

**Call for Expression of Interest**

**Project/Programme Management Support Officer**

**(Contract Agents – Function Group IV)**

**Ref. BEREC/2018/06**

<b>Type of contract</b>	Contract Agent
<b>Function group and grade</b>	FG IV
<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>	10
<b>Place of employment</b>	Riga, Latvia
<b>Partner Directorate General (DG)</b>	DG CONNECT - Directorate General for Communications, Networks, Content and Technology
<b>Deadline for applications</b>	<b>05/11/2018 at 12:00 (midday), Riga time</b>

**Applications are invited for the establishment of a reserve list of Project/Programme Management Support Officers.**

**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](http://www.berec.europa.eu).

### **The post**

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

- Providing professional support related to his/her expertise as well as financial and administrative support to the BEREC Expert Working Groups (EWGs), including the Article 7/7a EWGs. Under these roles, he/she may have to participate in meetings outside Riga and undertake the appropriate roles for supporting the EWGs. This role may also involve extensive traveling, mainly within Europe;
- Assisting the Head of Unit and the respective Team Leaders of by providing advice/opinions and inputs to various reports and deliverables;
- Helping to draw up BEREC's and BEREC Office's annual and multi-annual work programmes;
- Drafting replies to requests for opinions/advice from stakeholders;
- 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;
- Organising procurement procedures and public consultations related to the Unit work activities and undertaking all necessary measures for the successful implementation of these projects;
- Organising various BEREC events (i.e. meetings, workshops, trainings, etc.);
- Operating the various BEREC ICT platforms / databases and undertake roles for the set-up of such ICT 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;
- Undertaking appropriate roles in the financial circuit related to the BEREC activities (incl. reimbursement of experts), as well as to other expenditure of the Office.

The job holder will work under the supervision of the Head Unit and the respective Team Leader and may be assigned other duties appropriate to the grade in the interest of the service.

## 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)<sup>1</sup> in the function group for which you are applying OR you are registered in one of the following CAST: EPSO/CAST/P/4/2017, EPSO/CAST/P/13/2017, EPSO/CAST/P/15/2017, EPSO/CAST/P/17/2017<sup>2</sup>;
2. Be a national of a Member State of the European Union and enjoy full rights as a citizen<sup>3</sup>;
3. Have fulfilled any obligations imposed by applicable laws concerning military service;
4. Be physically fit to perform the duties linked to the post<sup>4</sup>;
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 studies<sup>5</sup>: Completed university studies of at least three years attested by a diploma and professional experience of at least one year.

## Selection criteria

If the Eligibility criteria set out in section “Eligibility criteria” are met, the candidates’ applications will be evaluated on the basis of the selection criteria below. The most suitable candidates will be invited to an interview.

Essential:

- Thorough knowledge of English as a working language;
- Appropriate professional experience in duties similar to the ones described in the section

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<sup>1</sup>For more information please refer to EPSO website at the following link: [https://epso.europa.eu/home\\_en](https://epso.europa.eu/home_en)

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

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

<sup>4</sup> 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.

<sup>5</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.

“The post” above.

Advantageous:

- Working experience in the regulation of electronic communications within the competence of BEREC related to technical or other advisory functions;
- Degree in Electrical/Electronic Engineering (including ICT engineering), Law, Economic or Finance degree;
- Studies or working experience in the market analysis process of the electronic communications markets as well as in Art.7/7a cases as they are defined in [the Framework Directive \(Directive 2002/21/EC\)](#);
- The appropriate certification of a recognised project / risk management methodologies (e.g. PM2, PRINCE2, ITIL, MoR, etc.).

### **Evaluation during interviewing process**

Candidates invited to the interviews will be assessed on the following criteria that are essential to the post.

- Professional knowledge related to the post;
- Ability in project and risk management;
- Ability to use electronic office tools (i.e. word processing, spreadsheets, presentation software, email, internet, etc., including software appropriate for project management);
- Ability to represent BEREC Office in European/international meetings and undertake appropriate role Proven capacity in project and risk management;
- Capability to work in an international multi-cultural and multi-language environment;
- Good analytical, problem-solving and organisational skills as well as motivation and interpersonal skills;
- Capability to work under pressure and to meet tight deadlines producing high quality results;
- Aptitude to work in team and in a coordinated effort with other members of a group in striving for a common goal;
- Ability in data collection and development of benchmarking reports;
- Ability in budgeting and knowledge of the procurement procedures in accordance with the EU practices and Framework;
- Thorough knowledge of English as a working language.

### **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.

### **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**

Upon completion of the assessment of eligible applications, the most suitable candidates will be invited for an interview<sup>6</sup> (duration: 30 minutes, main language of the interview: English). The maximum total number of candidates invited for interview will be 20<sup>7</sup>.

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.

The Selection Committee will propose a maximum of 10<sup>8</sup> 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 outcome of the interviews, the authority authorised to conclude contracts of employment may draw up a reserve list of maximum 10<sup>9</sup> candidates.

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<sup>6</sup>Before the interviews, candidates registered in the Calls for expression of Interest EPSO/CAST/P/4/2017, EPSO/CAST/P/13/2017, EPSO/CAST/P/15/2017, EPSO/CAST/P/17/2017 will have to sit a series of tests in an accredited test centre according to the instructions of EPSO.

<sup>7</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.

<sup>8</sup> Where a number of candidates tie for the last available place on the list of candidates to be proposed to the AACC, they will all be proposed.

<sup>9</sup> Where a number of candidates tie for the last available place on the reserve list, the AACC will include all of them in the reserve list.

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 contract of employments. 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 Project/Programme Management Support Officer post in the relevant function group becomes vacant or cover needs to be provided, a job may be offered to a suitable candidate<sup>10</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 Project/Programme Management Support Officers will be appointed by the authority authorised to conclude contracts of employment as a contract agent in function group IV pursuant to Article 3a of the Conditions of employment of other servants of the European Union for a period of three 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>11</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.**

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<sup>10</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 may be organised.

<sup>11</sup> The Europass CV can be downloaded from the website <http://europass.cedefop.europa.eu> .

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/2018/06 Project/Programme Support Officer) 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 **05/11/2018 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.

### **Independence and declaration of interests**

The Project/Programme Support Officers 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 data<sup>12</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, 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

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<sup>12</sup> (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.



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  
Project/Programme Management Support Officer

**BEREC/2018/06**

OF THE BEREC OFFICE

1. **Surname**<sup>13</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>14</sup>:

Street, No, etc.:

Postal code:

Town:

Country:

Office Telephone N°:

Mobile N°:

Private Telephone N°:

Fax N°:

E-mail address: Professional:

E-mail address: Personal:

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<sup>13</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>14</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	
Total number of staff	

**11. Summarise your professional experience relevant to the job (300 words max.):**

**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 which 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>