

**Call for Expression of Interest**  
**Team Leader Communications**  
**(Temporary Agents, Grade AD 6)**  
**Ref. BEREC/2020/01**

<b>Type of contract</b>	Temporary Agent 2(f)
<b>Function group and grade</b>	AD 6
<b>Duration of contract</b>	3 years (with the possibility of extension)
<b>Maximum number of candidates to be placed on the Reserve List</b>	6
<b>Place of employment</b>	Riga, Latvia
<b>Partner Directorate General</b>	DG CONNECT - Directorate General for Communications Networks, Content and Technology
<b>Deadline for applications</b>	<b>24/02/2020 at 12:00 (midday), Riga time</b>

**Applications are invited for the establishment of a reserve list for the post of Team Leader Communications of the BEREC Office.**

**The BEREC Office**

The Agency for Support for BEREC (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 an Agency of the European Union (EU) managed by a Director under the supervision of a Management Board composed of the heads of the EU national regulatory authorities (NRAs) in charge of the monitoring of the telecom markets 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 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](http://www.berec.europa.eu).

## **The post**

The job holder will be responsible, among others, for the following tasks:

### BEREC communications activities

- Coordinate the preparation, implementation and evaluation of the BEREC Communications strategy and annual plans from the Agency side;
- Provide support to the network of BEREC NRAs' communications experts in the organisation of their work;
- Support the BEREC Chair, his/her team and the BEREC Board of Regulators in delivering external communication;
- Coordinate the engagement with stakeholders and the organisation of related events, such as: stakeholder forums, public debriefings, dedicated BEREC conferences and workshops;
- Supervise, manage and coordinate the use of external communications tools and channels, including the development of the website and its content;
- Maintain, foster and develop relationships with communications departments of the NRAs and with other stakeholders and visitors;
- Participate in BEREC plenaries, Contact Network meetings and other BEREC meetings, if needed;

### BEREC Office communications activities

- Coordinate the development and implementation of the BEREC Office communication policies, strategies, and plans;
- Ensure the achievement of the BEREC Office objectives through external and internal communications activities;
- Supervise and manage communications tools and channels in support to the Agency's policies;
- Coordinate the organisation of the BEREC Office events;

- Maintain, foster and develop relationships with communication departments of other EU Agencies and European Institutions.

#### Planning and reporting of the communication activities (including the available resources)

- Coordinate the annual and multiannual planning of the internal and external communications activities, incl. the necessary human and financial resources, ensure proper follow-up to the plans with a focus on achieving the objectives set and the prepare the necessary reporting;
- Coordinate the preparation of the technical specifications in relation to the management for communication-related activities and contributed to the procurement process, when needed;
- Verify the delivery of the goods and services necessary for the activity against the conditions of the legal commitments (service level agreement, memoranda of understanding, contracts, etc.);
- Ensure follow up of the relevant contracts and provide further guidance to staff of the team in terms of contractors' performance;
- Under the supervision of the Head of Unit, distribute the work and set priorities of the Communications team, assuring that objectives are achieved smoothly and that the expected results are delivered on time and in line with the legislation in force.

The jobholder will work under the supervision of his/her line manager at the BEREC Office located in Riga, Latvia and may be assigned other duties appropriate to the grade in the interest of the service.

Website for further information: <http://bereg.europa.eu/>

#### **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 EU Member State and enjoy full rights as a citizen;
2. Have fulfilled any obligations imposed by applicable laws concerning military service;
3. Be physically fit to perform the duties linked to the post<sup>1</sup>;
4. Produce the appropriate character references as to suitability for the performance of the duties<sup>2</sup>;

---

<sup>1</sup> Before being hired, a temporary agent shall be medically examined by one of the institution's medical officers to verify if (s)he fulfils the requirements of the Conditions of employment of other servants of the EU.

<sup>2</sup> Prior to appointment, successful applicants will be asked to provide a certificate issued by a competent authority attesting the absence of a criminal record.

5. Languages: Have 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. Qualifications: Have a level of education which corresponds to completed university studies of at least 3 years attested by a diploma<sup>3</sup>;
7. Work experience: Have appropriate professional experience of at least three years after having obtained the required diploma.

### **Selection criteria**

If the Eligibility criteria set out in the section “Eligibility criteria” are met, the candidates’ application forms, CVs and motivation letters will be evaluated on the basis of the selection criteria below. The most suitable candidates will be invited to an interview and written test.

#### Essential:

- Knowledge of English (Level C1 or above);<sup>4</sup>
- University degree in a field relevant for the post;
- Appropriate professional experience in duties similar to the ones described in the section “The post” above;
- Experience in leading, mentoring or coaching staff and coordinating the work of a team.

#### Advantageous:

- Knowledge of the general environment and the terminology of the domain of electronic communications;
- Knowledge or experience in the field of financial and contract management or preparation of technical specifications.

### **Evaluation during interviewing and written test process**

Candidates invited to the interviews and written test will be assessed on the following criteria that are essential to the post:

- Excellent sense of responsibility and initiative;
- Ability to work in a multicultural environment;
- Good oral and written communication skills (with attention among other things to

---

<sup>3</sup> 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.

<sup>4</sup> Level C1 or above of the Common European Framework of Reference for Languages (CEFR). As established in the BEREC Office Management Committee Decision MC/2016/02, the working language of the BEREC Office is English.

accuracy and the logical structure of written communication);

- Ability to lead a team;
- Excellent organisational skills, capacity to coordinate several tasks and processes simultaneously under tight deadlines;
- Ability to work in multiple diverse structures in parallel;
- Understanding of the terminology and communication specificities in the domain of electronic communications;
- Knowledge of English as a working language (Level C1 or above CEFR);
- Motivation and commitment to live and work in Latvia.

### **Stages in the selection procedure**

The BEREC Office sets up a Selection Committee. This Committee will make a comparative assessment of all eligible applications, and identify a number of candidates whose profiles best match the selection criteria listed 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 complete applications submitted (application forms, CVs and motivation letters) will be checked against the eligibility criteria. Only eligible applications will be then assessed against the selection criteria (essential and advantageous).

#### **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 elements indicated in the selection criteria section (essential and advantageous). In addition, the Selection Committee will assess the motivation and the overall suitability of each eligible application on the basis of the requirements of the post.

#### **C. Interview and written test**

Upon completion of the assessment of eligible applications, the most suitable candidates will be invited for a written test and an interview (duration of the interview: 40 minutes, main language of the interview: English). The maximum total number of candidates invited for interview will be 12.<sup>5</sup>

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 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 and the personal and professional competences of each applicant. The interview will be held in English. Candidates

---

<sup>5</sup> Where a number of candidates tie for the last available place in the list of candidates to be invited for interviews, they will all be invited.

with English as their mother tongue will be tested in another official EU language to 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: 65.

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 content 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 6<sup>6</sup> candidates with the highest scores achieved in the interview and written test 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 outcome of the interviews and written tests, the authority authorised to conclude contracts of employment may draw up a reserve list of maximum 6<sup>7</sup> candidates.

The reserve list will be valid for up to 12 months from the date of its establishment. Its validity may be extended by the authority authorised to conclude contracts of employment. 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 and job field becomes vacant or cover needs to be provided, a job may be offered to a suitable candidate<sup>8</sup>.

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 Team Leader Communications will be appointed by the authority authorised to conclude contracts of employment as a temporary agent at grade AD 6 pursuant to Article 2f of the Conditions of employment of other servants of the European Communities for a period of three

---

<sup>6</sup> Where a number of candidates tie for the last available place on the reserve list, they will all be proposed.

<sup>7</sup> Where a number of candidates tie for the last available place on the reserve list, the AACC may decide to include all of them in the reserve list.

<sup>8</sup> The CVs and motivation letters of the candidates on the reserve list will be assessed towards the requirements of the vacant post. A second interview with the AACC and/or one or more delegated staff member(s) may be organised.

years. The authority authorised to conclude contracts of employment may renew the contract according to the modalities indicated in the relevant general implementing rules valid 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 format<sup>9</sup>;
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 not be assessed 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](mailto:recruitment@berec.europa.eu)

The reference (BEREC/2020/01 Team Leader Communications) 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 **24/02/2020 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.

---

<sup>9</sup> The Europass CV can be downloaded from the website <http://europass.cedefop.europa.eu> .

## **Independence and declaration of interests**

The Team Leader Communications may 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 of the BEREC Office is confidential. It is forbidden for applicants to make direct or indirect contact with members of the Committee 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 (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC<sup>10</sup>.

## **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](mailto: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,

---

<sup>10</sup> Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC, Text with EEA relevance, OJ L 295, 21.11.2018, p. 39–98



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.

APPLICATION FORM FOR THE ESTABLISHMENT OF A RESERVE LIST FOR  
TEAM LEADER COMMUNICATIONS OF THE BEREC OFFICE

**BEREC/2020/01**

1. **Surname**<sup>11</sup>:

2. **Forename:** Title: (e.g. Mr, Ms, Dr)

3. **Date of birth:** dd/mm/yyyy

4. **Gender:** Male Female

5. **Address for correspondence**<sup>12</sup>:

Street, No, etc.:	
Postal code:	Town:
Country:	
Office Telephone N°:	Mobile N°:
E-mail address: Professional:	
E-mail address: Personal:	

\_\_\_\_\_

<sup>11</sup> 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:

<sup>12</sup> Please inform [recruitment@berec.europa.eu](mailto:recruitment@berec.europa.eu) of any change of address.

6. **Nationality** (please circle or mark):

BE	BG	CY	CZ	DK	DE	EL	ES	ET	FR	HU	HR	IE	IT
LT	LU	LV	MT	NL	AT	PL	PT	RO	FI	SE	SK	SV	UK

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	

**11. Summarise your professional experience with developing communication strategies and the implementation of communication plans (300 words max.):**

**12. Elaborate on your knowledge of the general environment of electronic communications (300 words max.):**

**13. Summarise your professional experience in leading, mentoring or coaching staff and coordinating the work of a team (300 words max.):**

14. **Summarise your knowledge or experience in the field of financial and contract management, and the preparation of technical specifications (300 words max.):**

15. **Summarise your international experience, if applicable (200 words max.):**

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

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

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

19. **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 complete declarations of any direct or indirect interests that might be considered prejudicial to my independence.

**Date and name:**

**Signature:**

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>