including the provision of timely replies to requests for opinions or advice addressed to BEREC.

The Head of Programme Management will deputise for the Administrative Manager as necessary and may be assigned other duties appropriate to the grade from time to time.

The Head of Programme Management 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/>

Eligibility criteria

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

- Nationality: Be a national of a Member State of the European Union;
- Be entitled to full rights as a citizen¹;
- Military service: Have fulfilled any obligations imposed by the laws of his/her home country concerning military service;
- Be physically fit to perform his/her duties²;
- University Degree or Diploma: Have
 - a level of education which corresponds to completed university education, as evidenced by a diploma, where the normal duration of the university education is four years or more; or
 - a level of education which corresponds to completed university education, as evidenced by a diploma where the normal period of university education is at least three years, together with appropriate professional experience of at least one year (this one year's professional experience cannot be included in the post-graduate professional experience required below);
- Professional Experience: Have at least 12 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 12 years of professional experience, have at least 5 years in the domain of the regulation of electronic communications at the level of the required qualification;

Professional experience will be taken into account from the date on which the person fulfils the minimum qualifications;

Any given period may be counted only once (in order to be calculated as eligible, years of professional experience to be taken into account may not overlap with other periods of studies or professional experience, unless the applicant refers to a part-time employment);

Professional activities pursued part-time will be calculated pro-rata on the basis of the certified percentage of full-time hours worked.
- Languages: A thorough knowledge of one of the official Community languages and a satisfactory knowledge of a second of these languages to the extent necessary for the performance of his/her duties.

Selection criteria

The Head of Programme Management will be selected on the basis of the following criteria:

- Experience in similar duties to the ones described for the post;
- Sound knowledge of the European Framework for the regulation of electronic communications;

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.

² 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.

- Concrete knowledge of the work of national regulators at European level in the context of BEREC;
- A proven capacity to work in an international environment;
- Professional experience gained in a supervisory or management function with direct reports;
- Ability to lead and motivate a team in a European, multicultural and multilingual environment;
- Motivation and interpersonal skills;
- Communication and presentation skills;
- Thorough knowledge of English as a working language.

It will be an asset if he/she has:

- Experience with the implementation of regulatory policy and practice relevant to the electronic communications field, in particular acquired within an NRA or the European Commission.

Independence and declaration of interests

The Head of Programme Management 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.

Application procedure

For their applications to be valid, applicants 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 format³. **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 starting and ending dates of employment contracts, the size of the organisations worked for – the number of staff and budget managed, and nature of the managerial functions they have previously held.**
3. The attached application form (also available on the website of the BEREC Office)
http://www.berec.europa.eu/eng/berec_office/recruitment/

It is the responsibility of the applicant to complete and forward all required application documents in time. Applicants are strongly advised not to wait until the last few days before applying, since e.g. a problem with the Internet connection could lead to interruption when submitting applications by email.

Applications that are incomplete or submitted after the deadline will be rejected.

³ The Europass 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 when requested.

In order to facilitate the selection process, all communications to candidates concerning this vacancy will be in English.

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

CNECT-RECRUITMENT-BERECOFFICE-HPM@ec.europa.eu

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

European Commission
Directorate-General for Communications Networks, Content and Technology
Post of Head of Programme Management of the BEREC Office (BEREC/2013/03)
Unit CNECT R.1 "People"
Office BU25 - 04/187
B - 1049 BRUSSELS
BELGIUM

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

Contact for additional information:

BEREC Office
Human Resources (BEREC/2013/03)
Email: recruitment@bereg.europa.eu

Closing date for applications

The deadline is **31 January 2014 (17h 00 Brussels time)**.

Applications, including an application form, a CV and a covering letter explaining why they are suitable for the post must be sent either by email or by registered post no later than **31 January 2014** (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 17h 00 (Brussels time).

Steps of the selection procedure and appointment

Administration of the selection procedure

The Head of Programme Management will be selected in accordance with decisions MC (10) 22 and MC (10) 23 of the Management Committee after assessment of his/her merits and suitability for the post, based on the criteria set out above.

Initial assessment of the applications

After the closing date for applications, the Selection Committee set up for this post by the Vice-Chair of the Management Committee will check the submitted applications against the specific conditions described in the "Eligibility criteria" section. Applications satisfying these

conditions will then be assessed against the selection criteria described in the “Selection criteria” section. The Selection Committee will assess each eligible application according to the qualifications, training and professional experience of the candidate with respect to the profile described in “The Post” section and his/her motivation. The Selection Committee will evaluate applications and select those candidates meeting the eligibility criteria and matching best the selection criteria required as per vacancy notice.

Interview

Upon completion of the evaluation of profiles, the Selection Committee will invite the most suitable candidates for the post to a written test and an interview. Invitations will be based on the highest scores in the pre-selection screening and only a limited number of candidates who are above a certain threshold will be invited for interview. Details of the time, date and address of the interview will be communicated to the candidates in due course.

The Selection Committee will carry out an assessment of candidates invited to a written test and an interview according to the selection criteria described in the “Selection criteria” section. The interview will be conducted in English. The written test might take the form of a case study or a questionnaire.

The content of the written test and interviews will be defined in accordance with the level and profile of the position advertised.

Reserve list and appointment

Following the results of the written test and the interview, the Selection Committee will propose a short-list of successful candidates who have received scores above a certain threshold to the Management Committee. The short-list will be in order of merit. The Management Committee may draw up a reserve list of successful candidates, which will be valid for up to 12 months from the date of its establishment. Its validity may be extended by decision of the Vice-Chair of the Management Committee. Prior to being offered a post, candidates on the reserve list may be required to undergo further evaluation by the BEREC Office (e.g. including a further interview).

Inclusion on a reserve list does not imply any entitlement to employment in the BEREC Office. Moreover, recruitment will be subject to budgetary availability.

The Vice-Chair of the Management Committee will appoint and conclude a contract with the first candidate on the above-mentioned shortlist, after obtaining the consent of the Management Committee.

Verification of documents and scrutiny

The application of the successful candidate will be checked against the supporting documents provided in order to confirm the accuracy and eligibility of the application.

If, at any stage in the procedure, it is established that the information in an application has been knowingly falsified, the candidate will be disqualified from the selection process.

Candidates will also be disqualified if they:

- do not meet all eligibility criteria;
- do not provide all the required supporting documents.

Approximate timetable

The selection process may take a few months to be completed; no information will be released during this period.

Other important information

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 Head of Programme Management of the BEREC Office will be appointed by the Appointing Authority as a temporary agent at AD9 grade pursuant to Article 2a of the Conditions of Employment of other servants of the European Communities⁵ for a period of three years⁶. The Appointing Authority may renew the contract only once for another fixed period. A further renewal, awarded by decision of the Vice-Chair of the Management Committee, will be for an indefinite period. The period of engagement will not in any case exceed the lifetime of the BEREC Office.

Important information for applicants

Applicants are reminded that the work of the Selection Committee and the Management Committee is confidential. It is forbidden for applicants to make direct or indirect contact with members of these committees or for anybody else to do so on their behalf. Any infringement of this rule will lead to disqualification from the selection procedure.

Protection of personal data

The Commission and the BEREC Office will ensure that applicants' 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 data⁷.

Requests for information and appeal procedures

Requests for information: an applicant who would like to have further information, or considers that he/she has grounds for complaint concerning a particular decision may, at any

⁴ OJ 45, 14.6.1962;
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20110101:en:PDF>.
This consolidated version does not include the latest reform of the Staff Regulations entering into force on 1 of January 2014. The reform can be consulted through the following link:
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:287><http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:287:0015:0062:EN:PDF>:0015:0062:EN:PDF

⁵ OJ 45, 14.6.1962: See footnote 3

⁶ For any information about salaries, deductions and allowances please consult the Staff Regulations of Officials of the European Communities: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20110101:en:PDF>

⁷ (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.

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: A candidate who feels that a mistake has been made regarding eligibility may ask to have his/her application reconsidered by sending, within 20 calendar days of the date postmarked on the letter of notification, a request for review, quoting the number of the selection procedure concerned to the Chairman of the Selection Committee at the following address:

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

The Selection Committee will reconsider the application and notify the candidate of its decision within 45 calendar days of receipt of the letter.

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can 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, at the above address.

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure (see Staff Regulations as modified by Council Regulation No 723/2004 of 22 March 2004 published in the Official Journal of the European Union L 124 of 27 April 2004 – <http://europa.eu/eur-lex>) starts to run from the time the candidate is notified of the act adversely affecting him/her.

You can submit a judicial appeal under Article 270 of the Treaty on the Functioning of the EU (ex Art. 236 TEC) and Article 91 of the Staff Regulations of Officials of the European Communities to the:

European Union Civil Service Tribunal
Boulevard Konrad Adenauer
Luxembourg 2925

For details of how to submit an appeal, please consult the website of the European Union Civil Service Tribunal:

http://curia.europa.eu/en/instit/txtdocfr/index_tfp.htm

It is also possible to complain to the European Ombudsman pursuant to Article 195(1) of the Treaty establishing the European Community and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the Staff Regulations and the general conditions governing the performance of the Ombudsman's duties, published in Official Journal of the European Union L 113 of 4 May 1994:

European Ombudsman
1 Avenue du Président Robert Schuman
CS 30403

67001 Strasbourg Cedex
France

<http://www.ombudsman.europa.eu>

Please note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging, respectively, a complaint or an appeal with the European Union Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the EU (ex Art. 236 TEC).

Please note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned. Thus, before contacting the Ombudsman, candidates must have submitted a complaint/an appeal to the BEREC Office and received a negative reply from the BEREC Office.

APPLICATION FORM
FOR THE POST OF HEAD OF PROGRAMME MANAGEMENT
OF THE BEREC OFFICE

Updated on 20/12/2013 with addition of HR under items 6. and 9. Current update does not change the validity of the Vacancy Notice or any information available and submitted on the Application Form before the update.

1. Surname⁸:

2. Forename:

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

3. Date of birth: dd/mm/yyyy

4. Gender Male Female

5. Address for correspondence⁹:

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 **HR*** HU IE IT
LT LU LV MT NL AT PL PT RO FI SE SK SV UK

(* Updated on 20/12/2013 with addition of HR)

7. First university degree, with title and date of conferral:

8. Other studies:

9. Knowledge of languages:

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

⁸ 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:

⁹ The Commission's services to which this application form is sent should be informed of any change of address.

mother tongue or thorough knowledge;
very good knowledge;
satisfactory knowledge.

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

(* Updated on 20/12/2013 with addition of HR

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 12 years' of professional experience of which at least 5 years in the domain of the regulation of electronic communications (200 words max.):

12. Summarize, if applicable, your professional experience at Management level. Please state for each relevant position the number of staff, budget and other resources (e.g. IT) 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/clubs 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:

Applicants 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](http://www.europass.cedefop.europa.eu)