

Call for Expression of Interest

Trainees

Ref. BEREC/2016/03

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

Place of traineeship	Riga, Latvia
Partner Directorate General	DG CONNECT - Directorate General for Communications Networks, Content and Technology
Portfolio Commissioner	Mr Günther Oettinger (Digital Economy & Society)
Deadline for application	10/09/2016 at 12.00 (midday), Riga time

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 an Administrative Manager 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.

The traineeships

The aim of this traineeship programme is to attract highly qualified applicants who are competent and strongly motivated.

The selected trainees will be assigned to one of the following Units:

- **Administration and Finance Unit, Human Resources area (Profile No 1)**

Duties include:

- Contribution to the development of HR policies.
- Assist in different HR projects.
- Support in creation and maintenance of internal databases.

- Contribution in reporting activities.
- Contribution to the definition of a competency framework.
- Support of HR related payment files and/or initiation of payments.
- Contribution to the induction programme.
- Support the coordination and the organisation of training events and similar activities.
- Support in individual rights procedures.
- Support in dealing with leave management.
- Support in the monitoring of the adoption of implementing rules.
- Contribution to the HR communication activities.
- Contribution to the reorganization of the HR related information on the internal shared drive and on the Agency website.
- Interaction with internal and external stakeholder.
- Any other HR tasks necessary for the service.
- In the interest of the service, the job holder may be assigned other duties as appropriate.

- **Programme Management Unit – General area (Profile No 2)**

Duties include:

- Support to monitoring the markets, benchmarking and data collection by efficiently monitoring the data collection activities from the BEREC members ensuring that termination rates benchmarking reports are prepared in accordance with the Annual Work Programme;
- Support in keeping updated the database with the details of experts from the BEREC members (i.e. National Regulatory Authorities) who act as Phase-II experts or rapporteurs
- Other work activities related to these issues;
- In the interest of the service, the job holder may be assigned other duties as appropriate.

- **Programme Management (PM) Unit - Administrative area (Profile No 3)**

Duties include:

- Support in the reimbursement procedure of the travel expenses of experts;
- Support in the process of booking missions and arrange the reimbursement of expenses of missions of the PM Unit staff;
- Support in dealing with leave management;
- Communication with the IRG Office for meeting room booking,
- Setting up audio-video conference and TC meeting;
- Support in the organisation of trainings, workshops, public consultations and other events organised by PM Unit;
- Support in the reorganisation of the information of the PM Unit on the internal shared drive and on the Agency website.
- Support in the document management of the PM Unit;
- Interaction with stakeholders (internal and external);

- Other clerical work activities of the Unit;
- In the interest of the service, the job holder may be assigned other duties as appropriate.

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:

1. be nationals of a Member State of the European Union;
2. 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;
3. have a very good knowledge of at least two EU official languages, whereas one language should be English² (level C2 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.

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 traineeship³.

Selection

After the deadline for applications, the applications are checked towards the eligibility criteria. Eligible applications are assessed by a Selection Committee appointed by the Administrative manager.

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 Administrative Manager. The candidates may be ranked in order of merit or in alphabetical order.

4. The Administrative Manager 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 Administrative Manager reserves the right to proceed with a further assessment or phone interviews before taking a decision on the successful trainees.

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 recognised 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 recognised authority.

² English is the working language of the BEREC Office, as stated in the Management Committee Decision No MC/2016/02.

³ The Administrative Manager may admit to the programme trainees seconded by other organisations or national entities.

5. 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, 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

Trainees receive a monthly grant of **EUR 929.44**. 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: 16 October 2016.

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/

and submit

1. A covering letter outlining their reasons for applying;
2. A curriculum vitae (CV), drafted using the Europass CV format⁴;

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 or submitted after the deadline.

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.

Closing date for applications

Applications must be submitted through the on-line module available on the BEREC website. The deadline is **10/09/2016 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.

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

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.

Further information on the processing of personal data can be found in the respective Privacy Statement: http://berec.europa.eu/eng/berec_office/traineeship/rules/.