

Call for Expression of Interest
Programme Management Assistant
(Temporary Agent – Grade AST4)
Ref. BEREC/2017/06

Applications are invited for the establishment of a reserve list for the post of Programme Management Assistant of the BEREC Office.

Type of contract	Temporary Agent
Function group and grade	AST 4
Duration of contract	3 years (with the possibility of extension)
Maximum number of candidates to be placed on the reserve list	6
Place of employment	Riga, Latvia
Partner Directorate General	DG CONNECT - Directorate General for Communications Networks, Content and Technology
Deadline for application	29.01.2018, 12:00 Riga time

The BEREC Office

The BEREC Office has been 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.

The BEREC Office is a body of the European Union (EU) managed by an Administrative Manager under the supervision of a Management Committee composed of the heads of the 28 EU national regulatory authorities (NRAs) in charge of the monitoring of the telecom markets, as well as a European Commission representative.

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 EU 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: www.berec.europa.eu.

The post

The Programme Management Assistant will assist the Head of Programme Management and the Programme Managers, in particular taking responsibility for providing support to a number of administrative and financial issues dealt within the unit. The post holder will report to the Head of Programme Management.

His/her responsibilities will include notably:

- Providing professional support as well as financial and administrative support to BEREC Expert Working Groups (EWGs), including the Article 7/7a EWGs. Under these roles he/she may have to participate in European meetings and undertake the appropriate roles for supporting the EWGs. This role may also involve extensive traveling within Europe;
- Assisting the Head of Programme Management by providing advice/opinions and inputs to various reports and deliverables;
- Helping to draw up BEREC's and BEREC Office's annual work programmes;
- Drafting replies to requests for opinions/advice;
- Providing support to monitoring and benchmarking activities (data collection, compilation of answers to questionnaires, report writing, etc.);
- Preparing the BEREC Annual Report or other regular reports;
- Supporting the procurement procedures and the public consultations related to the work activities of the Programme Management Unit and undertake appropriate roles for their successful implementation;
- Supporting the organisation of various BEREC events (i.e. meetings, workshops, trainings, etc.) and undertake the necessary roles for the successful implementation of these events;
- Operating the various BEREC IT platforms / databases and undertake roles for the successful set-up of such IT systems / applications;
- Managing external contacts with the members of BEREC and with stakeholders;
- Ensuring efficient communication by supporting management of documents related to the work of BEREC, including intranet and the BEREC website;
- Interacting with BEREC and BEREC Office members, stakeholders and citizens 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 BEREC Office;
- Contributing to the financial transactions of the BEREC Office in the role of an operational and financial initiating or verifying agent;
- Providing technical expertise in launching studies;
- Providing support in document management.

(S)he may be assigned other duties as appropriate.

The Programme Management Assistant is expected to work at the BEREC Office located in Riga, Latvia.

Eligibility criteria

Candidates will be eligible for this selection procedure if they fulfil the following formal criteria

at the time of the application deadline:

1. Be a national of a Member State of the EU and enjoy full rights as a citizen¹;
2. Have fulfilled any obligations imposed by applicable laws concerning military service;
3. Be physically fit to perform the duties linked to the post²;
4. Produce the appropriate character references as to suitability for the performance of the duties;
5. Languages: A thorough knowledge of one of the official EU languages and a satisfactory knowledge of a second EU language to the extent necessary for the performance of his/her duties;
6. Studies³ and professional experience: A level of education which corresponds to completed university studies of at least three years attested by a diploma, followed by at least 9 years of appropriate professional experience.

Or

Secondary education attested by a diploma giving access to post-secondary education, followed by at least 12 years of appropriate professional experience.

Selection criteria

The Programme management assistant will be selected on the basis of the following selection criteria:

- Relevant professional experience in areas closely related to the tasks described above under the section “the post”.
- Experience in project and/or risk management.
- Experience to work in an international multi-cultural and multi-language environment.
- Thorough knowledge of English⁴.

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

² 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 the Conditions of employment of other servants of the EU.

³ 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. In the latter case, the AACC reserves the right to request proof of such equivalence.

⁴ As established in the BEREC Office Management Committee Decision MC/2016/02, the working language of the BEREC Office is English.

The following would be an asset:

- Practical experience in the regulation of electronic communications within the competence of BEREC in engineering, economic, legal or other advisory functions;
- Experience in data collection and development of benchmarking reports;
- Experience in the work activities of BEREC or of other European or international organisation for electronic communications;
- Additional studies in areas closely related to the tasks described above under the section “the post”.

The following skills and competencies relevant to the post may be tested during the interview and written test:

- Thorough command of the English language.
- Ability to use electronic office tools (word processing, spreadsheets, presentation software, email, internet, project management tools, etc.);
- Good oral and written communication skills (with attention among other things on accuracy and logical structure of written communication);
- Good analytical, problem-solving and organisational skills as well as motivation and interpersonal skills;
- Ability to work under pressure and to meet tight deadlines producing high quality results;
- Ability to fit well in the team of the Program Management Unit at the appropriate level;
- Proven capacity of team-player spirit and conflicts avoidance that will enable him/her to contribute in a coordinated effort with other members of the group striving for a common goal;
- Sound knowledge of the European Framework for the regulation of electronic communications including the market analysis process of the electronic communications markets as well as of the Art. 7/7a cases as they are defined by the Framework Directive;
- Practical knowledge of the financial rules of the EU and experience in their application;
- Knowledge of the procurement procedures in accordance with the EU practices and Framework.

Stages in the selection procedure

The BERIC Office sets up a Selection Committee appointed by the AACC which will conduct the selection procedure. This Committee will analyse the applications and identify a number of candidates who have the best profile with regard to the selection criteria mentioned above. These candidates will be invited for a written test and an interview with the Selection Committee.

A. Admission to the selection procedure

After the deadline for applications, the applications submitted will be checked against the eligibility criteria. Only eligible applications will be then assessed against the selection criteria.

B. Assessment of eligible applications

The Selection Committee will analyse the motivation letters, together with the application forms and the CVs of eligible applicants with reference to the selection criteria and assets. An overall assessment of the quality and suitability of each eligible application will be performed on the basis of the requirements of the posts.

C. Interview and written test

Upon completion of the assessment of eligible applications, the Selection Committee will invite the most suitable candidates for a written test and an interview (duration of the interview: 30 minutes, main language of the interview: English) in order to assess the specific competencies required for the post and the general competencies required for the temporary staff of the EU. The maximum total number of candidates invited for interview and written test will be 12.

Candidates are kindly invited to indicate in their application any special arrangements that may be required if invited to attend a test and an interview.

The Selection Committee will assess the candidates invited to the written test and interview according to the elements described in the "Selection Criteria" section, including the listed skills and competencies relevant to the post.

The written test will be in English; it will be related to the job and designed to test candidates' ability to communicate in written English, their job related knowledge and competences. Maximum score for the written test: 30. Minimum pass score: 20.

The interview will aim to assess the suitability of the candidates to perform the required duties, their professional knowledge and their motivation. The interview will be held in English. Candidates with English as their mother tongue will be tested in another official EU language to double-check that the eligibility criteria is met (i.e. satisfactory knowledge of a second official EU language). Maximum score for the interview: 70. Minimum pass score: 50.

The content of the written test and of the questions asked during the interviews will be set in accordance with the level and profile of the position advertised.

The Selection Committee will propose a maximum of six candidates with the highest combined scores achieved in the interview and written test for placement on the reserve list.

1. Reserve list and possible job offer(s)

The Selection Committee will propose to the Management Committee to place on a reserve list maximum six⁵ successful candidates. 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 Appointing Authority. The reserve list will be established in alphabetical order and inclusion on the reserve list does not guarantee any entitlement to employment in the BEREC Office. Moreover, recruitment will be subject to budgetary availability.

When a Programme Management Assistant post becomes vacant or cover needs to be provided, a job may be offered to a suitable candidate from the reserve list⁶.

2. Verification of documents and scrutiny

The successful candidate's application will be checked against the supporting documents to confirm its accuracy and eligibility.

If, at any stage in the procedure, it is discovered that the information given 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.

3. Conditions of employment

The Programme Management Assistant will be appointed by the Appointing Authority as a temporary agent at grade AST4 pursuant to Article 2f of the Conditions of employment of other servants of the European Communities for a period of three years. The Appointing Authority may renew the contract only once for another fixed period. A further renewal will be for an indefinite period. The period of engagement will not in any case exceed the lifetime of the BEREC Office⁷.

Application procedure

For their applications to be valid, candidates must submit:

⁵ Where a number of candidates tie for the last available place, they will all be included in the list.

⁶ The CVs of the candidates on the reserve list will be assessed towards the requirements of the vacant post. A second interview may be organised.

⁷ 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/legal-content/EN/TXT/PDF/?uri=CELEX:01962R0031-20160910&qid=1481821297779&from=EN>. A correction coefficient for Latvia is applied to salaries. The correction coefficient at the time of publication of this vacancy is 74.9 %.

1. A covering letter outlining their reasons for applying;
2. A curriculum vitae (CV), preferably drafted using the Europass CV format⁸;
3. The application form in the annex.

Applicants are explicitly requested to highlight and give a brief account of their experience and expertise relevant to the job and the start and end dates of employment contracts. Applicants are invited to indicate, apart from the duration of studies, the legal length of the diplomas that they hold. Applications will be rejected if the dossier is incomplete or submitted after the deadline.

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.

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

recruitment@berec.europa.eu

The reference '**BEREC/2017/06 Programme Management Assistant**' must always be indicated in the subject line of e-mails.

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

Closing date for applications

Applications must be sent by email. The deadline is **29.01.2018 at 12:00 (midday) Riga time** (11:00 a.m. Central European Time). The BEREC Office strongly advises candidates not to wait until the last few days before the deadline to apply, since heavy internet traffic or connection difficulties could lead to problems. It is the sole responsibility of each applicant to submit his/her completed application by the deadline for submission. Any information or documentation provided after the deadline will not be taken into account.

Approximate timetable

The selection process may take several months; information will be released at the end of each stage.

Independence and declaration of interests

The Programme Management 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. Candidates must confirm their willingness to do so in their application.

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

Other important information

Candidates are reminded that the work of the Selection Committee and the Management Committee of the BEREC Office 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 data⁹.

Requests for information and appeal procedures

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

A candidate who feels that a mistake has been made regarding eligibility may ask to have his/her application reconsidered by sending a request for review within 20 calendar days of the date of the email notifying the candidate of the outcome, quoting the reference of the selection procedure, 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.

⁹ (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.

The complaint must be lodged within three months. The time limit for initiating this type of procedure starts from the time the candidate is notified of the act that adversely affects him/her.

Candidates can submit a judicial appeal under Article 270 of the Treaty on the Functioning of the EU and Article 91 of the Staff Regulations of Officials of the European Communities to:

Court Of Justice of the European Union

L-2925 Luxembourg

Details of how to submit an appeal can be found on 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 228 of the Treaty on the Functioning of the EU 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 Court of Justice of the EU under Article 270 of the Treaty on the Functioning of the EU.

Please also note 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. Therefore, before contacting the Ombudsman, candidates must have submitted a complaint/appeal to the BEREC Office and received a negative reply from the BEREC Office.
