

**Vacancy notice for a post and the establishment of a reserve list for
an Executive Support Assistant (TA-AST3)
of the BERECE Office**

Ref. BERECE/2014/10

Publication:	External
Title of function	Assistant in 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 BERECE Office

The Office of the Body of European Regulators for Electronic Communications (BEREC) — the BERECE Office — was set up to provide administrative and professional support to BEREC, the Body of European Regulators for Electronic Communications. The BERECE 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, definitions of trans-national markets, cross-border disputes and numbering issues.

The BERECE Office is an EU Body that provides professional and administrative support to BEREC. With a staff of 28, the BERECE 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 BERECE 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 BERECE 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 the European Union, the Conditions of employment of other servants of the European Union, and the rules adopted jointly by the European Union 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 BERECE website: <http://berec.europa.eu/>

The post

The Assistant will assist in Executive Support activities. The post holder will report to the Administrative Manager. His/her responsibilities will include, but are not be limited to:

Clerical and secretarial support

- typing letters, notes, reports, draft minutes of the Office staff meetings; composing routine letters/correspondence using predefined templates;
- carrying out various administrative tasks such as diary-keeping, filtering telephone calls, updating contact lists;
- managing missions (completing travel orders, making relevant travel and hotel reservations, collecting all supporting documents for the expenses of the mission performer, filling-in the statement of expenses, scanning the documents and sending them for further processing);
- printing, copying and scanning documents.

Organising meetings

- providing logistical support for the organisation of meetings, seminars or workshops, including: reserving rooms and accommodation, ordering catering, booking restaurants, compiling a list of participants, preparing badges and table name tags, compiling folders of working documents, etc.,
- undertaking any follow-up actions (collecting documents concerning experts' reimbursements, sending out the minutes and action points, etc.).

Information and dissemination

- ensuring the communication of information to National Regulatory Authorities and stakeholders;
- ensuring the communication of internal information to the Office staff.

Document management, filing, archiving and involvement in procurement procedures

- registering and filing documents according to the filing plan;
- updating the list of files;
- updating the list of documents in the files;
- preparing documents before being sent (via post or e-mail);
- managing and organising folders in BEREC's functional e-mail inbox;
- supporting the implementation of procurement procedures for the activities of the Executive Support (e.g.: outsourcing event management services or organising workshops);
- the post holder may be assigned other duties appropriate to the grade from time to time.

Eligibility criteria

Applicants will be considered for the selection phase on the basis of the following formal requirements that must be met 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 by the laws of their home country concerning military service.
3. Education:
 - a level of post-secondary education attested by a diploma; or
 - a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.
4. Professional Experience: Have at least three years' professional experience in administration and/or executive support after the completion of the diploma. When the diploma held is not for post-secondary level education, the three years of professional experience should be in addition to the three years requested in point b) of Education eligibility criteria.
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 enough to perform his/her duties².

Selection criteria

The Assistant will be selected on the basis of the following criteria:

- experience in similar duties to the ones described for the post;
- good knowledge of essential computer tools (Internet, Microsoft Office);
- good oral and written communication skills (including attention to detail and logical written communication);
- motivation and interpersonal skills;
- thorough knowledge of English as a working language.

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

² Prior to being employed, a member of contract staff shall undergo a medical examination 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 Union.

It will be advantageous if he/she has:

- proven capacity to work in an international environment;
- knowledge of the work of the European Institutions (e.g.: European Commission, European Parliament and European Court of Auditors) or European executive or regulatory agencies.

Independence and declaration of interests

The Assistant 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. Applicants must confirm their willingness to do this in their application.

Conditions of employment

The Assistant of the BEREC Office will be appointed by the Appointing Authority as a temporary agent at grade AST3 pursuant to Article 2f of the Conditions of employment of other servants of the European Union, for a period of three years³. The Appointing Authority may extend the contract. The period of engagement will not in any case exceed the lifetime of the BEREC Office.

Application procedure

For applications to be valid, applicants must submit the attached application form, a covering letter summarising the reasons for applying and a Curriculum Vitae. The CV should preferably be drafted using the Europass CV format. In addition, you are invited to indicate, apart from the duration of the studies, the exact date on which the diplomas held were issued.⁴ 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 applicants 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/2014/10 Assistant) in the subject of your e-mail.

³ For information on salaries, deductions and allowances, please consult the Staff Regulations of Officials of the European Union:
<http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

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

Closing date

Applications including an application form, a CV and a covering letter must be sent by e-mail no later than **5 September 2014** (date and time of the e-mail before midnight in Riga (i.e. 23:00 Central European Time)).

Important information for applicants

Applicants are reminded that the work of the selection committee and the Management Committee is confidential. Applicants, or anyone acting on their behalf, are forbidden to make direct or indirect contact with members of these committees. Applicants invited to the interview and written test will be informed of the composition of the Selection Panel.

Steps of the selection procedure

The Assistant will be selected in accordance with the Decision MC (10) 23 of the Management Committee⁵ following an assessment of his/her merits and suitability for the post, based on the criteria specified 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 based on the qualifications and the professional experience of the applicant with regard to the description of the 'Selection criteria' and his/her motivation. The Selection Committee will evaluate applications and select those applicants who meet the eligibility criteria and best match the selection criteria required as per the vacancy notice.

2. Written test and interview

Once the profiles have been evaluated, the Selection Committee will invite the most suitable applicants 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 applicants who are above a certain threshold will be invited for interview. Details of the time, date and address of the written test and interview will be communicated to the applicants in due course.

The Selection Committee will carry out an assessment of applicants invited to a written test and an interview according to the selection criteria described in the 'Selection criteria' section.

5

http://berec.europa.eu/eng/document_register/subject_matter/berec_office/decisions_of_the_management_committee/315-decision-by-the-berec-office-mc-on-the-general-implementing-provisions-on-the-procedure-governing-the-engagement-and-the-use-of-temporary-agents-at-the-berec-office

The written test will be sat in English and will be designed to test the ability of applicants to communicate in written English, and their knowledge and competences related to the job, as well as their drafting skills. Total marks for written test: 30. Minimum pass score: 20.

The interview will aim to assess the suitability of the applicant to perform the required duties, their professional knowledge and their 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 possible job offer(s)

Following the results of the interview, the Selection Committee will propose a shortlist of approximately seven successful applicants to the Management Committee. The shortlist will be in order of merit. The Vice-Chair may draw up a reserve list of successful applicants, which will be valid for up to 12 months. The Vice-Chair of the Management Committee may decide to extend the validity of the reserve list, and applicants on the list may receive a job offer, depending on the needs of the agency, for similar posts which may become vacant in other departments of the BEREC Office. Inclusion on a reserve list does not imply entitlement to employment at the BEREC Office. Moreover, recruitment will be subject to budgetary availability.

4. Verification of documents

The application of the successful applicant will be checked against the supporting documents provided 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 applicant will be disqualified from the selection process.

Applicants will also be disqualified if they:

- do not meet all eligibility criteria;
- do not provide all the required supporting documents.

5. 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 Regulations⁶.

⁶ <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 .

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 statement⁷.

Requests for information and appeal

Applicants who would like further information, or who consider that they have grounds for complaint concerning a particular decision, may, at any point in the selection procedure, request further information from the following address: recruitment@berec.europa.eu.

Applicants may file 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, via registered mail to 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 CEOS⁸) commences from the time the applicant is notified of the act that allegedly prejudices 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://berec.europa.eu/eng/document_register/subject_matter/berec_office/publication_of_notices/?doc=3960

⁸ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

APPLICATION FORM
FOR A POST AND FOR THE ESTABLISHMENT OF A RESERVE LIST FOR
AN EXECUTIVE SUPPORT ASSISTANT
OF THE BEREC OFFICE

1. Surname⁹:

2. Forename:

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

3. Date of birth: dd/mm/yyyy

4. Sex Male Female

5. Address for correspondence¹⁰:

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. Post-secondary education attested by a diploma, or secondary education attested by a diploma giving access to post-secondary education (please specify):

⁹ 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:

¹⁰ Please inform us of any change of address by sending an email to: recruitment@berec.europa.eu.

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

14. Other interests or facts you consider relevant:

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

Applicants must submit with this application form:

A covering letter summarising the reasons for applying

A CV preferably drafted using the Europass CV format which you will find at:

<http://www.europass.cedefop.europa.eu>