

## Call for Expression of Interest Trainees at the Administration and Finance Unit Ref. BEREC/2017/02

**Applications are invited for the selection of trainees at the Office of the Body of European Regulators for Electronic Communications (BEREC Office).**

<b>Place of traineeship</b>	Riga, Latvia
<b>Partner Directorate General</b>	DG CONNECT - Directorate General for Communications Networks, Content and Technology
<b>Portfolio Commissioner</b>	Mr Andrus Ansip (Digital Economy & Society)
<b>Deadline for application</b>	<b>07/07/2017 at 12:00 (midday), Riga time</b>

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.

For further information please consult the BEREC website: [www.berec.europa.eu](http://www.berec.europa.eu).

### **The traineeships**

The aim of this traineeship programme is to attract highly qualified applicants who are competent and strongly motivated.

The selected trainees will be assigned to the Administration and Finance Unit and will be requested to work in the following areas:

- **Human resources area (Profile No 1)**

Duties include:

- Contribute to the development of HR policies.
- Assist in different HR projects.

- Support the creation and maintenance of internal databases.
- Contribute to reporting activities.
- Contribute to the definition of a competency framework.
- Support the HR-related payment files and/or initiation of payments.
- Contribute to the induction programme.
- Support the coordination and the organisation of training events and similar activities.
- Support the procedures for establishing the individual rights of staff.
- Support the leave management.
- Support the preparation and/or adoption of staff implementing rules and the monitoring of their application.
- Contribute to the HR communication activities.
- Contribute to the reorganization of the HR related information on the internal shared drive and on the Agency website.
- Interact with internal and external stakeholder upon request.
- Perform any other HR tasks necessary for the service.

In the interest of the service, the job holder may be assigned other duties as appropriate.

- **Information and communication technologies (ICT) area (Profile No 2)**

Duties include:

- Assist in the review and the evaluation of the status of the current ICT projects, systems and policies and participate in the elaboration of new policies, impact assessments, different policy options to be considered by the management and the launch and development of new projects.
- Assist in requesting quotes and services and participate in the evaluation of the quality of the delivered services.
- Assist in the development, the launch and conduct of satisfaction surveys in the field of ICT and participate in the assessment of the results of their outcome.
- Maintain up-to-date the documentation of processes, procedures, and troubleshooting guides.
- Assist in the deployment of new Commission applications, including in the preparation of the documentation of the different stages of the project and, where appropriate, take part in the data migration from the legacy systems, respecting confidentiality and privacy of client information and files.
- Provide assistance in the configuration of workstations and laptops.
- Provide assistance in the organisation of peripheral equipment, including scanners, external drives, monitors and other peripheral hardware.
- Create and maintain inventory, which may include hardware, software and various items such as printer cartridges and peripheral equipment.

In the interest of the service, the job holder may be assigned other duties as appropriate.

- **Document management area (Profile No 3)**

Duties include:

- Contribute to the further development of document management policies.

- Assist in the deployment of HERMES-ARES-NomCom<sup>1</sup> (HAN) in the AF Unit, including in the preparation of the documentation for the different stages of the project.
- As per the HAN nomenclature, provide support in the creation, organisation and maintenance of an internal document database and physical/electronic archives.
- Contribute to the Agency reporting activities and provide statistics in the field of document management and archiving (e.g. monthly and annual reports of the Agency).
- Contribute to the improvement of the filing plan as per the Agency's internal rules established by the HAN nomenclature.
- Contribute to the organisation of trainings on document management.
- Support the coordination and the organisation of surveys in the field of document management and similar activities.
- Support in maintaining different specific registers, such as contract register, register of processing operations of personal data, register of procurement procedures or other registers of financial documents according to the Agency's manual of procedures.
- Contribution to the monthly and annual reports of the Agency.
- Contribution to improvement of the organisation of the Agency information on the internal shared drive, on the Agency website or other internal or external sources.
- Any other document management and archiving tasks, where required by the service.

In the interest of the service, the job holder may be assigned other duties as appropriate.

**Each trainee will have a traineeship adviser, who will be in charge of the trainee for the entire period of the traineeship**

#### **Eligibility criteria**

To be admitted to the graduate traineeship programme, applicants must:

1. be nationals of a Member State of the European Union;
2. have by the beginning of the traineeship successfully completed at least three years of higher education course (university studies) or equivalent education in a field of interest to the BEREC Office attested by a diploma or relevant official certificate<sup>2</sup>;
3. have a very good knowledge of at least two EU official languages, whereas one language should be English<sup>3</sup> (level C2 according to the Language levels of the Common European Framework of Reference) to fully profit from the traineeship and to be able to follow meetings and perform adequately.

Failure to comply with one or more of the eligibility criteria will result in disqualification of the concerned applicant. Trainees must not have any professional connections with third parties, which might be incompatible with their traineeship (i.e. must not work for lobbyists, legal attachés,

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<sup>1</sup> The European Commission document management tool used by the Agency.

<sup>2</sup> ECTS points are not accepted as equivalent degree, proof of completion of full university studies shall be provided before the start of the traineeship. For examples of minimum national qualifications required by the legislation in the country where the diploma was obtained, see Annex I. Only qualifications issued by EU Member State authorities or recognised as equivalent by the relevant EU Member State authorities will be accepted. Where diplomas are obtained from a non-EU country, trainees will be required to provide proof of their equivalence from a recognised authority.

<sup>3</sup> English is the working language of the BEREC Office, as stated in the Management Committee Decision No MC/2016/02.

etc.). They are not permitted to exercise any other gainful or non-gainful employment during the period of the traineeship.<sup>4</sup>

## **Selection**

After the deadline for applications, the applications are checked towards the eligibility criteria. Eligible applications are assessed by a Selection Committee appointed by the Administrative manager.

Suitable candidates may be contacted over the phone by the members of the Selection Committee in order to check the availability and discuss the mutual expectations prior to the final decision and in order to better assess the suitability of the candidate for the position and the motivation.

For each position, the Selection Committee will finally establish a shortlist of candidates to be proposed to the Administrative Manager. The candidates may be ranked in order of merit or in alphabetical order.

The Administrative Manager makes the final selection of applicants on the basis of the proposals submitted by the Selection Committee. Regard will also be taken in respect of the maintenance of an appropriate gender balance and geographical distribution of the trainees. The Administrative Manager reserves the right to proceed with a further assessment or phone interviews before taking a decision on the successful trainees.

Successful applicants are informed about the outcome of the selection procedure. The selection proceedings of trainees are confidential.

## **Equal opportunities**

The BEREC Office applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations and accepts and treats applications without distinction on grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

## **Conditions of Traineeship**

Trainees receive a monthly grant of 944.59 EUR. Training periods are initially offered for a period of six months with the option reserved to the Agency to extend the traineeship only once for a period to be determined. Traineeship periods shall last at most twelve months.

Indicative starting date of traineeship: 1 October 2017

## **Application procedure**

For their applications to be valid, candidates must apply online at the following link: [http://berec.europa.eu/eng/berec\\_office/traineeship/apply\\_on\\_line/](http://berec.europa.eu/eng/berec_office/traineeship/apply_on_line/)

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<sup>4</sup> The Administrative Manager may admit to the Programme trainees seconded by other organizations or national entities.

and submit

1. A covering letter outlining their reasons for applying;
2. A curriculum vitae (CV), drafted using the Europass CV format<sup>5</sup>;

Applicants are explicitly requested to highlight and give a brief account of their experience and expertise relevant to the traineeship. 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.

**The applicants must submit a separate application for each profile if they are willing to apply for more than one profile.**

All the study or professional experiences indicated in the applications (online form, CV or motivation letter) should be supported by documents (e.g. certified copies of degrees/diplomas, references, proof of experience, etc.). Supporting documents should not be sent at the time of the applications. Successful candidates must submit the supporting documents at a later stage of the procedure when requested by the BEREC Office.

Under no circumstances should candidates approach the members of the Selection Committee, directly or indirectly, concerning this traineeship selection. The Agency reserves the right to disqualify any candidate who disregards this instruction.

### **Closing date for applications**

Applications must be submitted through the on-line module available on the BEREC website. The deadline is **07/07/2017 at 12:00 (midday) Riga time** (11:00 a.m. Central European Time). The Agency 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.

If at any stage in the procedure it is established that any of the information a candidate has provided is incorrect, the candidate in question will be disqualified.

### **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.

Further information on the processing of personal data can be found in the respective Privacy Statement: [http://berec.europa.eu/eng/berec\\_office/traineeship/rules/](http://berec.europa.eu/eng/berec_office/traineeship/rules/).

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<sup>5</sup> The Europass CV can be downloaded from the website <http://europass.cedefop.europa.eu/htm/index.htm>