

**Vacancy notice for a post and the establishment of a reserve list for
Administration and Finance Assistant (CA – function group III)
of the BEREC Office
Ref. BEREC/2012/05**

Publication:	External
Title of Function	Administration and Finance Assistant of the Office of the Body of European Regulators for Electronic Communications (BEREC Office)
Parent Directorate General (DG)	DG Information Society and Media (Brussels)

The BEREC Office

The Office of the Body of European Regulators for Electronic Communications (BEREC) – “the BEREC Office” - is set up to provide administrative and professional support to BEREC, the Body of European Regulators for Electronic Communications. The seat of the BEREC Office is Riga, Latvia.

BEREC is composed of a Board of Regulators consisting of the Heads of the 27 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 trans-national markets, cross-border disputes and numbering issues.

The BEREC Office is established as a European Union Body and is managed by an Administrative Manager under the supervision of a Management Committee composed of the same Heads of the 27 NRAs and a representative of the European Commission. With staff up to 28, the Office is financed by a subsidy from the European Union and financial contributions from Member States or from their NRAs made on a voluntary basis.

The tasks of the BEREC Office are, in particular, to provide professional and administrative support to the BEREC Expert Working Groups; to collect information from NRAs and exchange and transmit information in relation to the role and tasks of BEREC; to disseminate regulatory best practice among NRAs; and to assist the Chair of the BEREC Board of Regulators in the preparation of their work.

The Staff Regulations of Officials of European Union (SR), the Conditions of employment of other servants of the European Union (CEOS) and the rules adopted jointly by the European Union institutions for the purpose of applying these SR and CEOS apply to the staff of the Office.

The post

The Administration and Finance Assistant will assist the Head of Administration & Finance in the financial and the budgetary procedures of the Office, as well as implement the financial transactions such as data entry and initiation. He/she will help in management of BEREK Office's procurement procedures and will also be in charge of document management in the unit of Administration and Finance. His/her responsibilities will include notably:

- Assisting the Head of Administration & Finance in financial and budgetary matters (i.e. enter financial data into the accounting system, register invoices and third parties, follow-up of financial transactions, assist with reporting and monitoring of payments, commitments, expenditure and recoveries, assist in the planning of Title 1 budget);
- Providing assistance in procurement procedures and contract management;
- Research and document management (registering, filing, archiving invoices, recovery orders, letters, access to documents and data protection);
- Assisting in HR related matters (i.e. update of the welcome information for newcomers, deal with reimbursement of candidates, maintain and update the HR databases in a timely manner, and present periodic and ad hoc reports and statistics on staffing matters, provide assistance in the value added tax reimbursement procedure);
- Drafting letters, reports.

The Administration and Finance Assistant may be assigned other duties appropriate to the grade from time to time.

The eligibility criteria

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

1. To be included in the European Personnel Selection Office (EPSO) database for contract agents in function group III valid for recruitment in European Union Agencies and have successfully completed the selection and competence tests organized by EPSO according to the Commission Decision on the procedures governing the engagement and the use of contract staff;
2. Nationality: Have a citizenship of a Member State of the European Union; be entitled to full rights as a citizen¹;
3. Military service: Have fulfilled any obligations imposed on him by the laws of their home country concerning military service;
4. Education²: A post-secondary education attested by a diploma, or a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of three years.

¹ Prior to the appointment, the successful candidate will be asked to provide a certificate issued by the competent authority attesting the absence of any criminal record.

² Only diplomas and certificates that have been awarded in EU Member States or that are subject of equivalence certificates issued by the authorities in the said Member States will be taken into consideration.

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

The selection criteria

The Administration and Finance Assistant will be selected on the basis of the following criteria:

- Professional experience of 3 years in a field related to the duties;
- Knowledge in the field of administration, financial and procurement rules;
- Thorough knowledge of English as a working language;
- Ability to use electronic office tools (word processing, spreadsheets, email, Internet, etc.);
- Ability to work under pressure and to meet tight deadlines;
- Good problem solving and organisational skills;
- Excellent sense of responsibility and initiative.
- Motivation and interpersonal skills.

It will be an asset if he/she has:

- Knowledge of financial rules and regulations of the European Union;
- Previous experience in a multicultural working environment, in particular in other EU Agency/Institution.

Independence and declaration of interests

The Administration and Finance Assistant 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 which might be considered prejudicial to his/her independence. Candidates must confirm their willingness to do so in their application.

Selection and appointment

The Administration and Finance Assistant will be selected in accordance with the decision MC (10) 24 of the Management Committee³ 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 post shall evaluate applications and select those candidates meeting the eligibility criteria and matching best the selection criteria required as per vacancy notice.

The Selection Committee shall therefore invite the pre-selected applicants to an interview whose content 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. After the selection of a candidate for the open post, a reserve list with an initial validity of 1 year with other successful candidates will be established.

Equal opportunities

The BEREC Office applies a policy of equal opportunities and non discrimination in accordance with Article 1d of the Staff Regulations⁴.

³ http://berec.europa.eu/doc/berec/mc_10_24.pdf

Conditions of employment

The Administration and Finance Assistant of the BEREC Office will be appointed by the Appointing Authority as a contract agent at CA FG III pursuant to Article 3a of the Conditions of employment of other servants of the European Union for a period of three years⁵. The Appointing Authority may renew the contract. The period of engagement will not in any case exceed the lifetime of the BEREC Office.

Application procedure

For applications to be valid, candidates must submit the attached application form, a covering letter summarising the reasons for applying and Curriculum Vitae. The CV should preferably be drafted using the Europass CV format; you are invited to indicate, aside from the duration of studies, the legal length of the diplomas held.⁶ The 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 the English language.

Applications, preferably in English, should be sent *by e-mail* to:

recruitment@berec.europa.eu

Applicants who are not able to send their application by e-mail may send it by registered post or express courier service to:

BEREC Office
BEREC/2012/05 – Application for the post of Administration and Finance Assistant
Z.A. Meierovica Bulv. 14, 2nd Floor
Riga, LV-1050
LATVIA

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

Closing date

Applications including an application form, a CV and a motivation letter must be sent either by e-mail or by registered post no later than 29 June 2012 (date of email or date of postmark for registered mail before 23:59 hrs Riga time (22:59 hrs Central European Time)).

Important information for candidates

Candidates are reminded that the work of the selection committee and the Management Committee is confidential. It is forbidden for candidates to make direct or indirect contact with their members or anybody else that does so on their behalf.

⁴ OJ L 124,27.4.2004, p.1; <http://eur-lex.europa.eu/en/index.htm>

⁵ For any information about salaries, deductions and allowances please consult the Staff Regulations of Officials of the European Union: http://ec.europa.eu/civil_service/docs/toc100_en.pdf and the Council regulation (EU) No 1239/2010 of 20 December 2010: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2010:338:0001:0006:EN:PDF>.

⁶ The European CV can be downloaded from the website <http://europass.cedefop.europa.eu/htm/index.htm>

Protection of personal data

The BEREC Office will ensure that candidates' personal data are processed as required by Regulation (EC) N°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 European Union 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).

Requests for information and appeal

Requests for information: An applicant who would like further information, or considers that he/she has grounds for complaint concerning a particular decision may, at any point in the selection procedure, request further information from the Chairperson of the Selection Committee.

Information on how to lodge a complaint and/or an appeal procedure: An applicant may 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 by registered mail at the following address:

BEREC Office
Human Resources
Z.A. Meierovica Bulv. 14, 2nd Floor
Riga, LV-1050
LATVIA

The time limit for initiating this type of procedure (see Staff Regulations as amended by Council Regulation (EC) No 723/2004 of 22 March 2004, published in Official Journal of the European Union L 124 of 27 April 2004 — <http://eur-lex.europa.eu>) starts to run from the time you become aware of the act allegedly prejudicing your interests.

Applicants can make a complaint to the European Ombudsman at the following address:

European Ombudsman
1 Avenue du President Robert Schuman 0 BP 403
F-67001 Strasbourg Cedex
France

APPLICATION FORM
FOR A POST AND FOR THE ESTABLISHMENT OF A RESERVE LIST FOR
ADMINISTRATION AND FINANCE ASSISTANT
OF THE BEREC OFFICE

1. Surname⁷:

2. Forename:

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

3. Date of birth: dd/mm/yyyy

4. Gender Male Female

5. Address for correspondence⁸:

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:

6. Nationality:

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

7. A post-secondary education attested by a diploma, or a secondary education attested by a diploma giving access to post-secondary education, please specify:

⁷ 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:

⁸ Of any change of address, please inform: recruitment@berec.europa.eu.

8. Other studies:

9. In order to be eligible, you have to be included in the European Personnel Selection Office (EPSO) database for contract agents in function group III and have successfully completed the selection and competence tests organized by EPSO according to the Commission Decision on the procedures governing the engagement and the use of contract staff.

Your candidate ID number in CAST FG III list valid for recruitment in European Union Agencies:	
Description of the list and profile:	
Validity of the list:	

10. 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 HU IT LT LV MT NL PL PT RO SV SK SL

Other language(s):

11. Current employer (Indicate if you are self employed or unemployed):

Name	
Address	
Position	
Total number of staff	

12. Summarize your professional experience, if applicable (200 words max.):

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13. Summarize your European/international experience, if applicable (200 words max.):

14. Any membership role or affiliation that you have in organisations/bodies/clubs with a potential interest in the work of BEREC:

15. Other interests or facts you consider pertinent:

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

17. 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:

Candidates must submit with this application form:

A covering letter summarising the reasons for applying

A CV preferably drafted using the Europass CV format which you will find in:
<http://www.europass.cedefop.europa.eu>