Permanent Call for Expression of Interest
Trainee in Procurement and Finance at the BEREC Office
Ref. BEREC/2019/03

Applications are invited for the selection of a Trainee in Procurement and Finance at the Agency for Support for BEREC (BEREC Office)

<table>
<thead>
<tr>
<th>Place of traineeship</th>
<th>Riga, Latvia</th>
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<tbody>
<tr>
<td>Partner Directorate General</td>
<td>DG CONNECT - Directorate General for Communications Networks, Content and Technology</td>
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<tr>
<td>Duration of Traineeship</td>
<td>Up to 6 months, renewable once</td>
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<tr>
<td>Closing date for applications</td>
<td>None (the current call is permanent)</td>
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The BEREC Office
The BEREC Office has been set up as a body of the European Union (EU) to:

- provide professional and administrative support services to the Body of European Regulators for Electronic Communications (BEREC), in particular in fulfilling its regulatory tasks;
- collect information from national regulatory authorities (NRAs) and to exchange and transmit information in relation to the regulatory tasks assigned to BEREC;
- produce, on the basis of the information received from NRAs in relation to the regulatory tasks assigned to BEREC, regular draft reports on specific aspects of developments in the European electronic communications market, such as roaming and benchmarking reports, to be submitted to BEREC;
- disseminate regulatory best practices among NRAs;
- establish and maintain registries and databases for the needs of BEREC;
- establish and manage information and communications systems and other IT tools for BEREC and the NRAs and others.
The aims of this traineeship programme is to attract highly qualified applicants who are competent and strongly motivated to contribute to the activity of the EU and in particular of the BEREC Office.

This traineeship will offer the possibility to university graduates with background in procurement and finance to gain experience in the work of the EU in general and in the specific activities undertaken under Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union in particular.

The selected trainee will be assigned to the Administration and Finance Unit.

The programme can enable the trainees to acquire experience by means of contacts made in the course of their everyday work in the Agency and to further put into practice the knowledge they have acquired during their studies and/or professional careers in the following areas:

- Development of policies, guidance and manuals in the field of procurement and finance, including in the field of protection of personal data in these areas;
- Registration of invoices and contracts in the corporate accounting and documents management systems and follow-up from financial point of view;
- Preparation of documentation for calls for tenders/reopening of competition, low and very low-value negotiated procurement procedures;
- Management of financial information;
- Support to audit management and analysis of the audit results;
- Budget/finance planning and follow-up;
- Budget/financial information, reporting and analysis.

Applicants shall note that the specific tasks assigned to them will be identified in the offer letter sent to the selected candidate; the tasks of the trainee might be further tailored after the start of the traineeship. The trainee may be required to assist in other areas of activity, depending on the needs of the service and his/her profile and experience.

The selected 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 certificate¹;
- 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 traineeship².

**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 this traineeship position:

1. University degree in Economics, Business Administration or similar.
2. Satisfactory knowledge of English³ (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.

**Selection procedure**

The applications received will be evaluated on a regular basis, with the aim to fill the available traineeship position, indicatively starting each year on 1 October⁴.

Each year after 15 of July⁵, the received applications are checked towards the eligibility criteria.

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

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¹ 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.
² The Head of Agency may admit to the Programme trainees seconded by other organizations or national entities.
³ English is the working language of the BEREC Office, as established by Decision of the Management Committee No MC/2016/02.
⁴ Other starting dates may be identified during the course of each year.
⁵ Other intermediate dates may be identified during the course of each year and published on the BEREC Office website.
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 their motivation.

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 trainee.

Successful applicant is 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, colour, 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

The trainee receives a monthly grant calculated at the beginning of each calendar year and published on the BEREC Office website\(^6\). 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.

Application procedure

For their applications to be valid, candidates must apply online at the following link: http://berec.europa.eu/eng/berec_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\(^7\);

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

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\(^6\) 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.

\(^7\) The Europass CV can be downloaded from the website http://europass.cedefop.europa.eu/htm/index.htm
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.\(^8\)
There is no closing date for applications, however the Agency advises candidates to bear in
mind that each year after 15\(^9\) 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 (EU) No 2018/1725 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.

Further information on the processing of personal data can be found in the respective Privacy

Riga, 20 June 2019

\(^8\) https://berec.europa.eu/eng/berec_office/traineeship/how_to_apply.

\(^9\) Other intermediate dates may be identified during the course of each year and published on the
BEREC Office website.