

**Call for Expression of Interest
Secretaries/Administrative Assistants
in Security, ICT and Logistics
(Contract Agents – Function Group II)
Ref. BEREC/2017/05**

Applications are invited for the establishment of a reserve list for Secretaries/Administrative Assistants in the field of Security, ICT and Logistics at the BEREC Office.

Type of contract	Contract Agent
Function group and grade	FG II
Duration of contract	3 years (with the possibility of extension)
Maximum number of candidates to be placed on the reserve list	10
Place of employment	Riga, Latvia
Partner Directorate General	DG CONNECT - Directorate General for Communications Networks, Content and Technology
Deadline for application	06/10/2017 at 12:00 (midday), Riga time

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 currently 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 Secretaries/Administrative Assistants will provide general administrative assistance in the fields of Security, ICT and logistics at the BEREC Office, under the supervision of the Head of Administration and Finance and may be assigned, among others, the following tasks:

General administrative assistance and document management

- Various routine secretarial tasks, organisation of meetings, keeping a diary of appointments, etc.;
- Assisting with drafting (memos, notes, minutes of meetings);
- Assisting with the coordination and planning of work in the Unit;
- Word processing in the main language and possibly in another official language of the European Union;
- PC work relating to document presentation (e.g. page layout, formatting, tables);
- Various administrative tasks associated with file management (using information technology);

Administrative assistance to communication, information and dissemination

- Disseminate information concerning facilities and safety related issues;
- Follow-up and process the requests related to the premises;
- Ensure correct receipt and dispatch of postal items (including diplomatic pouch);
- Register and/or file incoming and outgoing mail, including invoices, in the respective document management tool(s); transmission and filing of documents and correspondence, monitoring correspondence;
- Assist in welcoming and informing outside visitors in accordance with security regulations;
- Ensure collection and preparation of materials for publication and web-sites;
- Manage mailboxes and send requested information and documents.

Assistance in security and logistics

- Manage stationery and other supplies for the BEREC Office;
- Manage the BEREC Office's assets and their inventory. Be responsible for inventory, maintaining and updating the inventory of assets and comparing the physical inventory to the data records;

- Provide support in logistics, including management of the premises occupied by the Office, furniture, office supplies, telephones; Check and register of invoices and have a financial role of data entry and/or initiating agent;
- Liaise with companies (including local companies) in charge of building, heating, security and other logistic issues;
- Monitor the functioning of the premises (offices, parking, security area and other spaces) and its equipment and assist in office allocations and office removals;
- Assist in ensuring the security of the premises and staff;
- Assist in drafting tender specifications linked to logistics and security;
- The Secretaries/Administrative Assistants are expected to be available in case of incidents, emergencies or urgent needs outside working hours (on-call duty) and may be assigned other duties as appropriate from time to time.

Assistance of staff in ICT matters

- Assist in the administration of the user environment (configuration, administration and support of operating systems, office tools, printers and other shared resources in a network environment);
- Assist in drafting, calls for tender and check invoices against the conditions of the orders/contracts, drawing up plans, organising site meetings with contractors, etc.;
- Help with the organisation and follow-up of projects and/or operational services in ICT area;
- Assist in day to day management of IT systems, services and security;
- Assist in contracts management and relations with suppliers;
- Contribute to the development and management of web site.

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. Your name is included in a relevant EPSO database of eligible candidates (CAST)¹ in the function group for which you are applying OR you are registered in one of the following CAST: EPSO/CAST/P/6/2017, EPSO/CAST/P/7/2017²;
2. Be a national of a Member State of the European Union and enjoy full rights as a citizen³;
3. Have fulfilled any obligations imposed by applicable laws concerning military service;

¹ For more information please refer to EPSO website at the following link: https://epso.europa.eu/home_en

² For more information please refer to the Call for expression of interest EPSO/CAST/P/1-17/2017

³ Before appointment, successful applicants will be asked to provide a certificate issued by a competent authority attesting the absence of any criminal record.

4. Be physically fit to perform the duties linked to the post⁴;
5. Produce the appropriate character references as to suitability for the performance of the duties;
6. 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;
7. Professional experience and studies⁵: A post-secondary education attested by a diploma, or a secondary education attested by a diploma giving access to post-secondary education and professional experience of three years.

Selection criteria

The Secretaries/Administrative Assistants will be selected on the basis of the following selection criteria:

- Thorough knowledge of English as a working language;
- Very good knowledge of the IT applications related to the job;
- Knowledge and professional experience in the security, ICT and logistics fields or other fields related to the described tasks.

The following would be an asset:

1. Previous work experience in procurement;
2. Previous experience within EU Agencies/Institutions;
3. Previous experience in implementing administrative procedures within other EU Agencies/Institutions or international organisations/companies;
4. Knowledge of the official language of the host member state of the BEREC Office⁶;
5. Knowledge of French.

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

- Motivation to work in a multicultural working environment;
- Good oral and written communication skills (with attention among other things to accuracy and the logical structure of written communication);
- Attention to details and protocol, good manners;

⁴ 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 European Union.

⁵ 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.

⁶ The BEREC Office is located in Latvia.

- Ability to work well in a team at the appropriate level.

Stages in the selection procedure

The BEREC Office sets up a Selection Committee. This Committee will analyse all 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 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. 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

Upon completion of the assessment of eligible applications, the most suitable candidates will be invited for an interview⁷ (duration: 30 minutes, main language of the interview: English). The maximum total number of candidates invited for interview will be 20⁸.

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

The interview will aim to assess the suitability of the candidates to perform their duties, their professional knowledge, their skills and competencies relevant to the post and their motivation. The interview shall cover: an analysis of the language abilities, personal and professional competences of each applicant. 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: 100. Minimum pass score: 50.

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

⁷ Before the interviews, candidates registered in the Calls for expression of Interest EPSO/CAST/P/6/2017, EPSO/CAST/P/6/2017 will have to sit a series of tests in an accredited test centre according to the instructions of EPSO.

⁸ The interview may be organised by video-conference, where appropriate.

The Selection Committee will propose a maximum of 10⁹ candidates with the highest scores achieved in the interview for placement on the reserve list.

1. Reserve list and possible job offer(s) and verification of documents and scrutiny

On the basis of the Selection Committee's proposal, the Appointing Authority may draw up a reserve list of a maximum of 10¹⁰ candidates listed in alphabetical order.

The reserve list will be valid for up to 12 months from the date of its establishment. Its validity may be extended by the Appointing Authority. Inclusion on a reserve list does not imply any entitlement to employment in the BEREC Office. Moreover, recruitment will be subject to budgetary availability.

When a post in the relevant function group becomes vacant or cover needs to be provided, a job may be offered to a suitable candidate from the reserve list¹¹.

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.

2. Conditions of employment

The Secretaries/Administrative Assistants will be appointed by the Appointing Authority as a contract agent in function group II pursuant to Article 3a of the Conditions of employment of other servants of the European Union for a period of three years¹². The Appointing Authority may renew the contract according to the rules on duration of contracts in place

⁹ Where a number of candidates tie for the last available place, they will all be included in the proposal of the Selection Committee.

¹⁰ Where a number of candidates tie for the last available place, they will all be included in the reserve list.

¹¹ 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.

¹² 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:01962R0031-20170101&qid=1499080880584&from=EN>

A correction coefficient for Latvia is applied to salaries. The correction coefficient at the time of publication of this vacancy is 73%.

at the BEREC Office. The period of engagement will not in any case exceed the lifetime of the BEREC Office.

Application procedure

For their applications to be valid, candidates must submit:

1. A covering letter outlining their reasons for applying;
2. A curriculum vitae (CV), preferably drafted using the Europass CV format¹³;
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/2017/05 Secretaries/Administrative Assistants in Security, ICT and Logistics) 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 **06/10/2017 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.

Approximate timetable

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

¹³ The Europass CV can be downloaded from the website <http://europass.cedefop.europa.eu> .

Independence and declaration of interests

The Secretaries/Administrative Assistants 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.

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 data¹⁴.

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@bereg.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

¹⁴ (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 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 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:

<http://curia.europa.eu/>

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.