

**Call for expression of interest for the establishment of a reserve list for the post of  
Seconded National Expert (SNE) in the Administration and Finance Unit  
of the BEREC Office  
Ref. BEREC/2014/02**

<b>Publication</b>	External
<b>Title of function</b>	Administrative Support Officer, Seconded national expert (SNE) of the Office of the Body of European Regulators for Electronic Communications (BEREC Office)
<b>Parent Directorate General (DG)</b>	DG CONNECT (Brussels)
<b>Portfolio Commissioner(s) (Digital Agenda)</b>	<b>Ms Neelie Kroes</b>

### **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 seat of the BEREC Office is 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 established as a European Union body. With a staff of up to 28, the 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. The decision MC (10) 25 of the Management Committee of BEREC has laid down the rules applicable to national experts seconded to the BEREC Office.

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

## **The post**

Applications are invited for the establishment of a reserve list for the post of Administrative Support Officer in the Administration and Finance Unit of the Office of the Body of European Regulators for Electronic Communications (BEREC Office).

The Administrative Support Officer will work in the Administration and Finance Unit and will report to the Head of Administration and Finance or to the person appointed by the Head of Administration and Finance.

The Administrative Support Officer will provide high-level administrative support in the adoption of BEREC and BEREC Office decisions in administrative, legal and HR matters, e.g. coordinate the preparatory work and follow-up actions for meetings of the Management Committee; provide legal support to the BEREC Office; contribute to the elaboration of new legislation and revise existing legislation and implementing acts; support and assist procurement procedures.

His/her responsibilities will include notably:

- Coordinating the adoption of the Management Committee's (MC) decisions between the Administration and Finance Unit and Executive Support of the BEREC Office;
- Monitoring the progress in relation to the adoption of MC decisions;
- Monitoring the implementation of rules and regulations adopted by the MC;
- Giving advice on legal implications;
- Contributing to the production of reports and plans as well as manuals for management and staff on legal and procedural issues;
- Preparing replies to legal interpretation requests, carrying out legal analysis and dealing with legal issues by providing legal advice;
- Supporting BEREC Office units and assisting with procurement;
- Supporting Administration and Finance Unit with other general administrative support tasks (e.g. document management), if so required.

The SNE in the Administration and Finance 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<sup>1</sup> or a public intergovernmental organisation (IGO). The

---

<sup>1</sup> 'Public administration' means all State administrative services at central, federal and regional level, comprising ministries, government and parliamentary services, the courts, central banks and the administrative services of local authorities, as well

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: Be a citizen of a Member State of the European Union or of an EFTA Member State;

Be entitled to full rights as a citizen<sup>2</sup>;

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

University degree or diploma: Have a level of education which corresponds to completed university studies of at least three years, attested by a diploma.

Professional experience: In addition to the above, have at least three years of relevant professional experience in the domain of a legal, executive support, administrative, economic, regulatory or advisory function.

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.

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

- Experience in the domain of a legal, executive support, administrative, economic, regulatory or advisory function;
- 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:

- Professional experience in the above-mentioned duties;
- Knowledge of the regulatory framework for electronic communications;

---

as the decentralised administrative services of the State and of such authorities, such as national regulatory authorities (NRAs).

<sup>2</sup> 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.

- Professional experience gained from participating in ERG/BEREC work (preparation of Plenaries, participation in CN and/or Project Teams);
- Knowledge of the administrative procedures within the European Union and/or agencies.

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

The SNE in the Administration and Finance Unit shall, during the period of secondment, carry out his/her duties under the management of the BEREC Office, its Administrative Manager and the responsible Head of Unit. He or she shall carry out the duties and behave 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 the BEREC Office by the Permanent Representations, the NRAs, the EFTA Secretariat and the administrations of the IGOs.

The reserve list for SNEs in the Administration and Finance 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 who meet the eligibility criteria and best match the selection criteria required as specified in the call for interest.

The Selection Committee shall invite the pre-selected applicants to an interview, the content of which 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 a 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/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 regarding

the secondment to the BEREC Office of national experts and national experts in professional training.

Before applying, each candidate should ensure that his/her employer will support the candidacy and pay his/her 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.

The 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 is located.

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)<sup>3</sup>;
- c) A covering letter summarising the reasons for applying; and
- d) Written confirmation by the SNE's employer regarding their support of the candidacy and their commitment to continue paying the SNE's salary and to maintain his/her administrative status throughout the period of secondment.

It is the responsibility of the applicant to complete and forward all required application documents in time.

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 English.

Applications, preferably in English, should be sent to respective Permanent Representation of the Member State, the NRA, the EFTA Secretariat or the administration of the IGO, clearly indicating the vacancy's reference number: **BEREC/2014/02**.

---

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

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

### **Closing date for applications**

Applications shall be submitted by the respective Permanent Representation of the Member State, the NRA, the EFTA Secretariat or the administration of the IGO to the BEREC Office no later than **25 April 2014**.

The contact email address of the BEREC Office is [recruitment@berec.europa.eu](mailto:recruitment@berec.europa.eu). Please make sure that you always include BEREC/2014/02\_SNE\_AF Unit in the subject line of your email.

### **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 members of these committees or for anybody else to do so on their behalf.

### **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 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.

26 February 2014

Ms Fátima Barros, President of the Board, Autoridade Nacional de Comunicações ANACOM  
Vice Chair of the Management Committee of the BEREC Office

**APPLICATION FORM  
FOR THE ESTABLISHMENT OF A RESERVE LIST FOR SECONDED  
NATIONAL EXPERTS IN THE ADMINISTRATION AND FINANCE UNIT  
OF THE BEREC OFFICE  
BEREC/2014/02**

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<sup>4</sup>:

2. Forename:

3. Employment before and during secondment, current employer:

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

\* Which of the following State administrative services at central, federal and regional level, comprising ministries, government and parliamentary 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 HR HU IE IT  
LT LU LV MT NL AT PL PT RO FI SE SK SV UK

5. Military service:

Do any obligations imposed by the laws of the candidate's home country concerning military service apply to the candidate?                      YES                      NO

If YES to above, have the obligations of the candidate concerning military service been fulfilled?                      YES                      NO

---

<sup>4</sup> 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), giving entitlement to undertake postgraduate studies:

NB! Other studies to be included in the CV.

7. Professional experience:

- Total post-graduate experience in the fields of a legal, executive support, administrative, economic, regulatory, advisory function or similar to which the related diploma(s) provide eligibility (years, months):  
and

Total post-graduate experience (years, months):

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

9. Summarise your European/international experience (200 words max.).



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

11. If you have a recognised disability that necessitates any special arrangements in the context of this selection procedure, please indicate this 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 may 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: <http://www.europass.cedefop.europa.eu>
- Written confirmation by the SNE's employer regarding their support of the candidacy and their commitment to continue paying the SNEs salary and to maintain his/her administrative status throughout the period of secondment.