

**Vacancy for a Executive Support Officer function (TA - Grade AD5)
of the BEREC Office**

Publication:	External
Title of Function	Executive Support 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/EXECUTIVE SUPPORT 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 is set up to provide administrative and professional support to the BEREC, the new 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 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 of 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 responsibilities of the Executive Support Officer will include notably:

- Providing high-level administrative support to the chair of the Management Committee and the Board of Regulators in relation to BEREC's institutional relations with the EU institutions and the external stakeholders
- Monitoring the progress in relation to the action points decided by the Management Committee and the Board of Regulators

- Supporting the Administrative Manager in monitoring developments/BEREC engagement with EU institutions and external engagement with stakeholders
- Acting as a contact point for stakeholders and EU institutions
- Providing organisational support for contact network and plenary meetings, including the drafting of minutes and the follow-up of the validation process.

The Executive Support Officer will report to the Administrative Manager of the BEREC Office. He/she may be assigned other duties as appropriate.

The selection criteria

The Executive Support Officer will be selected on the basis of the following criteria:

- Very effective organisational skills, attention to detail and high level of accuracy;
- Knowledge of the European framework of electronic communications and the EU decision-making process;
- Ability to communicate internally with BEREC members and externally with the EU institutions and external stakeholders;
- Very good oral and written communication skills;
- Proven capacity to work in a team in an international environment;
- Proven motivation and interpersonal skills;
- Thorough knowledge of English as a working language.

It will be an asset if he/she has professional experience in a similar function and/or practice relevant to the electronic communications field, notably acquired within an NRA.

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 citizen¹;

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 public administration, economics, law; 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 public administration, economics, law is at least three.

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.

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 Executive Support 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 Executive Support Officer will be selected in accordance with a decision of the Appointing Authority 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 Regulations².

Conditions of employment

The Executive Support 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 years³. The Appointing Authority may extend 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.⁴ 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:

² OJ L 124,27.4.2004, p.1; <http://eur-lex.europa.eu/fr/index.htm>

³ 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

⁴ The European CV can be downloaded from the website
<http://europass.cedefop.europa.eu/htm/index.htm>

European Commission
Directorate-General for Information Society and Media
COM/2010/06 Post of Head Executive Support Officer of the BEREC Office
Unit INF SO 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 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.

Protection of personal data

The Commission and 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 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).