

**Permanent Call for Expression of Interest**  
**Trainees at the BEREC Office**  
**Ref. BEREC/2018/03**

**Applications are invited for the selection of trainees at the Office of the Body of European Regulators for Electronic Communications (BEREC Office)**

<b>Place of traineeship</b>	Riga, Latvia
<b>Partner Directorate General</b>	DG CONNECT - Directorate General for Communications Networks, Content and Technology
<b>Initial duration of Traineeship</b>	Up to 6 months
<b>Closing date for applications</b>	None

**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 a Head of Agency 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.

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

## The traineeships

The aim of this traineeship programme is to attract highly qualified applicants who are competent and strongly motivated. The Agency offers traineeship positions in all of its three units, according to the following profiles:

- Communication;
- Programme Management;
- Human Resources;
- ICT and Logistics;
- Legal and procurement;
- Policies and administration.

In the below table, applicants can find the academic degree requirements and the core tasks related to each profile. Applicants shall note that the specific traineeship positions will be identified in the offer letter sent to the selected candidates; the tasks of the Trainee might be further tailored after the start of the traineeship. The Trainees may be required to assist in other areas of activity, depending on the needs of the service and their profile and experience.

<b>Profile</b>	<b>Unit</b>	<b>Degrees</b>	<b>Tasks linked to the profile</b>
<b>Communication</b>	Executive Support Unit	Degree in Communications, Journalism, Social/Political Science or similar	<ul style="list-style-type: none"><li>- participation in the development of the BEREC Office internal and external communications;</li><li>- participation in the development of the BEREC Office corporate identity;</li><li>- assistance in the implementation of the BEREC Communications Plan;</li><li>- participation in the development of BEREC website.</li></ul>
<b>Programme Management</b>	Programme Management	Degree in Engineering, Mathematic, Economics, Statistics, Law or similar	<ul style="list-style-type: none"><li>- contribute to activities supporting BEREC</li><li>- support to monitoring of the markets, benchmarking and data collection;</li><li>- support in keeping updated the database of experts;</li><li>- support in drafting tender specifications for relevant procurement procedures;</li><li>- other activities supporting PM unit and its staff.</li></ul>
<b>Human Resources</b>	Administration and Finance	Degree in Social/Political	<ul style="list-style-type: none"><li>- contribution to the development of HR policies</li></ul>

<b>Profile</b>	<b>Unit</b>	<b>Degrees</b>	<b>Tasks linked to the profile</b>
		Science, Human Resources Management or similar	and related documentation; - support in creation and maintenance of internal databases; - - contribution to reporting activities; - support in recruitment and selection procedures.
<b>ICT and Logistics</b>	Administration and Finance and Programme Management	Degree in Information Technology, Computer Sciences, Architecture or similar	- support the contract management and the maintenance of documentation of processes, procedures, and guides; - - support the conceptual preparation of info sessions on IT topics including participations and giving presentations on various aspects of IT to internal users; - contribute to the transformation of the working space with the final aim to improve the working conditions of the staff; - support BEREC members in using current and future IT solutions assisting BEREC to execute its Work Programme.
<b>Legal and procurement</b>	Administration and Finance	Law, Economics or similar	- contribution to the implementation of the new EU Financial Regulation; - contribution to the organization and follow up of procurement procedures; - contribution to the implementation of the new BEREC Regulation.
<b>Policies and administration</b>	All units	Law, Social Science, or similar	- support the preparation of internal policies and procedures; - support in streamlining the internal administrative processes with a view to the reduction of the administrative burden; - contribution to the implementation of internal

Profile	Unit	Degrees	Tasks linked to the profile
			policies and application of administrative procedures.

Each trainee will have a traineeship adviser, who will be in charge of the trainee for the entire period of the traineeship

### Eligibility criteria

To be admitted to the graduate traineeship programme, applicants must:

- be 18 years of age or older;
- be nationals of a Member State of the European Union;
- have by the beginning of the traineeship successfully completed at least three years of higher education course (university studies) or equivalent education in a field of interest to the BEREC Office attested by a diploma or relevant official certificate<sup>1</sup>;
- Have language skills at level C1 for the first language (thorough knowledge) and at level B2 for the second language (satisfactory knowledge), these levels being defined by the Common European Framework of Reference.

Failure to comply with one or more of the eligibility criteria will result in disqualification of the concerned applicant. Trainees must not have any professional connections with third parties, which might be incompatible with their traineeship (i.e. must not work for lobbyists, legal attachés, etc.). They are not permitted to exercise any other gainful or non-gainful employment during the period of the traineeship<sup>2</sup>.

### Selection criteria

Applications will be assessed by taking into consideration the educational background, qualifications, competences and motivation. In particular, the following criteria will be assessed when selecting applicants for the traineeship positions:

1. University degree in a field relevant to the traineeship positions.
2. Satisfactory knowledge of English<sup>3</sup> (level B2 according to the Language levels of the Common European Framework of Reference) to fully profit from the traineeship and to be able to follow meetings and perform adequately. Given the nature of the Agency's tasks, its working language regime and the requirements of the service, the knowledge of the English language at a level higher than B2 may be preferred for all the profiles.

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<sup>1</sup> ECTS points are not accepted as equivalent degree, proof of completion of full university studies shall be provided before the start of the traineeship. For examples of minimum national qualifications required by the legislation in the country where the diploma was obtained, see Annex I. Only qualifications issued by EU Member State authorities or recognized as equivalent by the relevant EU Member State authorities will be accepted. Where diplomas are obtained from a non EU country, trainees will be required to provide proof of their equivalence from a recognized authority.

<sup>2</sup> The Head of Agency may admit to the Programme trainees seconded by other organizations or national entities.

<sup>3</sup> English is the working language of the BEREC Office, as established by Decision of the Management Committee No MC/2016/02.

## **Selection procedure**

The applications received will be evaluated on a regular basis, with the aim to fill the available traineeship positions, indicatively starting each year on 1 October<sup>4</sup>.

Each year after 30 of July<sup>5</sup>, the received applications are checked towards the eligibility criteria.

Eligible applications are assessed by a Selection Committee appointed by the Head of Agency.

Suitable candidates may be contacted over the phone by the members of the Selection Committee in order to check the availability and discuss the mutual expectations prior to the final decision and in order to better assess the suitability of the candidate for the position and the motivation.

For each position, the Selection Committee will finally establish a shortlist of candidates to be proposed to the Head of Agency. The candidates may be ranked in order of merit or in alphabetical order.

The Head of Agency makes the final selection of applicants on the basis of the proposals submitted by the Selection Committee. Regard will also be taken in respect of the maintenance of an appropriate gender balance and geographical distribution of the trainees. The Head of Agency reserves the right to proceed with a further assessment or phone interviews before taking a decision on the successful trainees.

Successful applicants are informed about the outcome of the selection procedure. The selection proceedings of trainees are confidential.

## **Equal opportunities**

The BEREC Office applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations and accepts and treats applications without distinction on grounds of sex, race, color, ethnic or social origin, genetic features, language, religion, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

## **Conditions of Traineeship**

Trainees receive a monthly grant calculated at the beginning of each calendar year and published on the BEREC Office website.<sup>6</sup> Training periods are initially offered for a period of six months with the option reserved to the Agency to extend the traineeship only once for a period to be determined. Traineeship periods shall last at most twelve months.

Indicative starting date of traineeship: 1 October of each year.

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<sup>4</sup> Other starting dates may be identified during the course of each year.

<sup>5</sup> Other intermediate dates may be identified during the course of each year and published on the BEREC Office website.

<sup>6</sup> Trainees shall be entitled to a monthly grant amounting to 25% of a basic monthly salary of a temporary agent in grade AD5, step 4, as established by Decision of the Management Committee No MC/2016/02 as amended by Decision No MC/2018/02.

## Application procedure

For their applications to be valid, candidates must apply online at the following link: [http://bereg.europa.eu/eng/bereg\\_office/traineeship/apply\\_on\\_line/](http://bereg.europa.eu/eng/bereg_office/traineeship/apply_on_line/) and submit:

A covering letter outlining their reasons for applying;

A curriculum vitae (CV), drafted using the Europass CV format<sup>7</sup>;

Applicants are explicitly requested to highlight and give a brief account of their experience and expertise relevant to the traineeship. Applicants are invited to indicate, apart from the duration of studies, the legal length of the diplomas that they hold. Applications will be rejected if the dossier is incomplete.

The applicants must submit a separate application for each profile if they are willing to apply for more than one profile.

All the study or professional experiences indicated in the applications (online form, CV or motivation letter) should be supported by documents (e.g. certified copies of degrees/diplomas, references, proof of experience, etc.). Supporting documents should not be sent at the time of the applications. Successful candidates must submit the supporting documents at a later stage of the procedure when requested by the BEREC Office.

Under no circumstances should candidates approach the members of the Selection Committee, directly or indirectly, concerning this traineeship selection. The Agency reserves the right to disqualify any candidate who disregards this instruction.

Applications must be submitted through the on-line module available on the BEREC website.<sup>8</sup> There is no closing date for applications, however the agency advice candidates to bear in mind that each year after 30<sup>9</sup> of July, the received applications are checked towards the eligibility criteria.

If at any stage in the procedure it is established that any of the information a candidate has provided is incorrect, the candidate in question will be disqualified.

## 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>10</sup>.

Further information on the processing of personal data can be found in the respective Privacy Statement: [http://bereg.europa.eu/eng/bereg\\_office/traineeship/rules/](http://bereg.europa.eu/eng/bereg_office/traineeship/rules/).

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<sup>7</sup>The Europass CV can be downloaded from the website <http://europass.cedefop.europa.eu/htm/index.htm>

<sup>8</sup> [https://bereg.europa.eu/eng/bereg\\_office/traineeship/how\\_to\\_apply](https://bereg.europa.eu/eng/bereg_office/traineeship/how_to_apply).

<sup>9</sup> Other intermediate dates may be identified during the course of each year and published on the BEREC Office website.

<sup>10</sup> The entry into force of new data protection rules has to be taken into account.