

**Vacancy notice for a post and the establishment of a reserve list for
a Programme Management Support Officer (CA – function group IV)
of the BEREC Office**

Ref. BEREC/2014/09

Publication:	External
Title of function	Programme Management Support 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 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 communicating 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 Programme Management Support Officer will provide administrative and professional support to BEREC Expert Working Groups and will also perform monitoring and benchmarking activities. The focus of the work of the Programme Management Unit is on providing support to BEREC in the fulfilment of its annual work programme and other primary content tasks as specified in BEREC Regulation (EC) No 1211/2009.

The Unit's main responsibilities are:

- Setting up BEREC Expert Working Groups;
- Providing administrative, legal and logistical support to BEREC Expert Working Groups (including meetings, data collection and reports);
- Data collection & benchmarking;
- Monitoring of all notified national measures submitted by the NRAs under Article 7 of the Framework Directive;
- Providing reports and comments on notified national measures, as requested by the BEREC Board of Regulators;
- Establishing and coordinating Article 7/7a Expert Working Groups for the purpose of providing Opinions of BEREC.

Under the supervision of the Head of Programme Management, the post holder's responsibilities will include, but not be limited to:

- Providing advice/opinions on a case-by-case basis;
- Assisting the Head of Programme Management by providing advice/opinions;
- Helping to draw up BEREC's annual work programme;
- Drafting replies to requests for opinions/advice;
- Providing support to BEREC Expert Working Groups, including Article 7/7a Expert Working Groups;
- Providing support to monitoring and benchmarking activities (data collection, compilation of answers to questionnaires);
- Preparing the BEREC annual report or other regular reports.
- Supporting the implementation of procurement procedures in the field of the Programme Management Unit relating to the Regulatory Framework;
- Interacting with BEREC members and stakeholders customers in a positive and proactive way by fostering a strong sense of team spirit;
- Ensuring good communication with external stakeholders by ensuring a positive image of the Office.

The Programme Management Support 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. Nationality: Be a citizen of a Member State of the European Union; be entitled to full rights as a citizen¹;
2. Military service: Have fulfilled any obligations imposed on them by the laws of their home country concerning military service;
3. Education²: Completed university studies of at least three years attested by a diploma in the field of economics, law, ICT-related engineering or similar, giving entitlement to undertake postgraduate studies, and professional experience of at least one year;
4. 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;
5. Be physically fit enough to perform his/her duties³.

The selection criteria

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

- Experience in one of the areas of the regulation of electronic communications within the competence of BEREC in economic, regulatory, technical, legal or other advisory functions;
- Professional experience: appropriate professional experience of at least one year.
- Knowledge of the European Framework for the regulation of electronic communications;
- Ability to use electronic office tools (word processing, spreadsheets, email, internet, etc.);
- Proven capacity to work in an international environment;
- Motivation and interpersonal skills;
- Ability to work under pressure and to meet tight deadlines;
- Good problem-solving and organisational skills;
- Thorough knowledge of English as a working language.

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

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

It will be advantageous if he/she has:

- Practical experience in the analysis of the relevant electronic communications markets;
- A qualification in legal studies.

Independence and declaration of interests

The Programme Management Support 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 applications to be valid, candidates must submit the attached application form, a covering letter summarising the reasons for applying and a Curriculum Vitae (CV). The CV should preferably be drafted using the Europass CV format. Candidates are requested to indicate the duration of studies undertaken as well as the validity period of the diplomas held⁴. Applications will be rejected if the file 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 language.

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

recruitment@berec.europa.eu

Please always indicate the vacancy reference (BEREC/2014/09 Programme Management Support Officer) in the subject line of e-mails.

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

BEREC Office
BEREC/2014/09 – Application for the post of Programme Management Support 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

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

Applications including an application form, a CV and a covering letter must be sent either by e-mail or by registered post no later than **1 September 2014** (date of e-mail or date of postmark for registered mail before midnight in Riga time (23:00 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 their members or for anybody else to do so on their behalf.

Steps of the selection procedure

The Programme Management Support Officer will be selected in accordance with the decision MC (10) 24 of the Management Committee⁵ 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 and professional experience of the candidate with respect to the description of the 'Selection criteria' 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.

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 carry out an assessment of 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 duties, their professional knowledge and their motivation. The interview will be held in English. The total mark for the interview is 100 and the minimum score to pass is 50.

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

⁵ http://berec.europa.eu/doc/berec/mc_10_24.pdf

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

Following the results of the interview, the Selection Committee will propose a shortlist of approximately seven successful candidates to the Vice-Chair of the Management Committee. The shortlist will be in order of 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 employment in the BEREC Office. Moreover, recruitment will be subject to budgetary availability.

4. Verification of documents and scrutiny

The successful candidate's application 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 Management Support 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 years⁶. 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 and information will not be released during this period.

Equal opportunities

⁶ 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>.

The BEREC Office applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations⁷.

Protection of personal data

Personal data in the area of the recruitment procedures managed by the BEREC Office are handled in accordance with the published privacy statement:

http://bereg.europa.eu/eng/document_register/subject_matter/bereg_office/publication_of_notices/?doc=3960

Requests for information and appeal

An applicant who would like further information, or considers that he/she may have grounds for complaint concerning a particular decision may, at any point in the selection procedure, request further information from the following address: recruitment@bereg.europa.eu.

An applicant may lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union and Conditions of employment of other servants of the European Union 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 Staff Regulations and CEOS at: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>) starts from the time an applicant becomes aware of the act allegedly prejudicing his/her interests.

Applicants can 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

⁷ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>; and http://ec.europa.eu/civil_service/job/index_en.htm .

APPLICATION FORM
FOR A POST AND FOR THE ESTABLISHMENT OF A RESERVE LIST FOR
PROGRAMME MANAGEMENT SUPPORT 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.:

Postcode: Town:

Country:

Office Telephone No:

Mobile No:

Private Telephone No:

Fax No:

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

7. A post-secondary education attested by a diploma, or a secondary education attested by a diploma giving access to post-secondary education, please specify:

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 Please inform recruitment@berec.europa.eu of any change of address.

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;

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. Give details of any membership role in, or affiliation to, organisations/bodies/clubs with a potential interest in the work of BEREK:

14. Give details of anything else you consider relevant to your application:

15. If you have a recognised disability which 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 might be considered prejudicial to my independence.

Date and name:

Candidates must submit with this application form:

A covering letter describing the reasons for the application

A CV preferably drafted using the Europass CV format which can be found at:
<http://www.europass.cedefop.europa.eu>