

**Vacancy notice and establishment of a reserve list  
for the post of Head of Administration and Finance (TA-AD9)  
at the BEREC Office**

**Ref. BEREC/2015/02**

<b>Publication</b>	External
<b>Title of function</b>	Head of Administration and Finance at the Office of the Body of European Regulators for Electronic Communications (BEREC Office)
<b>Parent Directorate General (DG)</b>	DG CONNECT - Directorate General for Communications Networks, Content and Technology (Brussels)
<b>Portfolio Commissioner(s)</b>	<b>Mr Günther Oettinger (Digital Economy &amp; Society)</b>

### **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.

BEREC is composed of a Board of Regulators consisting of the heads of the 28 national regulatory authorities (NRAs). BEREC advises the European Commission and the NRAs and assists the European Parliament and Council on issues related to the application of the EU regulatory framework for electronic communications. BEREC in particular helps 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 transnational markets, cross-border disputes and numbering issues.

The BEREC Office is an EU Body that provides professional and administrative support to BEREC. With a staff of 28, the BEREC Office is managed by the Administrative Manager under the supervision of the Management Committee composed of the same heads of the 28 NRAs and a European Commission representative.

The BEREC Office is responsible, in particular, for collecting information from NRAs and exchanging and transmitting 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 (Chair of the Board) in the preparation of their work; and setting up and providing 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 Union 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: <http://berec.europa.eu/>.

## **The post**

The Head of Administration and Finance will coordinate, facilitate and implement the administrative and financial work of the BEREC Office, ensuring that objectives are achieved and expected results are delivered on time. The establishment and implementation of the Office's budget must comply with the principle of sound financial management.

The Head of Administration and Finance will report to the Administrative Manager. As a member of the management team, the successful candidate will be asked to contribute to the direction of the BEREC Office as a whole and to drawing up and carrying out the work programme. In addition, the duty of representing the agency may be delegated to him/her, particularly in the area of liaising with auditing bodies.

As manager of the Administration and Finance Unit, the successful candidate will make sure that the BEREC Office is deploying efficient and effective administrative services in order to:

- provide the basis for appropriate and efficient human resources management;
- guarantee a functional and safe working environment for staff;
- establish and maintain agency-wide sound financial management;
- ensure the smooth running of the BEREC Office for procurement procedures, communication, event organisation, preparation of the Management Committee meetings and support to the activities of the Chair and the Vice Chairs;
- implement and apply the relevant Internal Control Standards applicable to EU institutions.

The successful candidate may be responsible for accounting at the BEREC Office. In case he/she would be appointed by the Management Committee as Accounting Officer, he/she must remain independent in the exercise of accounting duties and will report directly to the Management Committee

The Head of Administration and Finance will also deputise for the Administrative Manager if necessary, and may occasionally be assigned other duties appropriate to the grade.

The Head of Administration and Finance will be based at the BEREC Office location in Riga, Latvia. Missions outside the place of employment can be foreseen.

Website for further information: <http://berec.europa.eu/>

## 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<sup>1</sup>;
2. Have fulfilled any obligations imposed by applicable laws concerning military service;
3. Be physically fit to perform the duties linked to the post<sup>2</sup>;
4. 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.
5. Studies: Completed university studies of at least four years attested by a diploma in a field corresponding to the nature of the duties;

or

where the normal period of university studies is at least three years, completed university studies attested by a diploma in a field corresponding to the nature of the duties, plus appropriate professional experience of at least one year.

6. Professional experience: At least 12 years of professional experience (acquired after meeting the requirements set in point 5 above) in positions corresponding to the nature of the post, of which at least 5 years in the domain and at the level of the required qualification.

## Selection criteria

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

- Proven experience in the area of Finance and/or Administration and/or Accounting;

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<sup>1</sup> Before appointment, successful applicants will be asked to provide a certificate issued by a competent authority attesting the absence of any criminal record.

<sup>2</sup> Before appointment, successful applicants will be required to undergo a medical examination to ensure that they fulfil the requirements of Article 28(e) of the Staff Regulations of the Officials of the European Communities.

- Excellent knowledge of the financial rules and regulations of the European Union;
- Good knowledge of the concept of Internal Control Standards;
- Proven capacity to work in an international environment;
- Ability to lead and motivate a team in a European multicultural and multilingual environment;
- Service orientation skills;
- Ability to report in a concise and persuasive manner, both in writing and orally;
- 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/or experience in this area;
- Professional experience in a management function;
- Post-secondary education in a field related to finance and/or administration and/or accounting.

### **Independence and declaration of interests**

The Head of Administration and 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.

### **Application procedure**

For their applications to be valid, candidates must submit:

1. A covering letter outlining the reasons for applying;
2. A curriculum vitae (CV), preferably drafted using the Europass CV format<sup>3</sup>;
3. The application form in annex.

Applicants are explicitly requested to highlight and give a brief account of the experience and expertise relevant to the job and the start and end dates of employment contracts. Applicants are invited to indicate, aside from the duration of studies, the legal length of the diplomas held. Applications will be rejected if the dossier is incomplete or submitted after the deadline.

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<sup>3</sup> The European CV can be downloaded from the website <http://europass.cedefop.europa.eu/htm/index.htm>

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 English.

Applications, preferably in English, should be sent only by email to:

[recruitment@berec.europa.eu](mailto:recruitment@berec.europa.eu)

The reference (BEREC/2015/02 Head of Administration and Finance) should always be indicated in the subject line of emails.

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

## **Closing date for applications**

Applications must be sent by email. The deadline is **15/01/2016 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.

## **Steps in the selection procedure**

### **1. Pre-selection screening of applications**

After the closing date for applications, the Selection Committee set up for this post by the Vice Chair of the Management Committee will check the submitted applications against the specific conditions described in the 'Eligibility criteria' section. Applications satisfying these conditions will then be assessed against the selection criteria described in the 'Selection criteria' section. The Selection Committee will assess each eligible application according to the qualifications, training and professional experience of the candidate with respect to the profile described in 'The post', as well as his/her motivation. The Selection Committee will evaluate the applications and select those candidates who meet the eligibility criteria and best match the selection criteria required as per the vacancy notice. Approximately seven candidates will be invited for the interview and written test.

### **2. Interview and written test**

Upon completion of the evaluation of profiles, the Selection Committee will invite the most suitable candidates for the post to complete a written test and attend an interview. Invitations will be based on the highest scores in the pre-selection screening, and only a limited number of candidates who are above a certain threshold will be invited for

interview. Details of the time, date and address of the interview will be communicated to the candidates in due course.

The Selection Committee will assess the candidates invited to the written test and interview according to the selection criteria described in the 'Selection criteria' section.

The written test will be in English; it will be related to the job and designed to test candidates' ability to communicate in written English, their job-related knowledge and competences and their drafting skills. Maximum score for the written test: 30. Minimum pass score: 20.

The interview will aim to assess the suitability of candidates to perform the required duties and their professional knowledge and motivation. The interview will be held in English. Maximum score for the interview: 70. Minimum pass score: 50.

The content of the written test and interviews will be set in accordance with the level and profile of the position advertised.

### **3. Establishment of the reserve list and job offer**

Following the results of the written test and interview, the Selection Committee will propose to offer the job to a successful candidate. The Selection Committee will also propose a shortlist of approximately three successful candidates<sup>4</sup> to the Management Committee. The shortlist will order candidates by merit. The Management Committee may draw up a reserve list of successful candidates, which will be valid for up to 12 months from the date of its establishment. Its validity may be extended by the Vice Chair of the Management Committee. Inclusion on a reserve list does not guarantee any entitlement to employment in the BEREC Office. Moreover, recruitment will be subject to budgetary availability.

When a Head of Administration and Finance post becomes vacant or cover needs to be provided, the Vice-Chair of the Management Committee may offer a job to a candidate from the reserve list in order of merit.

### **4. Verification of documents and scrutiny**

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.

Candidates will also be disqualified if they:

- do not meet all eligibility criteria;

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<sup>4</sup> Where a number of candidates tie for the last available place, they will all be included in the shortlist.

- do not provide all the required supporting documents.

## **5. Conditions of employment**

The Head of Administration and Finance of the BEREC Office will be appointed by the Appointing Authority as a temporary agent at grade AD9 pursuant to Article 2f of the Conditions of employment of other servants of the European Communities<sup>5</sup> for a period of three years. The Appointing Authority may renew the contract only once for another fixed period. A further renewal, awarded by the Vice Chair of the Management Committee, will be for an indefinite period. The period of engagement will not in any case exceed the lifetime of the BEREC Office.

## **6. Approximate timetable**

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

## **7. Other important information**

Candidates are reminded that the work of the Selection Committee and the Management Committee 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 data<sup>6</sup>.

### **Requests for information and appeal procedures**

Requests for information: an applicant who would like further information, or considers that he/she has grounds for a complaint concerning a particular decision may, at any

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<sup>5</sup> OJ 45, 14.6.1962, p. 1385, <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>.

<sup>6</sup> (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.

point in the selection procedure, email a request for further information to [recruitment@berec.europa.eu](mailto: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, within 20 calendar days of the date of the email notifying the candidate of the outcome, a request for review, quoting the number of the selection procedure concerned 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.

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 (ex Article 236 TEC) and Article 91 of the Staff Regulations of Officials of the European Communities to:

European Union Civil Service Tribunal  
Boulevard Konrad Adenauer  
Luxembourg 2925

Details of how to submit an appeal can be found on the website of the European Union Civil Service Tribunal:

[http://curia.europa.eu/en/instit/txtdocfr/index\\_tfp.htm](http://curia.europa.eu/en/instit/txtdocfr/index_tfp.htm)

It is also possible to complain to the European Ombudsman pursuant to Article 195(1) of the Treaty establishing the European Community 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 European Union Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the EU (ex Article 236 TEC).

Please note also 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. Thus, before contacting the Ombudsman, candidates must have submitted a complaint/an appeal to the BEREC Office and received a negative reply from the BEREC Office.

**APPLICATION FORM  
FOR A POST AND FOR THE ESTABLISHMENT OF A RESERVE LIST FOR  
A HEAD OF ADMINISTRATION AND FINANCE  
OF THE BEREC OFFICE  
BEREC/2015/02**

1. Surname<sup>7</sup>:

2. Forename:

Title: (e.g. Mr, Ms, Dr)

3. Date of birth: dd/mm/yyyy

4. Gender            Male    Female

5. Address for correspondence<sup>8</sup>:

Street, No, etc.:

Postal code:            Town:

Country:

Office Telephone No:

Mobile No:

Private Telephone No:

Fax No:

Email address: Professional:

Email address: Personal:

6. Nationality:

BE    BG    CY    CZ    DK    DE    EL    ES    ET    FR    HR    HU    IE    IT  
LT    LU    LV    MT    NL    AT    PL    PT    RO    FI    SE    SK    SV    UK

7. First university degree, with title and date of conferral:

8. Other studies:

9. Knowledge of languages:

<sup>7</sup> IMPORTANT: your application will be registered under this name. Please use it in all correspondence.  
Any other name (e.g. maiden name) appearing on diplomas or certificates accompanying this application should be indicated below:

<sup>8</sup> Of any change of address, please inform: [recruitment@berec.europa.eu](mailto:recruitment@berec.europa.eu).

Place the following numbers (1, 2 or 3) in the appropriate box or boxes:

- 1 - mother tongue or thorough knowledge;
- 2 - very good knowledge;
- 3 - satisfactory knowledge.

BG	CS	DA	DE	EL	EN	ES	ET	FI	FR	GA	HR	HU	IT	LT	LV	MT	NL	PL	PT	RO	SV	SK	SL	

Other language(s):

10. Current employer (indicate if you are self-employed or unemployed):

Name	
Address	
Position	
Total number of staff	

11. Summarise your professional experience, if applicable (200 words max.):

12. Summarise your European/international experience, if applicable (200 words max.):

13. Any membership role or affiliation that you have with organisations/bodies/clubs with a potential interest in the work of BEREC:

14. Other interests or facts you consider pertinent:

15. If you have a recognised disability that necessitates any special arrangements in the context of this selection procedure, please indicate this below:
16. Declaration:
1. I declare on my word of honour that the information provided above is true and complete and I am aware that any incorrect statement may invalidate my application at any point in the selection process.
  2. I further declare on my word of honour that:
    - (i) I am a national of one of the Member States of the European Union and enjoy my full rights as a citizen;
    - (ii) I have fulfilled any obligations imposed on me by laws concerning military service;
    - (iii) I meet the character requirements for the duties involved;
  3. I undertake to produce on request documents to support my application and accept that failure to do so may invalidate my application.
  4. I confirm that I am willing to make a commitment to act independently in the public interest and to make complete declarations of any direct or indirect interests that may be considered prejudicial to my independence.

Date and name:

For their applications to be valid, candidates must submit:

1. A covering letter summarising the reasons for applying;
2. A curriculum vitae (CV) preferably drafted using the Europass CV format<sup>9</sup>;
3. This application form.

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<sup>9</sup> The European CV can be downloaded from the website <http://europass.cedefop.europa.eu/htm/index.htm>