

**Call for expression of interest for the establishment of a reserve list for posts of
Programme Manager (TA - Grade AD5)
of the BEREC Office
BEREC/2014/05**

Publication External

Title of function Programme Manager 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 – 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 BEREC Office is seeking to establish a reserve list from which to recruit the Programme Managers.

A Programme Manager assists the Head of Programme Management and Senior Programme Managers, in particular taking responsibility for providing support to a number of designated Expert Working Groups in legal and/or economic matters. The Programme Manager also contributes to monitoring and benchmarking activities of BEREC and to BEREC Office replies for opinions and advice. The holder of the post will report to the Head of Programme Management.

His/her responsibilities will include in particular:

- Providing support to BEREC Expert Working Groups, including Article 7/7a Expert Working Groups;
- Participating in the work of the BEREC Expert Working Groups;
- Maintaining monitoring and benchmarking activities (data collection, compilation of answers to questionnaires);
- Preparing timely replies to requests for opinions/advice addressed to BEREC;
- Having a role (e.g. financial verifier) in the BEREC Office financial circuit.

The Programme Manager may be assigned other duties appropriate to the grade from time to time. He/she is expected to work at the BEREC Office location in Riga, Latvia.

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

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: 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 their home country concerning military service;

Be physically fit to perform the duties linked to the post²;

University degree or diploma:

Have a level of education corresponding to a full university education, as evidenced by a diploma, where the normal duration of the studies in question is three years or more in a field related to business administration, public administration, economics, law and/or ICT-related engineering.

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.

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.

The selection criteria

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

- Knowledge in the field related to the duties, and in particular knowledge of European Framework of the regulation of electronic communications;
- Knowledge of the work of national regulators at European level in the context of BEREC;
- Very good oral and written communication skills;
- 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:

- Professional experience in similar duties to the ones described for the post;
- Knowledge of regulatory policy and practice relevant to the provisions of electronic communications services and experience in this area, in particular acquired within an NRA;
- Professional experience gained from participating in the work of the BEREC Expert Working Groups.

Independence and declaration of interests

The Programme Managers 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 format³;
3. The attached application form

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 held. The applications will be rejected if the dossier is incomplete.

³ 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 English.

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

recruitment@berec.europa.eu

Please always indicate the reference number (BEREC/2014/05_AD5_Programme Manager) in the subject of your email.

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

BEREC Office
BEREC/2014/05 – Application for the reserve list of Programme Manager
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

The deadline is **12 May 2014 17.00 Riga time** (16.00 Central European Time).

Applications must be sent either by email or by registered post no later than 12 May 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 17.00 Riga time (16.00 Central European Time).

Steps of the selection procedure

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 and written test.

2. Interview and written test

Upon completion of the evaluation of profiles, the Selection Committee will invite the most suitable candidates for the post to complete a written test and attend 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 written test will be done in English and will be related to the job and designed to test the ability to communicate in written English, the knowledge and competences related to the job, and drafting skills. Total mark for written test: 30. Minimum score to pass: 20.

The interview will aim to assess the suitability of the candidate to perform the duties, their professional knowledge and motivation. The interview will be held in English. Total mark for interview: 70. Minimum score to pass: 50.

The content of the written test and 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 written test and the interview, the Selection Committee will propose a shortlist of approximately 7 successful candidates to the Management Committee. The shortlist 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.

When a Programme Manager position becomes vacant or needs to be covered, the Vice-Chair of the Management Committee may offer a job to a candidate from the reserve list in order of merit.

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 Programme Manager of the BEREC Office will be appointed by the Appointing Authority as a temporary agent at AD5 grade pursuant to Article 2f of the Conditions of employment of other servants of the European Communities⁴ for a period of three years. 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.

6. Approximate timetable

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

7. Other important information

Candidates 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.

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) No 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 data⁵.

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,

⁴ OJ 45, 14.6.1962, p. 1385, <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>.

⁵ (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.

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: 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 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 (e.g. Article 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 the 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 (e.g. Article 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 ESTABLISHMENT OF A RESERVE LIST FOR
A PROGRAMME MANAGER
OF THE BEREC OFFICE
BEREC/2014/05**

1. Surname⁶:

2. Forename:

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

3. Date of birth: dd/mm/yyyy

4. Gender Male Female

5. Address for correspondence⁷:

Street, No etc.:

Postal code: Town:

Country:

Office Telephone No:

Mobile No:

Private Telephone No:

Fax No:

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. 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:

mother tongue or thorough knowledge;

⁶ 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:

⁷ For any change of address, please inform: recruitment@berec.europa.eu.

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 in organisations/bodies/clubs with a potential interest in the work of the BEREC:

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 format⁸;
3. This application form.

⁸ The European CV can be downloaded from the website <http://europass.cedefop.europa.eu/htm/index.htm>