

Call for expression of interest

Seconded National Experts in the Programme Management Unit

of the BEREC Office

Ref. BEREC/2018/01

Type of post	Seconded National Experts
Maximum number of candidates to be placed on the Reserve List	10
Place of employment	Riga, Latvia
Partner Directorate General (DG)	DG CONNECT - Directorate General for Communications, Networks, Content and Technology
Deadline for applications	15/04/2018 15/05/2018 at 12:00 (midday), Riga time

Applications are invited for the establishment of a Reserve List of Seconded National Experts.

The BEREC Office

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 transnational markets, cross-border disputes and numbering issues.

The BEREC Office is an EU Body managed by an Administrative Manager under the supervision of a Management Committee composed of the same heads of the 28 NRAs and 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 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 BEREC website: www.berec.europa.eu.

The post

The Seconded National Experts (SNEs) will work in the Programme Management Unit of the Office of the Body of European Regulators for Electronic Communications (BEREC Office). They will report to the Head of Programme Management and/or to the team leader appointed by the Head of Programme Management. Their responsibilities will include in particular:

- Providing professional support related to their expertise 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 travelling within Europe;
- Participate as expert in Art 7/7a EWG and contribute to the drafting of a BEREC opinion;
- Assisting the Head of Programme Management by providing advice/opinions and inputs to various reports and deliverables;
- Assisting in the drafting BEREC's and the BEREC Office's annual and multi-annual work programs;
- 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 BEREC reports;
- Supporting the procurement procedures and the public consultations related to the work activities of the Programme Management Unit and undertaking appropriate roles for their successful implementation;
- Supporting the organisation of various BEREC events (i.e. meetings, workshops, trainings, etc.) and undertaking the necessary roles for the successful implementation of these events;
- Operating the various BEREC IT platforms / databases and undertaking roles for the set-up of such IT systems / applications;
- 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;
- Performing tasks related to finance and procurement in their area of expertise.

The SNEs in the Programme Management Unit may be assigned other duties appropriate to the function.

Eligibility criteria

Candidates will be considered for the selection phase on the basis of the following formal criteria, which must be fulfilled by the deadline for applications:

Employment before and during secondment: SNE candidates must be working for a national,

regional or local public administration¹ or a public intergovernmental organisation (IGO). The secondment of an SNE by an employer other than a national, regional or local public administration or an IGO may be authorised only on a case-by-case basis, once it has been ascertained that the SNE's employer is part of the public sector or is an independent university or research organisation that does not seek to make profits for redistribution.

Nationality: Be a citizen of a Member State of the European Union or of an EFTA Member State;

University degree or diploma: Have a level of education which corresponds to completed university studies of at least three years, attested by a diploma.

Professional experience: Have at least three years of professional experience in the domain of administrative, legal, scientific, technical, advisory or supervisory functions which can be regarded as equivalent to those of function groups AD as defined in the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities;

Languages: Thorough knowledge of one of the official European Union languages and a satisfactory knowledge of a second of these languages to the extent necessary for the performance of his/her duties.

Support of the current employer: The current employer must support the candidate and commit to pay his/her salary during the secondment period.

Selection criteria

The SNEs in the Programme Management Unit will be selected on the basis of the following criteria:

- Practical experience in the regulation of electronic communications within the competence of BEREC in engineering, economic, legal or other advisory functions;
- Sound knowledge of the European Framework for the regulation of electronic communications;
- Ability to represent the BEREC Office in European/international meetings and to undertake the appropriate roles for supporting the interests of BEREC;
- Experience and motivation to work in an international, multicultural and multilingual environment;
- Ability to work under pressure and to meet tight deadlines producing high quality results;
- Ability to fit well into a team 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;
- Thorough knowledge of English as a working language²;

¹ Public administration means all EU or EFTA Member State (or candidate countries that have reached an agreement with the BEREC Office on personnel matters) administrative services at central, federal and regional level, comprising ministries, government and parliamentary services, the courts, central banks and the administrative services of local authorities, as well as the decentralised administrative services of the State and of such authorities, such as national regulatory authorities (NRAs).

² English is the working language of the BEREC Office

- Ability to use electronic office tools (word processing, spreadsheets, presentation software, email, internet, project management tools, etc.).

Assets

It is desirable for the selected candidate to have the following:

- Knowledge of 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;
- Experience in data collection and development of benchmarking reports;
- The appropriate certification of a recognised project or risk management methodologies (e.g. PM2, PRINCE2, ITIL, MoR, etc.);
- 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;
- Experience in the work activities of BEREC (e.g. participation in Expert Working Groups) or of other European or international organisation for electronic communications;
- A university degree in the field of economics, law, ICT-related engineering or similar (e.g. physics, mathematics, etc.) of at least 3 years full-time duration, conferring entitlement to undertake postgraduate studies (e.g. MSc, PhD, etc.);

Independence and declaration of interests

The SNE in the Programme Management Unit shall, during the period of secondment, carry out his/her duties under the management of the BEREC Office, its Administrative Manager, the responsible Head of Unit or delegated person. He or she shall carry out the duties and conduct him/herself solely with the interest of the BEREC Office in mind.

For these purposes the selected candidate must sign a declaration of honour before the secondment starts and the employer must submit a corresponding declaration.

Selection and appointment

The reserve list for SNEs in the Programme Management Unit will be established in accordance with a decision of the Vice Chair of the Management Committee after assessment of his/her merits and suitability for the post, based on the criteria set out above.

The Selection Committee set up for this reserve list shall evaluate applications and select those candidates who meet the eligibility criteria and best match the selection criteria required as specified in the call for interest.

The Selection Committee shall invite the pre-selected applicants to an interview, the content of which shall be defined in accordance with the level and profile of the position advertised.

Following the result of the interview, a shortlist of the successful candidates will be drawn up by the Selection Committee.

Equal opportunities

The BEREC Office applies a policy of equal opportunities and non-discrimination in respect of its recruitments.

Conditions of secondment

This notice concerns Seconded National Expert (SNE) positions. The secondment is not an employment, nor does it lead to an employment at the BEREC Office. The SNE shall remain in the service of his/her employer throughout the period of secondment. The SNE's employer shall thus undertake to continue to pay his/her salary, to maintain his/her administrative status (permanent official or contract staff member) throughout the period of secondment. The SNE's employer shall also continue to be responsible for all his/her social rights, particularly social security and pension.

Candidates must have worked for their employer on a permanent or contract basis for at least 12 months before their secondment and shall remain in the service of that employer throughout the period of secondment.

The SNE is entitled to subsistence allowances under the conditions of secondment, which can be found in the Decision of the Management Committee of the BEREC Office regarding the secondment to the BEREC Office of national experts and national experts in professional training.

Before applying, each candidate should ensure that his/her employer will support the candidacy and pay his/her salary during the period of secondment. The final secondment will be confirmed by an exchange of letters between the BEREC Office and the employer in the Member State concerned.

The selected applicant will be offered the position on the basis of a list established by the Selection Committee. This notice is the basis for the establishment of the Selection Committee's proposal.

The initial period and the possible total period of secondment must respect the provisions of the relevant BEREC Office Management Committee Decision on secondment of National experts.

The place of secondment will be Riga, where the BEREC Office is located.

The secondment for a selected applicant will start when a position is available.

Application procedure

For applications to be valid, candidates must submit:

- a) The attached application form;
- b) A curriculum vitae using the Europass CV format (please indicate the legal length of the diplomas obtained)³;
- c) A covering letter summarising the reasons for applying; and
- d) Written confirmation by the SNE's employer regarding their support of the candidacy and their commitment to continue paying the SNEs salary and to maintain his/her administrative status throughout the period of secondment.

It is the responsibility of the applicant to complete and forward all required application

³ The Europass CV can be downloaded from <http://europass.cedefop.europa.eu/htm/index.htm>

documents in time.

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 candidates concerning this vacancy will be in English.

The BEREC Office will accept applications received through:

- Permanent Representations to the EU of a Member State,
- the NRAs with primary responsibility in electronic communications,
- the EFTA Secretariat or
- the administration of IGOs.

Candidates should send their applications, preferably in English, to one of the entities listed above, on the basis of the respective national/organisation rules.

The application should clearly indicate the vacancy reference number: **BEREC/2018/01**.

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

Closing date for applications

Applications must be submitted by the respective Permanent Representation to the EU of the Member State, the NRA with primary responsibility in electronic communications, the EFTA Secretariat or the administration of the IGO to the BEREC Office no later than ~~15 April~~ **15 May 2018 at midday**.

The contact e-mail address of the BEREC Office is recruitment@berec.europa.eu. Please make sure to include BEREC/2018/01 in the subject line of the e-mail.

Important information for candidates

Candidates are reminded that the works of the Selection Committee and the Vice Chair of the BEREC Office Management Committee are confidential. It is forbidden for candidates to make direct or indirect contact with members of these committees, or for anyone else to do so on their behalf.

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 EU institutions and bodies and on the free movement of such data. This applies, in particular, to the confidentiality and security of such data (Official Journal of the European Union L8 of 12 January 2001).

APPLICATION FORM
FOR THE ESTABLISHMENT OF A RESERVE LIST FOR
**Seconded National Experts (SNEs) in the Programme Management Unit
BEREC/2018/01**
OF THE BEREC OFFICE

1. Surname⁴:

2. Forename:

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

3. Date of birth: dd/mm/yyyy

4. Gender: Male Female

5. Address for correspondence⁵:

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 (please circle or mark):

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

⁴ **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:

⁵ Please inform recruitment@berec.europa.eu of any change of address.

7. First university degree, with title, date of conferral and indication on the legal duration:

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 relevant to the job (300 words max.):

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12. Summarise your European/international experience, if applicable (200 words max.):

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

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

15. If you have a recognised disability that 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:

Along with this application form, candidates must submit:

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>