

Vacancy for a Human Resource Officer (TA - Grade AD5)
Of the BEREC Office

Publication	External
Title of Function	Human Resource Officer of the Office of the Body of European Regulators for Electronic Communications (BEREC Office)
Parent Directorate General (DG)	DG Information Society and Media (Brussels)
Reference	BEREC OFFICE/HR OFFICER (Please quote this reference in all your communications regarding this post)

The BEREC Office

The Office of the Body of European Regulators for Electronic Communications (BEREC) - the BEREC Office – was set up by a Council and European Parliament Regulation¹ to provide administrative and professional support to the BEREC, the newly established Body of European Regulators for Electronic Communications. The BEREC Office will be located in Riga.

BEREC is composed of a Board of Regulators consisting of the Heads of the 27 national regulatory authorities (NRAs). BEREC will advise the European Commission and the NRAs, and assist the European Parliament and Council, on issues related to the application of the EU regulatory framework for electronic communications. BEREC will in particular help 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 will be established as a Community Body, with legal personality, and 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 will be financed by a subsidy from the Community and financial contributions from Member States or from their NRAs made on a voluntary basis.

The BEREC Office will in particular, collect information from NRAs and exchange and transmit information in relation to the role and tasks of BEREC; disseminate regulatory best practice among NRAs; assist the Chair of the BEREC Board of Regulators in the preparation of their work; and set up and provide support to expert working groups.

The Staff Regulations of Officials of the European Communities, the Conditions of employment of other servants of the European Communities and the rules adopted jointly by the European Community institutions for the purpose of applying these Staff Regulations and Conditions of employment will apply to the staff of the Office.

The post

The human resource officer will ensure the proper and equitable application of the Office's policies and procedures in relation to selection/recruitment, contract renewals, resignations, job descriptions, training, staff appraisals, underperformance, leave, part-time work, teleworking,

¹ Regulation (EC) No 1211/2009 of the European Parliament and of the Council of 25 November 2009 (OJ L 337, 18.12.2009, p.1)

flexitime, equal opportunities, harassment and disciplinary issues. The post holder will in particular be responsible for setting up the human resource rules in accordance with the Conditions of employment of other servants of the European Communities, for the Office; and for implementing an efficient and effective set of administrative procedures for the Office.

The human resource officer will report to the Head of Administration and Finance. His/her responsibilities include the management of human resources of the Office, notably:

- Preparation of all relevant documentation for recruitments, contract renewals and resignations;
- Ensuring the integration of new staff in the Office;
- Monitoring the personal files of all staff including leave, teleworking, flexitime, part-time, job descriptions.
- Drafting various types of documents relevant to the mission, the organisation and the administration of the Office's resources, such as activity reports, HR reporting linked to the annual business management cycle;
- Analysing and drafting synthesis notes on issues related to the Staff Regulations;
- Preparing the staff establishment plan and the multi-annual staff policy plan;
- Following-up of the Personnel Budget;
- Ensuring the coordination in relation to the administration of salaries;
- Analysing training needs, setting the policy context and priorities for learning and development;
- Supporting individual staff in identifying appropriate learning and development activities to meet identified needs.
- Coordinating with the Commission on human resource issues.

The selection criteria

The Human Resource Officer will be selected on the basis of the following criteria:

- Knowledge in the field related to the duties;
- Very sound knowledge of human resource rules and regulations of the European Union;
- Excellent sense of responsibility and initiative;
- Proven capacity to work in an international environment;
- Ability to work in a European, multicultural and multilingual environment in a start up context;
- Thorough knowledge of English as a working language;
- Ability to use electronic office tools (word processing, spreadsheets, email, Internet etc);
- Good analytical ability and communication, problem-solving and organisational skills.
- It will be an asset if he/she has:
 - Knowledge of regulatory policy and practice relevant to the electronic communications field and experience in this area.
 - Professional experience in the human resource field.

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:

Nationality: Be a national of a Member State of the European Union;

Be entitled to full rights as a citizen²;

Military service: Have fulfilled any obligations imposed on him by the laws of their home country concerning military service;

University Degree or Diploma: Have

- a level of education corresponding to a full university education, as evidenced by a diploma, where the normal duration of the studies in question is four years or more, in a field related to business administration, public administration, human resources; or

- a level of education corresponding to a full university education, as evidenced by a diploma, and appropriate professional experience of at least one year when the normal period of university education in a field related to business administration, public administration, human resources is at least three.

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

Independence and declaration of interests

The Human Resource Officer 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 Human Resource Officer will be selected in accordance with a decision of the Management Committee after assessment of his/her merits and suitability for the post, based on the criteria set out above.

Equal opportunities

The BEREC Office applies a policy of equal opportunities and non discrimination in accordance with Article 1d of the Staff Regulations³.

Conditions of employment

The Human Resource Officer of the BEREC Office will be appointed by the Appointing Authority as a temporary agent at AD5 grade pursuant to Article 2a of the Conditions of employment of other servants of the European Communities for a period of three years⁴. The Appointing Authority may extend the contract. The period of engagement will not in any case exceed the lifetime of the BEREC Office.

² 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.

³ OJ L 124,27.4.2004, p.1; <http://eur-lex.europa.eu/fr/index.htm>

⁴ For any information about salaries, deductions and allowances please consult the Staff Regulations of Officials of the European Communities: http://europa.eu.int/comm/dgs/personnel_administration/statut/tocen100.pdf

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.⁵ The applications will be rejected if the file 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, French or German, should be sent *by e-mail* to:

INFSO-SELECTIONS-BERECOFFICE@ec.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:

European Commission
Directorate-General for Information Society and Media
COM/2010/05 Post of Human Resource Officer for the BEREC Office
Unit INFSO R.1 "Human Resources"
Office BU25 - 04/187
B- 1049 BRUSSELS
BELGIUM

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

Closing date

Applications must be sent either by e-mail or by registered post no later than 31 July 2010 (date of email or date of postmark for registered mail).

Applications sent by express courier service must be delivered on the same date to the address above before 17:00 hrs (Brussels time).

Important information for candidates

Candidates are reminded that the selection committee's works are confidential. It is forbidden for candidates to make direct or indirect contact with their members or for anybody to do so on their behalf.

Protection of personal data

The Commission and the BEREC Office will ensure that candidates' personal data are processed as required by Regulation (EC) No 45/2001 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. This applies in particular to the confidentiality and security of such data (Official Journal of the European Communities L8 of 12 January 2001).

⁵ The European CV can be downloaded from the website <http://europass.cedefop.europa.eu/htm/index.htm>