

Call for expression of interest
For the establishment of a reserve list of Seconded National Experts
at the Agency for Support for BEREC
Ref. BEREC/2024/02

Type of contract	Seconded National Experts
Maximum number of candidates to be placed on the Reserve List:	6
Duration of Secondment	From 6 months to 2 years ¹
Place of employment	Riga, Latvia
Partner Directorate General	DG CONNECT - Directorate General for Communications Networks, Content and Technology
Deadline for applications	22/11/2024 26/01/2025 at 12:00 (midday), Riga time

Applications are invited for the establishment of a Reserve List for the post of Seconded National Expert at the Agency for Support for BEREC.

1. Agency for Support for BEREC (‘BEREC Office’, ‘Agency’)

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 an Agency of the European Union (EU) managed by a Director under the supervision of a Management Board composed of the heads of the EU national regulatory authorities (NRAs) in charge of the monitoring of the telecom markets and a European Commission representative.

¹ The initial period of secondment may not be less than six months or more than two years. It may be renewed once or more, up to a total period not exceeding four years. Exceptionally, where the interests of the service warrant it, the Director may authorize one or more extensions of the secondment for a maximum of two more years at the end of the four-year period.

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.

2. The post

The Seconded National Experts will work in the Operation Support Unit of the BEREC Office. Depending on the Agency's needs elaborated in the job description, the jobholder will be responsible, among others, for the following tasks:

- Provide professional and organisational support to the meetings of the Board of Regulators (BoR), Management Board (MB), Contact Network (CN) and the BEREC Office Advisory Group (BAG), including drafting the agendas (also annotated), minutes of the meetings and follow-up of the validation process;
- Supports host of the BoR, MB and CN meetings, and high-level workshops with methodological and organisation advice before and during the events;
- Provide professional and organisational support for BEREC international events, workshops, and other BEREC and BEREC Office events;
- Provide professional and organisational support for events attended by the BEREC Chair and Vice-Chairs and Chairperson and Deputy Chairpersons of the MB or their representatives, such as: conferences, debriefings, events organised by other EU bodies and/or EU institutions, bilateral meetings with interested parties;
- Interact with the colleagues in other units, NRA representatives as well as other external stakeholders for preparation of plenary, CN meetings, meetings with EU institutions and high-level workshops and other BEREC and BEREC Office events;
- Draft technical specifications or other internal documents for delivery of services and goods related to the main areas of responsibility;
- Provide high-level professional support to BEREC Chair and Vice-Chairs and Chairperson and Deputy Chairpersons of the MB in performing their tasks and support the smooth decision making process;
- Supports BEREC Chair in the preparation of the BoR and MB electronic voting procedures;
- Coordinate and draft documentation for the BoR and the MB and their preparatory bodies, such as: decisions, reports, notes, etc. and ensure their proper registration in the respective registers (public and internal);
- Maintain and regularly update internal BEREC and BEREC Office registers, contact lists, databases and IT platforms used for the purpose of organising BEREC and BEREC Office events;
- Contribute to ensuring compliance with the BEREC/BEREC Office obligations for transparency and accountability;
- Support the Document Management Officer in fulfilling his/her functions;
- Other appropriate operational and administrative support tasks as requested by the

management in the interest of the service.

The Seconded National Experts (SNEs) will work at the BEREC Office located in Riga, Latvia and may be assigned other duties appropriate to the grade in the interest of the service. They will report to their line manager and/or, where applicable, to a team leader.

3. Eligibility criteria

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

- 3.1. **Nationality:** Be a national of a EU Member State or of a third country which has concluded or is to conclude Working Arrangements with BEREC and the BEREC Office^{2,3,4,5}
- 3.2. **Employment before and during secondment:** SNE candidates must have worked for a national, regional or public administration⁶ or a public intergovernmental organisation on a permanent or contract basis for at least 12 months before their secondment and shall remain in the service of that employer throughout the period of secondment.⁷ The secondment of an SNE by an employer other than a national, regional or local public administration or an IGO may be authorised only on a case-by-case basis, once it has been ascertained that the SNE's employer is an independent university or research organisation which does not set out to make profits for redistribution, or is in fact part of the public sector.⁸
- 3.3. **Languages:** Have a thorough knowledge of one of the official EU languages and a satisfactory knowledge of another EU language to the extent necessary for the

² In accordance with [Decision No MB/2019/08 of the BEREC Office Management Board to establish Working Arrangements between NRAs of Montenegro, Bosnia & Herzegovina, Albania, North Macedonia, Kosovo, Serbia, Norway, Iceland and Liechtenstein and the Body of European Regulators for Electronic Communications \(BEREC\)](#) in what concerns Norway, Iceland and Liechtenstein

³ In accordance with [Decision MB/2023/07 of the BEREC Office Management Board to establish Working Arrangements between NRAs of Albania, Bosnia & Herzegovina, Kosovo*, Montenegro, North Macedonia, Serbia and BEREC](#).

*This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence).

⁴ In accordance with [Decision MB/2024/04 of the BEREC Office Management Board to establish Working Arrangements between NRAs of Ukraine and BEREC](#) and [Decision No MB/2024/11 of the Management Boards of the Agency for Support for BEREC \(BEREC Office\) accepting the application of National Regulatory Authority of the Republic of Moldova \(ANRCETI\) to become Participant without voting rights](#).

⁵ The Board of Regulators, the working groups and the Management Board shall be open to the participation of regulatory authorities of third countries with primary responsibility in the field of electronic communications, where those third countries have entered into agreements with the Union to that effect.

⁶ Public administration means all administrative services at central, federal and regional level, comprising ministries, government and parliamentary services, the courts, central banks and the administrative services of local authorities, as well as the decentralised administrative services of the State and of such authorities, such as national regulatory and/or competition authorities of EU Member States.

⁷ This includes National Regulatory Authorities of the West Balkan, Ukraine, Moldova, Norway, Iceland and Liechtenstein countries which have signed or are envisaged to sign a working arrangement for participation in the work of BEREC and the BEREC Office in accordance with Decisions [MB/2019/08](#), [MB/2023/07](#), [MB/2024/04](#) and [MB/2024/11](#).

⁸ For this purpose, to qualify as being part of the public sector, the SNE's employer must meet all the following conditions:

- It must be attached to a public administration and specifically it must have been created by legislation or regulation;
- Its resources must come primarily from public funding;
- Any activities in which it competes against other private or public entities on the market must represent less than half of its activities.

performance of his/her duties;

3.4. Qualifications: Have a level of education which corresponds to completed university studies of at least 3 years attested by a diploma;

3.5. Professional experience: Have at least three years' experience of administrative, legal, scientific, technical, advisory or supervisory functions which can be regarded as equivalent to those of function groups AD or AST – this latter function group being taken into consideration only for highly specialised job profiles – as defined in the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities;

3.6. Support of the current employer: The current employer must support the candidate and commit to pay his/her salary during the secondment period.

4. Selection criteria

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

4.1. Essential

4.1.1. Appropriate professional experience in duties similar to the ones described in the section “The post” above;

4.1.2. Knowledge of the European regulation framework for electronic communications;

4.1.3. University degree in a field relevant for the post;

4.1.4. Knowledge of English (Level C1 or above)⁹.

4.2. Advantageous

4.2.1. Ability to work in a multicultural environment;

4.2.2. Ability to prioritize and organize.

4.3. Evaluation during interview

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

4.3.1. Knowledge the European legislative framework for electronic communications;

4.3.2. Experience in the work activities of BEREC or of other European or

⁹ Level C1 or above of the Common European Framework of Reference for Languages (CEFR). As established in the BEREC Office Management Committee Decision MC/2016/02, the working language of the BEREC Office is English.

international organisations;

4.3.3. Ability to use electronic office tools (word processing, spreadsheets, presentation software, email, internet, project management tools, etc.);

4.3.4. Ability to prioritise and organize the work in view of delivering in a structured way;

4.3.5. Ability to work in a multicultural and multinational environment;

4.3.6. Knowledge of English as a working language (Level C1 or above CEFR).

5. Stages in the selection procedure

The BEREC Office will set up a Selection Committee. This Committee will make a comparative assessment of all eligible applications, and identify a number of candidates whose profiles best match the selection criteria listed above. These candidates will be invited for an interview with the Selection Committee.

5.1. Admission to the selection procedure

After the deadline for applications, the complete applications submitted (application forms as per the template, 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).

5.2. 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 post.

5.3. Interview

Upon completion of the assessment of eligible applications, the most suitable candidates will be invited for an interview with the Selection Committee (duration of the interview: approximately 40 minutes). The maximum total number of candidates invited for interview will be 20¹⁰. The interview will take place remotely, by means of video-conferencing.

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

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 and the 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 check that the eligibility criteria is met (i.e. satisfactory knowledge of a second official EU language).

¹⁰ 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.

Maximum score for the interview: 100. Minimum pass score: 60.

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

6. Possible secondment and verification of documents and scrutiny

On the basis of the outcome of the interviews, the Director may draw up a reserve list of maximum 6¹¹ candidates.

The reserve list will be valid until 31 December 2025. The Director may extend its validity. Inclusion on the reserve list does not imply any entitlement to secondment to the BEREC Office. Moreover, recruitment will be subject to budget availability.

The successful candidates' applications will be checked against the supporting documents to confirm their 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.

Candidates will also be disqualified if they:

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

7. Conditions of secondment

Prior to the secondment of a successful candidate, all relevant obligations of his/her employer must be fulfilled, including the establishment of Working Arrangements for the participation in the work of BEREC and the BEREC Office, and the contribution to the budget of the Agency, where applicable.

The secondment is not an employment, nor does it lead to an employment at the BEREC Office. The SNE shall remain in the service of his/her employer throughout the period of secondment. The SNE's employer shall thus undertake to continue to pay his/her salary, to maintain his/her administrative status (permanent official or contract staff member) throughout the period of secondment and to inform the BEREC Office of any change in the SNE's situation in this regard. The SNE's employer shall also continue to be responsible for all his/her social rights, particularly social security and pension.

Candidates must have worked for their employer on a permanent or contract basis for at least 12 months before their secondment and shall remain in the service of that employer throughout the period of secondment.

Before applying, each candidate should ensure that his/her employer will support the candidacy and pay his/her salary during the period of secondment. The final secondment will be confirmed by an exchange of letters between the Director of BEREC Office and the NRA, public administration, or public intergovernmental organisation concerned.

¹¹ Where a number of candidates tie for the last available place on the reserve list, the Director may decide to include all of them in the reserve list.

The initial period and the possible total period of secondment must respect the provisions of the Decision of the Management Board of the Agency for Support for BEREC concerning the secondment to the BEREC Office of national experts and national experts in professional training¹² and in particular Article 4 of the aforementioned Decision.

Under the provisions of MB/2020/03 and in particular Article 17 throughout the period of secondment the SNE is entitled to subsistence allowances.

The place of secondment will be Riga, where the BEREC Office is located.

8. Application procedure

For their applications to be valid, candidates must submit:

- 8.1.** A covering letter outlining their reasons for applying;
- 8.2.** A curriculum vitae (CV), preferably drafted using the Europass CV format¹³;
- 8.3.** Filled in application form as per the template in the annex;
- 8.4.** Written confirmation by the SNE's employer regarding their support of the candidacy and their commitment to continue paying the SNEs salary and to maintain his/her administrative status throughout the period of secondment.

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 not be assessed if the file 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.

The BEREC Office will accept applications received through:

- The NRAs whose staff are eligible for the secondment;
- Permanent Representations to the EU of a Member State;
- The EFTA Secretariat;
- The administration of IGOs; or
- The relevant national, regional or public administration.

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

¹² [MB/2020/03](#)

¹³ The Europass CV can be downloaded from the website <http://europass.cedefop.europa.eu>.

The reference (**BEREC/2024/02 SNE**) 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 ~~22/11/2024~~ **26/01/2025 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 timeline

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

9. Independence and declaration of interests

The SNE will be required to make a written declaration indicating their commitments and the absence or presence of any direct or indirect interests that might be considered to prejudice their independence, as required by the provisions of Article 42 of Regulation (EU) 2018/1971 of the European Parliament and of the Council of 11 December 2018 establishing the Body of European Regulators for Electronic Communications (BEREC) and the Agency for Support for BEREC (BEREC Office), amending Regulation (EU) 2015/2120 and repealing Regulation (EC) No 1211/2009¹⁴. Candidates must confirm their willingness to do so in their application.

10. Other important information

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

11. Equal opportunities

The BEREC Office applies a policy of equal opportunities and non-discrimination.

12. Protection of personal data

The BEREC Office will ensure that candidates' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018

¹⁴ OJ L 321, 17.12.2018, p. 1–35 (BG, ES, CS, DA, DE, ET, EL, EN, FR, GA, HR, IT, LV, LT, HU, MT, NL, PL, PT, RO, SK, SL, FI, SV)

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/EC¹⁵.

13. 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@bereg.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 Chairperson of the Selection Committee at the following address:

BEREC Office
Human Resources
Z. A. Meierovica Bulv. 14
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.

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:

¹⁵ OJ L 295, 21.11.2018, p. 39–98

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.