

Call for Expression of Interest
Human Resources Support Officer
(Contract Agents – Function Group IV)
Ref. BEREC/2018/05

Applications are invited for the establishment of a reserve list of Human Resources Support Officers.

Type of post	Contract Agent
Function group and grade	FG IV
Duration of contract	3 years (with the possibility of extension)
Maximum number of candidates to be placed on the reserve list	6
Place of employment	Riga, Latvia
Partner Directorate General	DG CONNECT - Directorate General for Communications Networks, Content and Technology
Deadline for application	24/09/2018 at 12:00 (midday), Riga time

The BEREC Office

The BEREC Office was 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.

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 EU institutions for the purpose of applying these Staff Regulations and Conditions of employment apply to the staff of the Office.

For further information please consult the BEREC website: www.berec.europa.eu.

The post

The Human Resources Support Officer will be responsible, among others, for the following tasks:

- Organising and managing selection procedure in accordance with the established rules and procedures (e.g. selection committees, publications of calls, interviews and written test organisation, applications screening, participation in selection procedures and preparation of minutes);
- Ensuring the correct determination of individual rights in cooperation with the Paymaster office (PMO) and ensuring correct and timely implementation in payroll;
- Preparing employment contracts (including determination and classification of grade and step) and managing contract renewals;
- Establishing, maintaining and ensuring completeness of personnel files;
- Organising the monthly payroll and taking corrective actions in a timely manner;
- Organising pre-recruitment medical visits for new staff and annual medical checks for staff members;
- Organising the leave management of staff (including special leaves) and providing guidance to Unit secretaries in terms of leave management;
- Acting as focal point in matters related to Joint Sickness Insurance Scheme (JSIS), pension rights, special identity cards, badges, laissez-passer;
- Supporting the relations with the local authorities with matters related to privileges and immunities, schooling and other topics with an impact on the staff deriving from the implementation of the Seat Agreement;
- Acting as contract manager for HR related contracts;
- Assisting in drafting tender specifications for HR related procurement procedures;
- Assisting in drafting policies and procedures;
- Assisting to prepare and follow up periodical reporting and data analysis;

- Organising and monitoring internal and external training activities;
- Collecting and processing requests for training and learning activities;
- Providing support in running probationary period, yearly performance appraisal and reclassification exercises;

The Human Resources Support Officer will work under the supervisions of the Head of Administration and Finance and the respective Team Leader and may be assigned other duties appropriate to the grade in the interest of the service.

Eligibility criteria

Candidates will be eligible for this selection procedure if they fulfil the following formal criteria at the time of the application deadline:

1. Be a national of a Member State of the European Union and enjoy full rights as a citizen;
2. Have fulfilled any obligations imposed by applicable laws concerning military service;
3. Be physically fit to perform the duties linked to the post¹;
4. Produce the appropriate character references as to suitability for the performance of the duties²;
5. Languages: A thorough knowledge of one of the official EU languages and a satisfactory knowledge of a second EU language to the extent necessary for the performance of his/her duties;
6. Professional experience and studies³: Completed university studies of at least three years attested by a diploma and professional experience of at least one year.

¹ Before being hired, a member of contract staff shall be medically examined by one of the institution's medical officers in order to satisfy the institution that he/she fulfils the requirements of the Conditions of employment of other servants of the European Union.

² Before appointment, successful applicants will be asked to provide a certificate issued by a competent authority attesting the absence of any criminal record.

³ Only diplomas and certificates that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities in the Member States will be taken into consideration.

Selection criteria

If the Eligibility criteria set out in section “Eligibility criteria” are met, the candidates’ applications will be evaluated on the basis of the selection criteria below. The most suitable candidates will be invited to an interview.

Essential

- Experience in selection and recruitment;
- Experience in HR administration;
- Experience in talent management;
- Thorough Knowledge of English⁴.

Advantageous:

- Experience in working with EU Staff Regulations and CEOS, together with related policies and implementing rules;
- Experience and/or knowledge of HRM systems in use in the EU institutions and bodies (e.g. Sysper);
- Experience in events organisation an/or communication activities;
- Knowledge of French;
- Knowledge of Latvian.

Evaluation during interviewing process:

Candidates invited to the interviews will be assessed on the following criteria that are essential to the post:

- Professional knowledge related to the post;
- Thorough knowledge of English;
- Attention to details;

⁴ English is the working language of the BEREK Office.

- Discretion and confidentiality;
- Service-oriented attitude and flexibility;
- Organisational skills;
- Ability to work in a multicultural team;
- Ability to work under pressure and to meet tight deadlines;
- Motivation.

Stages in the selection procedure

The BERIC Office sets up a Selection Committee. This Committee will analyse all applications and identify a number of candidates who have the best profile with regard to the selection criteria mentioned above.

A. Admission to the selection procedure

After the deadline for applications, the complete applications submitted (application forms, CVs and motivation letters) will be checked against the eligibility criteria. Only eligible applications will be then assessed against the selection criteria (essential and advantageous).

B. Assessment of eligible applications

The Selection Committee will analyse the motivation letters, together with the application forms and the CVs of eligible applicants with reference to the elements indicated in the selection criteria section (essential and advantageous). In addition, the Selection Committee will assess the motivation and the overall suitability of each eligible application on the basis of the requirements of the posts.

C. Interview

Upon completion of the assessment of eligible applications, the Selection Committee will invite the most suitable candidates for an interview (duration: 30 minutes, main language of the interview: English). The maximum total number of candidates invited for interview will be 12⁵.

Candidates are kindly invited to indicate in their application any special arrangements that may be required if invited to attend an interview.

⁵ Where a number of candidates tie for the last available place in the list of candidates to be invited for interviews, they will all be invited.

The interview will aim to assess the suitability of the candidates to perform their duties, their professional knowledge, their skills and competencies relevant to the post and their motivation. The interview shall cover: an analysis of the language abilities, personal and professional competences of each applicant. The interview will be held in English. Candidates with English as their mother tongue will be tested in another official EU language to double-check that the eligibility criteria is met (i.e. satisfactory knowledge of a second official EU language). Maximum score for the interview: 100. Minimum pass score: 50.

The content of the questions asked during the interviews will be set in accordance with the level and profile of the position advertised.

The Selection Committee will propose a maximum of 6 candidates with the highest scores achieved in the interviews for placement on the reserve list⁶.

1. Reserve list, possible job offer(s), verification of documents and scrutiny

On the basis of the outcome of the interviews, the authority authorised to conclude contracts of employment may draw up a reserve list of maximum six successful candidates⁷.

The reserve list will be valid for up to 12 months from the date of its establishment. Its validity may be extended by the authority authorised to conclude contract of employments. Inclusion on a reserve list does not imply any entitlement to employment in the BEREK Office. Moreover, recruitment will be subject to budget availability.

When a Human Resources Support Officer post becomes vacant or cover needs to be provided, a job may be offered to a suitable candidate⁸. The successful candidate's application will be checked against the supporting documents to confirm its accuracy and eligibility.

If, at any stage in the procedure, it is discovered that the information given in an application has been knowingly falsified, the candidate will be disqualified from the selection process.

⁶ Where a number of candidates tie for the last available place on the list of candidates to be proposed to the AACC, they will all be proposed in the list.

⁷ Where a number of candidates tie for the last available place on the reserve list, the AACC will include all of them in the reserve list.

⁸ The CVs and the motivation letters of the candidates on the reserve list will be assessed towards the requirements of the vacant post. A second interview may be organised.

Candidates will also be disqualified if they:

- do not meet all eligibility criteria;
- do not provide all the required supporting documents.

2. Conditions of employment

The Human Resources Support Officer will be appointed by the authority authorised to conclude contracts of employment as a contract agent in function group IV pursuant to Article 3a of the Conditions of employment of other servants of the European Union for a period of three years. The authority authorised to conclude contracts of employment may renew the contract according to the modalities indicated in the relevant general implementing rules valid at the BEREC Office. The period of engagement will not in any case exceed the lifetime of the BEREC Office.

Application procedure

For their applications to be valid, candidates must submit:

1. A cover letter outlining their reasons for applying;
2. A curriculum vitae (CV), preferably drafted using the Europass CV format⁹;
3. The application form in the annex.

Applicants are explicitly requested to highlight and give a brief account of their experience and expertise relevant to the job and the start and end dates of employment contracts. 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.

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.

⁹ The Europass CV can be downloaded from the website <http://europass.cedefop.europa.eu> .

Applications, preferably in English, should be sent only by e-mail to: recruitment@berec.europa.eu

The reference (BEREC/2018/05 Human Resources Support Officer) must always be indicated in the subject line of e-mails.

Candidates are asked to report any potential change of address in writing without delay to the address above.

Closing date for applications

Applications must be sent by email. The deadline is **24/09/2018 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.

Approximate timetable

The selection process may take several months; information will be released at the end of each stage.

Independence and declaration of interests

The Human Resources 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 that may be considered prejudicial to his/her independence. Candidates must confirm their willingness to do so in their application.

Other important information

Candidates are reminded that the work of the Selection Committee and the Management Committee of the BEREC Office is confidential. It is forbidden for applicants to make direct or indirect contact with members of these committees or for anybody else to do so on their behalf. Any infringement of this rule will lead to disqualification from the selection procedure.

Equal opportunities

The BEREC Office applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

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 data¹⁰.

Requests for information and appeal procedures

Applicants who would like further information, or consider that they have grounds for a complaint concerning a particular decision, may, at any point in the selection procedure, email a request for further information to recruitment@berec.europa.eu.

A candidate who feels that a mistake has been made regarding eligibility may ask to have his/her application reconsidered by sending a request for review within 20 calendar days of the date of the email notifying the candidate of the outcome, quoting the reference of the selection procedure, to the Chairman of the Selection Committee at the following address:

BEREC Office
Human Resources
Z. A. Meierovica Bulv. 14, 2nd Floor
Riga, LV-1050
LATVIA

The Selection Committee will reconsider the application and notify the candidate of its decision within 45 calendar days of receipt of the letter.

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Communities, at the above address.

¹⁰ (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 - OJ L 008, 12/01/2001, p. 0001-0022.

The complaint must be lodged within three months. The time limit for initiating this type of procedure starts from the time the candidate is notified of the act that adversely affects him/her.

Candidates can submit a judicial appeal under Article 270 of the Treaty on the Functioning of the EU and Article 91 of the Staff Regulations of Officials of the European Communities to: Court of Justice of the European Union, L - 2925 Luxembourg

Details of how to submit an appeal can be found on the website: <http://curia.europa.eu/>

It is also possible to complain to the European Ombudsman pursuant to Article 228 of the Treaty on the Functioning of the EU and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the Staff Regulations and the general conditions governing the performance of the Ombudsman's duties, published in the Official Journal of the European Union L 113 of 4 May 1994:

European Ombudsman
1 Avenue du Président Robert Schuman
CS 30403
67001 Strasbourg Cedex
France

<http://www.ombudsman.europa.eu>

Please note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging, respectively, a complaint or an appeal with the Court of Justice of the EU under Article 270 of the Treaty on the Functioning of the EU.

Please also note that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned. Therefore, before contacting the Ombudsman, candidates must have submitted a complaint/appeal to the BEREC Office and received a negative reply from the BEREC Office.