

**Vacancy for a post and for the establishment of a reserve list for  
Human Resources Officer (TA - Grade AD5)  
of the BEREC Office  
BEREC/2014/07**

**Publication** External

**Title of function** Human Resources Officer 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 transnational 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 Human Resources Officer will ensure the proper and equitable application of the Office's policies and procedures in relation to selection/recruitment, contract renewals, resignations, job descriptions, training, staff appraisals, underperformance, leave, part-time work, teleworking, flexitime, equal opportunities, harassment and disciplinary issues. The post holder will in particular be responsible for applying human resources rules in accordance with the Conditions of employment of other servants of the European Communities within the Office. The post holder will also be responsible for implementing an efficient and effective set of administrative procedures for the Office.

The Human Resources Officer will report to the Head of Administration and Finance. His/her responsibilities include the management of human resources within the Office, notably:

- Preparation of all relevant documentation for recruitment, contract renewals and resignations;
- Ensuring the integration of new staff in the Office;
- Monitoring the personal files of all staff including details about leave, teleworking, flexitime and part-time hours, and job descriptions;
- Drafting various types of documents relevant to the mission, the organisation and the administration of the Office's resources, such as activity reports and HR reporting linked to the annual business management cycle;
- Analysing and drafting synthesis notes on issues related to Staff Regulations;
- Preparing the staff establishment plan and the multi-annual staff policy plan;
- Following up the personnel budget;
- Coordinating the administration of salaries;
- Analysing training needs and setting the policy context and priorities for learning and development;
- Supporting individual staff in identifying appropriate learning and development activities to meet identified needs;
- Having a role (financial verifier and operational initiating agent) in the BEREC Office financial circuit;
- Coordinating with the Commission on human resource issues.

He/she may be assigned other duties as appropriate.

The Human Resources Officer 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 citizen<sup>1</sup>;

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 post<sup>2</sup>;

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, law and/or similar.

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 Human Resource Officer will be selected on the basis of the following criteria:

- Knowledge of the field related to the duties;
- Very sound knowledge of the human resources rules and regulations of the European Union;
- Excellent sense of responsibility and initiative;
- Proven capacity to work in an international environment;
- Ability to work in a European, multicultural and multilingual environment in a start-up context;
- Thorough knowledge of English as a working language;
- Ability to use electronic office tools (word processing, spreadsheets, email, internet etc);
- Good analytical ability and communication, problem-solving and organisational skills.

It will be an asset if he/she has:

- Professional experience in the human resource field.

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

The Human Resource 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.

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<sup>1</sup> 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.

<sup>2</sup> 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.

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 format<sup>3</sup>;
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 the start and end dates of employment contracts. You are invited to indicate, aside from the duration of studies, the legal length of the diplomas held. 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, French or German, should be sent by email to:

[recruitment@berec.europa.eu](mailto:recruitment@berec.europa.eu)

Please always indicate the reference number (BEREC/2014/07\_AD5\_Human Resource Officer) 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/2014/07 – Application for the post of Human Resource Officer  
Z.A. Meierovica Bulv. 14, 2<sup>nd</sup> 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 **20 March 2014 17:00 Riga time** (16:00 Central European Time).

Applications must be sent either by email or by registered post no later than 20 March 2014 (date of email or date of postmark for registered mail).

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

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 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 assess the candidates invited to the written test and interview according to the selection criteria described in the 'Selection criteria' section.

The written test will be completed 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 marks for written test: 30. Minimum pass score: 20.

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

Following the results of the written test and the interview, the Selection Committee will propose a shortlist of approximately seven successful candidates to the Management Committee. The shortlist will order candidates by 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 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. 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 may offer a job to a candidate from the reserve list in order of merits.

#### **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 Human Resource Officer 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 Communities<sup>4</sup> for a period of three years. The Appointing Authority may renew the contract only once for another fixed period. A further renewal, awarded by 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

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

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 data<sup>5</sup>.

### **Requests for information and appeal procedures**

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: 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 three months. The time limit for initiating this type of procedure starts to run from the time the candidate is notified of the act that adversely affects him/her.

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<sup>5</sup> (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.

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

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](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 (ex 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 A POST AND FOR THE ESTABLISHMENT OF A RESERVE LIST FOR  
A HUMAN RESOURCES OFFICER  
OF THE BEREC OFFICE  
BEREC/2014/07**

1. Surname<sup>6</sup>:

2. Forename:

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

3. Date of birth: dd/mm/yyyy

4. Gender            Male    Female

5. Address for correspondence<sup>7</sup>:

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:

1 - mother tongue or thorough knowledge;

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<sup>6</sup> 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:

<sup>7</sup> Of any change of address, please inform: [recruitment@berec.europa.eu](mailto: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 with organisations/bodies/clubs with a potential interest in the work of 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 format<sup>8</sup>;
3. This application form.

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