

Vacancy for a Head of Administration and Finance function (TA - Grade AD9)
Of the BEREC Office
(Provisional location in Brussels)

Publication:	External
Title of Function	Head of Administration & Finance 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/HEAD ADMIN & FIN (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 Office of the BEREC will be provisionally located in Brussels. The final location has still to be confirmed.

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 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 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 Head of Administration & finance will co-ordinate, facilitate and implement the administrative and financial work of the Office allowing that objectives are achieved smoothly and that the expected results are delivered on time. The establishment and implementation of the budget of the Office shall comply with the principle of sound financial management. The post holder will in particular be responsible for setting up the financial monitoring and control system for the Office to the standards required by Community financial regulations; and for implementing an efficient and effective set of administrative procedures for the Office.

The Head of Administration & Finance will report to the Administrative Manager. His/her responsibilities include the management of human and financial resources of the Office, notably:

- Preparation reporting and monitoring of the budget (planning, transfers, follow-up of execution...);
- Definition of financial circuits, workflows and of budgetary procedures;
- Verification of transactions;
- Follow up of audits;
- Accountancy of the Office.

While reporting to the Administrative Manager, the Head of Administration & Finance must remain independent in the exercise of the accounting function.

In his/her role of accounting officer, he/she shall be notably responsible for:

- Proper implementation of payments, collection of revenue and recovery of amounts and offsetting.
- Preparing and presenting the accounts
- Implementing the accounting rules and methods and the charts of accounts
- Laying down and validating the accounting systems;
- Opening bank accounts;
- Treasury management.

In his/her role of Human Resources manager, he/she shall be notably responsible for:

- Advising on general HR policy aspects in accordance with the Staff Regulations;
- Following-up of the Personnel Budget;
- Preparation and submission of the staff establishment plan to the Administrative Manager;
- Salaries administration.

The Head of Administration & Finance will deputise for the Administrative Manager as necessary and may be assigned other duties appropriate to the grade from time to time.

The selection criteria

The Head of Administration & Finance will be selected on the basis of the following criteria:

- Proven experience in the identified duties;
- Very good leadership skills and capacity to motivate a team;
- Very sound knowledge of financial rules and regulations of the European Union;
- Proven capacity to work in an international environment;
- Ability to lead and motivate a team in a European, multicultural and multilingual environment in a start up context;
- Thorough knowledge of English as a working language.

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.
- A professional experience gained in a management function.

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 Accounting, Finance, or Business Administration; 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 is at least three.

Professional Experience: Have at least 12 years' of professional experience of which at least 3 years in the domain of Accounting, Finance or Business Administration after diploma;

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 Head of Administration & Finance 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 Head of Finance & Administration 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 Regulations².

Conditions of employment

The Head of Administration & Finance of the BEREC Office will be appointed by the Appointing Authority as a temporary agent at AD9 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 dossier 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:

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>

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/2010/02- Post of Head of Administration & Finance 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 12 April 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 different 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).