

**Vacancy notice for a post and the establishment of a reserve list for
an Administration and Finance Officer (CA – function group IV)
of the BEREC Office
Ref. BEREC/2014/03**

Publication	External
Title of function	Administration and Finance Officer of the Office of the Body of European Regulators for Electronic Communications (BEREC Office)
Parent Directorate General (DG)	DG CONNECT - Directorate General for Communications Networks, Content and Technology (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 was 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 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 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 his/her 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 Administration and Finance Officer will assist the Head of Administration & Finance with the financial and budgetary procedures of the Office, as well as implementing the financial transactions such as data entry and initiation. He/she will help with the management of the BEREC Office's procurement procedures and will also be in charge of document management in the unit of Administration and Finance Unit. In particular, his/her responsibilities will include notably:

- Assisting the Head of Administration & Finance with financial and budgetary matters (i.e. enter financial data into the accounting system, register invoices and third parties, follow up on financial transactions, assist with reporting and monitoring of payments, commitments, expenditure and recoveries, assist with the planning of budget);
- Providing assistance with procurement procedures and contract management;
- Research and document management (registering, filing, archiving invoices, recovery orders, letters, access to documents and data protection);
- Assisting in HR related matters (i.e. update of the welcome information for newcomers, deal with the reimbursement of candidates, maintain and update the HR databases in a timely manner, and present periodic and ad hoc reports and statistics on staffing matters, provide assistance with the value added tax reimbursement procedure);
- Drafting policy relating to Administration and Finance matters, letters and reports.

The Administration and Finance Officer 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:

1. To be included in the European Personnel Selection Office (EPSO) database for contract agents in function group IV valid for recruitment in European Union Agencies and have successfully completed the selection and competence tests organized by EPSO according to the Commission Decision on the procedures governing the engagement and the use of contract staff;
2. Nationality: Be a citizen of a Member State of the European Union; be entitled to full rights as a citizen¹;
3. Military service: Have fulfilled any obligations imposed on him by the laws of their home country concerning military service;
4. Education²: Have a level of education that corresponds to completed university studies of at least three years attested by a diploma, or where justified in the interest of the service, professional training of an equivalent level;

¹ Prior to the appointment, the successful candidate will be asked to provide a certificate issued by a competent authority attesting the absence of any criminal record.

5. 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;
6. Be physically fit to perform his/her duties³.

The selection criteria

The Administration and Finance Officer will be selected on the basis of the following criteria:

- Professional experience of three years in a field related to the duties;
- Knowledge of the field of administration, finance and procurement rules;
- Thorough knowledge of English as a working language;
- Ability to use electronic office tools (word processing software, spreadsheets, email, the internet, etc.);
- Ability to work under pressure and to meet tight deadlines;
- Good problem solving and organisational skills;
- Excellent sense of responsibility and initiative;
- Motivation and interpersonal skills.

It will be an asset if he/she has:

- Knowledge of the financial rules and regulations of the European Union;
- Proven capacity to work in an international environment.

Independence and declaration of interests

The Administration and Finance Officer 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 that may be considered prejudicial to his/her independence. Candidates must confirm their willingness to do so in their application.

Application procedure

For their applications to be valid, candidates must submit:

1. A covering letter summarising the reasons for applying;
2. A curriculum vitae (CV) preferably drafted using the Europass CV format⁴;
3. The attached application form.

² Only diplomas and certificates that have been awarded in EU Member States or that are subject of equivalence certificates issued by the authorities in the said Member States will be taken into consideration.

³ Before being engaged, a member of the contract staff shall be medically examined by one of the institution's medical officers so that the institution can be satisfied that he/she fulfils the requirements of Article 82 (3) (d) of the Conditions of employment of other servants of the European Communities.

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

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. You are invited to indicate, aside from the duration of studies, the legal length of the diplomas held⁵. 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.

Applications, preferably in English, should be sent by email to:

recruitment@berec.europa.eu

Please always indicate the reference number (BEREC/2014/03_CAIV_Administration and Finance Officer) in the subject of your email.

Applicants who are not able to send their application by email may send it by registered post or express courier service to:

BEREC Office
BEREC/2014/03 – Application for the post of Administration and Finance Officer
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 for applications

Applications including an application form, a CV and a motivation letter must be sent either by email or by registered post no later than **17 March 2014** (date of email or date of postmark for registered mail before 17:00 Riga time (16:00 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 members of these committees or for anybody else to do so on their behalf.

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

Steps of the selection procedure

The Administration and Finance Officer will be selected in accordance with the decision MC (10) 24 of the Management Committee⁶ after assessment of his/her merits and suitability for the post, based on the criteria set out above.

1. 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 who meet the eligibility criteria and best match the selection criteria required as per the vacancy notice. Approximately 10 candidates will be invited for the interview.

2. Interview

Upon completion of the evaluation of profiles, the Selection Committee will invite the most suitable candidates for the post to 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 assess the candidates invited to interview according to the selection criteria described in the “Selection criteria” section.

The interview will aim to assess the suitability of the candidate to perform the required duties, their professional knowledge and their motivation. The Interview will be conducted in English. Total marks for interview: 130. The minimum pass score: 65.

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

3. Establishment of the reserve list and possible job offer(s)

Following the results of the interview, the Selection Committee will propose a short-list of approximately seven successful candidates to the Vice Chair of the Management Committee. The short-list will order candidates by merit. The Vice Chair 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. Inclusion on a reserve list does not imply any entitlement to

⁶ http://berec.europa.eu/doc/berec/mc_10_24.pdf

employment in the BEREC Office. Moreover, recruitment will be subject to budgetary availability.

4. 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.

5. Conditions of employment

The Administration and Finance Officer of the BEREC Office will be appointed by the Appointing Authority as a contract agent at CA FG IV pursuant to Article 3a of the Conditions of employment of other servants of the European Union for a period of three years⁷. The Appointing Authority may renew the contract. The period of engagement will not in any case exceed the lifetime of the BEREC Office.

6. Approximate timetable

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

Equal opportunities

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

Protection of personal data

The BEREC Office will ensure that candidates' personal data are processed as required by Regulation (EC) N45/2001 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 European Union 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

⁷ For any information about salaries, deductions and allowances please consult the Staff Regulations of Officials of the European Union: OJ 45, 14.6.1962, p. 1385, <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>.

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 the Staff Regulations) starts to run from the time the candidate is notified of the act that allegedly prejudicing his/her interests.

Applicants can also 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

**APPLICATION FORM
FOR A POST AND FOR THE ESTABLISHMENT OF A RESERVE LIST FOR
AN ADMINISTRATION AND FINANCE OFFICER
OF THE BEREC OFFICE**

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°:

Email address: Professional:

Email 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

7. A post-secondary education attested by a diploma, or a university degree or diploma giving entitlement to undertake postgraduate studies; please specify:

8. Other studies:

9. In order to be eligible, you have to be included in the European Personnel Selection Office (EPSO) database for contract agents in function group IV and have successfully completed the selection and competence tests organized by EPSO according to the Commission Decision on the procedures governing the engagement and the use of contract staff.

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

Your candidate ID number in CAST FG IV list valid for recruitment in European Union Agencies:	
Description of the list and profile:	
Validity of the list:	

9. 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	HR	HU	IT	LT	LV	MT	NL	PL	PT	RO	SV	SK	SL

Other language(s):

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

Name	
Address	
Position	
Total number of staff	

11. Summarise your professional experience, if applicable (200 words max.):

12. Summarise your European/international experience, if applicable (200 words max.):

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

14. Other interests or facts you consider pertinent:

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

16. 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 may be considered prejudicial to my independence.

Date and name:

For their applications to be valid, candidates must submit:

1. A covering letter summarising the reasons for applying;
2. A curriculum vitae (CV) preferably drafted using the Europass CV format¹⁰;
3. This application form.

¹⁰ The European CV can be downloaded from the website <http://europass.cedefop.europa.eu/htm/index.htm>