

**Call for Expression of Interest**  
**Assistants / Secretaries**  
**in Event Management, Logistics, Security and Finance**  
**(Contract Agents – Function Group II)**  
**Ref. BEREC/2019/07**

**Applications are invited for the establishment of a reserve list for Assistants / Secretaries in the field of Event Management, Logistics, Security and Finance at the Agency for Support for BEREC.**

<b>Type of contract</b>	Contract Agent
<b>Function group and grade</b>	FG II
<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>	12
<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>04/11/2019 at 12:00 (midday), Riga time</b>

**Agency for Support for BEREC (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 decentralized 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 the day-to-day operation of the markets for electronic communications networks and services and a European Commission representative.

The BEREC Office is responsible, in particular, for supporting BEREC in fulfilling its regulatory tasks, collecting information from NRAs and exchanging and communicating information in relation to the role and tasks of BEREC, disseminating regulatory best practices, assisting BEREC in establishing and maintaining registries and databases, establishing and managing

information and communications systems and conducting public consultations on behalf of BEREC, etc.

The BEREC Office is also in charge of the organization of events for BEREC (meetings of the BEREC Board of Regulators, Working Groups, meeting with stakeholders and EU institutions or bodies of the EU, seminars, trainings for the NRAs, etc.).

Among others, the BEREC Office is also in charge of registering and archiving BEREC documents, managing the BEREC website (including the public register), as well as registering and filing the documents produced of its own activity.

For further information, please consult the BEREC website: [www.berec.europa.eu](http://www.berec.europa.eu).

## **The post**

Depending on the Agency's needs elaborated in the job description for each profile, the Assistants / Secretaries will provide general assistance in the fields of event management, logistics, security, finance and document management at the BEREC Office, as follows:

### **Assistance in event organisation and establishment of databases**

- Provide logistical support for the organisation of meetings, seminars, trainings or other events by: organising meetings, reserving meeting rooms and accommodation, ordering catering, booking audio-video conference, etc.;
- Compile lists of participants, prepare badges and table name tags, compile folders of working documents (including electronically), etc.;
- Undertake any follow-up actions (collecting and processing documents concerning experts/candidates reimbursements, sending out minutes and action points, etc.);
- Support staff in mission management and organise business travel of external experts invited to attend events organised by the Agency;
- Prepare basic documents/information about the events and circulate it to the event participants;
- Support in the organisation of public consultations or other similar events;
- Assist with the correct input of data in databases established by the Agency;
- Ensure correct encoding of metadata.

### **Assistance in finance, contract and budget management**

- Prepare financial files and act as initiating agent (operational and/or financial);
- Provide clerical and administrative assistance relating to calls for tender;
- Provide support in the processing of financial information and financial reporting;
- Assist in audit related tasks, such as clerical support for auditors, filing, etc.;
- Assist in monitoring of budget execution and budget planning.

### **General administrative assistance and document management**

- Various routine secretarial tasks, organisation of meetings, keeping a diary of appointments, etc.;
- Assist with drafting (memos, notes, minutes of meetings, notices for public

- consultations, etc.);
- Assist with the coordination and planning of work for the Director or the Unit;
  - Word processing in the main language and possibly in another official language of the European Union;
  - PC work relating to document presentation (e.g. page layout, formatting, tables);
  - Various administrative tasks associated with document management (using Ares<sup>1</sup>, a public consultation dedicated online platform, the content management system of the public register or other IT tools);
  - Assist in welcoming and informing outside visitors in accordance with security regulations;
  - Ensure collection and preparation of materials for publication, incl. on web-sites;
  - Manage mailboxes and send requested information and documents.

### **Assistance in security and logistics**

- Assist in ensuring the safety and security of the premises and staff;
- Assist with the BEREC Office's assets and inventory management;
- Provide support in logistics management, including management of the premises occupied by the BEREC Office, ordering furniture, office supplies, etc.;
- Liaise with companies (including local companies) in charge of building, heating, security and other logistic issues;
- Monitor the functioning of the premises (offices, parking, security area and other spaces) and its equipment and assist in office allocations and office removals;
- Organise removal and reorganisation of the office space;
- Help with the organisation and follow-up of projects and/or contracts in the field of logistics, HR and security;
- Assist in management of insurance matters, postal and courier services.

The Assistants / Secretaries are expected to be available in case of incidents, emergencies or urgent needs outside working hours (on-call duty) and may be assigned other duties as appropriate from time to time.

### **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>2</sup>;

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<sup>1</sup> Advanced Records System of the European Commission, used by the BEREC Office

<sup>2</sup> Before being hired, a contract 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.

4. Produce the appropriate character references as to suitability for the performance of the duties<sup>3</sup>;
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 and work experience:
  - a level of post-secondary education attested by a diploma; or
  - a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

### **Selection criteria**

If the Eligibility criteria set out in 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 admitted to the next stage of the selection procedure.

#### Essential:

- Thorough knowledge of English as a working language<sup>4</sup>;
- Very good knowledge of the electronic office tools;
- Appropriate professional experience in duties similar to the ones described in the section “The post” above of at least one year.

#### Advantageous:

- Knowledge of the method of work, rules and procedures of the EU Agencies and/or EU institutions;
- Knowledge or experience in administrative assistance to calls for tender, handling financial files or assisting in audits;
- Knowledge or experience of Ares or other document management tools;
- Knowledge or experience in event organisation, incl. meetings, trainings or seminars.

### **Evaluation during interviewing process**

Candidates invited to the interviews will be assessed against the following criteria that are essential to the post:

- Excellent sense of responsibility and initiative;
- Ability to work in a multicultural environment;

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<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> As established in the BEREC Office Management Committee Decision MC/2016/02, the working language of the BEREC Office is English.

- Good communication skills;
- Excellent organisational skills, capacity to coordinate several tasks and processes simultaneously under tight deadlines;
- Knowledge of English as a working language.

## **Stages in the selection procedure**

### **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 be assessed against the selection criteria (essential and advantageous).

### **B. Assessment of eligible applications**

On the basis of the submitted documents referred to in (A), a Selection Committee will carry out a preselection of the candidates who best fit the requirements for the duties to be performed. The motivation letters, together with the application forms and the CVs of eligible applicants will be analysed with reference to:

- The selection criteria (essential and advantageous)
- The overall assessment of the quality and suitability of the application based on the requirements of the post

Upon completion of the assessment, the Selection Committee will establish a shortlist of candidates matching best the needs of the Agency for the functions and duties mentioned in this Call.

### **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. The maximum total number of candidates invited for the interview and written test will be 20.<sup>5</sup> The duration of the interview will be 30 minutes, and the duration of the written test will be 1 hour.

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. Maximum score for the interview: 100. Minimum pass score: 60.

The written test will aim to assess the specific competencies required for the post and the general competencies required of European Union Contract staff 3(a). Maximum score for the written test: 100. Minimum pass score: 60.

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<sup>5</sup> Where a number of candidates tie for the last available place, they will all be invited for the interview

The language of the interview and written test will be English. Candidates with English as their mother tongue will be tested in another official EU language to check that the eligibility criterion is met (i.e. satisfactory knowledge of a second official EU language).

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 12<sup>6</sup> candidates with the highest scores achieved in the selection procedure 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 proposal of the Selection Committee, the authority authorised to conclude contracts of employment may draw up a reserve list of maximum 12<sup>7</sup> candidates to be used for filling in vacant posts in the relevant function group. The CVs and motivation letters of the candidates will be assessed towards the requirements of the vacant post. A second interview with the authority authorised to conclude contracts of employment and/or one or more delegated staff member(s) may be organised.

Any recruitment will be subject to budgetary availability.

The reserve list will be valid until 31 December 2020. 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.

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; or
- do not provide all the required supporting documents.

### **2. Conditions of employment**

The Secretary/Assistant will be appointed by the authority authorised to conclude contracts of employment as a contract agent in function group II 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 cover letter outlining their reasons for applying;

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<sup>6</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>7</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.

2. A curriculum vitae (CV), preferably drafted using the Europass CV format<sup>8</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 is 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/2019/07 Assistants/Secretaries) 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 **04/11/2019 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 Secretary/Assistant will be required 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.

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<sup>8</sup> The Europass CV can be downloaded from the website <http://europass.cedefop.europa.eu> .

## **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>9</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  
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:

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<sup>9</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

<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  
Assistants / Secretaries

**BEREC/2019/07**

OF THE BEREC OFFICE

1. **Surname**<sup>10</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>11</sup>:

Street, No, etc.:

Postal code:

Town:

Country:

Office Telephone N°:

Mobile N°:

E-mail address: Professional:

E-mail address: Personal:

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<sup>10</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>11</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 relevant to the job (300 words max.):**

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

**13. Summarise your experience with electronic office tools relevant to the post (200 words max):**

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

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

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 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>