

**Vacancy notice and establishment of a reserve list for  
the post of Communications Officer (CA – Function Group IV)  
of the BEREC Office**

**Ref. BEREC/2015/01**

- Publication:** External
- Title of post:** Communications Officer at the Office of the Body of European Regulators for Electronic Communications (BEREC Office)
- Parent Directorate General (DG):** DG CONNECT - Directorate General for Communications, Networks, Content and Technology (Brussels)
- Portfolio Commissioner(s):** **Mr Günther Oettinger (Digital Economy & Society)**

### **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 an Administrative Manager under the supervision of a 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 Community 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 Communications Officer will provide communication, organisational and administrative support to BEREC and the BEREC Office

### **Function 1: Communications Officer**

#### **• External Communication**

- Provides press and communication support to the BEREC Office and/or to the Chair, advises on press and communication-related issues and serves as the main driver for the implementation of the BEREC Communication plan<sup>1</sup>.
- Plans and coordinates the BEREC or BEREC Office communication events (including events with stakeholders).
- Maintains contact lists of external stakeholders and media channels.
- Drafts press releases, BEREC newsletter articles and other BEREC or BEREC Office info items.
- Ensures regular updating of the content of the BEREC/BEREC Office website in coordination with the web content owners and monitors the quality of website content or uploading of documents thereto (texts, documents, pictures or other media files).
- Develops and/or implements concepts, roadmaps or other policy documents in relation to the communication activities, including concepts for the BEREC and BEREC Office's visual identity, document style and quality.
- Acts as the main contact point and coordinator of the publication of BEREC and BEREC Office documents.
- Prepares technical requirements and/or specifications for the preparation of procurement procedures and contracts for the activities listed above.

#### **• Internal communication**

- Ensures good communication with colleagues in other units of the BEREC Office in a friendly, positive and proactive way by fostering a strong sense of team spirit.
- Contributes to the development of content for the internal platform for collaboration and knowledge sharing - BERECnet.

### **Function 2: Administrative coordination and other support**

- Assists the BEREC Office Executive Support function in providing administrative and professional support to the Chair of the Management Committee and of the Board of Regulators.
- Provides administrative, organisational and professional support to the Contact Network and plenary meetings, to include the drafting of minutes and follow-up of the action points, as required.
- Supports the planning and organisation of BEREC international activities and events;
- Provides other general administrative support tasks (e.g. document management, maintaining the public register, managing electronic voting procedures, etc.), as required.

**Other relevant tasks as requested by the line management in the interests of the service.**

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<sup>1</sup> See document BoR (15) 69: [High-level statement on the Communication plan of the BEREC 2015](http://berec.europa.eu/eng/document_register/subject_matter/berec/others/5033-high-level-statement-on-the-communication-plan-of-the-berec-2015), 05.06.2015 (http://berec.europa.eu/eng/document\_register/subject\_matter/berec/others/5033-high-level-statement-on-the-communication-plan-of-the-berec-2015)

## Eligibility criteria

Candidates qualify for the selection phase if they meet the following criteria by the deadline for application:

1. Nationality: have citizenship in a Member State of the European Union and be entitled to full rights as a citizen<sup>2</sup>;
2. Military service: have fulfilled any obligations imposed by national laws concerning military service;
3. Education<sup>3</sup>: have completed university studies of at least three years attested by a diploma, entitling the candidate to undertake postgraduate studies, and professional experience of at least one year;
4. Languages: have a thorough knowledge of one of the official Union languages and a satisfactory knowledge of a second of these languages to the extent necessary for the performance of his/her duties;
5. Be physically fit to perform his/her duties<sup>4</sup>.

## Selection criteria

The Communications Officer will be selected on the basis of the following criteria:

- Professional experience: appropriate professional experience of at least one year in communications.
- Knowledge of the European Framework for the regulation of electronic communications.
- Ability to use electronic office tools (word processing, spreadsheets, email, internet, website content management systems, etc.).
- Motivation and interpersonal skills.
- Ability to work under pressure and to meet tight deadlines.
- Good problem-solving and organisational skills.
- A thorough knowledge of English as a working language.

It will be advantageous if the candidate has:

- Previous experience in the EU institutions or bodies.
- Proven capacity to work in an international environment.

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<sup>2</sup> 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.

<sup>3</sup> Only diplomas and certificates that have been awarded in EU Member States, or those confirmed as equivalent certificates by authorities in the said Member States, will be taken into consideration.

<sup>4</sup> Before being engaged, the new member of staff shall be medically examined by one of the institution's medical officers in compliance with the requirements of Article 82(3)(d) of the Conditions of employment of other servants of the European Communities (CEOS).

## Independence and declaration of interests

The Communications Officer will be required to give a declaration of commitment to act independently in the public interest and to give 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 applications to be valid, candidates must submit the attached application form, a cover letter summarising the reasons for applying and a Curriculum Vitae (CV). Please use the Europass CV format for your CV. Please indicate, aside from the duration of studies, the official duration of the diplomas held.<sup>5</sup> Applications will be rejected if the dossiers are 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, on request.

In order to facilitate the selection process, all communication to candidates concerning this vacancy will be in English.

Applications, preferably in English, should be sent by e-mail to:

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

Please always indicate the vacancy reference (BEREC/2015/01 Communications Officer) in the subject of your e-mail.

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

## Closing date

Applications including a completed application form, a CV and a motivation letter must be sent by e-mail no later than by **28 July 2015** (the date of the email must be before 00:00 hrs (midnight) Riga time (23:00 hrs Central European Time)).

## Important information for candidates

Candidates are reminded that the work of the Selection Committee and the Management Committee is confidential. It is forbidden for candidates to make direct or indirect contact with the members of the committees, or for anybody to do so on their behalf.

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<sup>5</sup> The European CV can be downloaded from the website <http://europass.cedefop.europa.eu/htm/index.htm>

## **Steps of the selection procedure**

The Communications Officer will be selected in accordance with decision MC (10) 24 of the Management Committee<sup>6</sup> after assessment of his/her merits and suitability for the post, based on the criteria set out above.

### **1. Initial assessment of the 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, the professional experience of the candidate with respect to the description of the “Selection criteria” and his/her motivation. The Selection Committee will evaluate the applications and select those candidates meeting the eligibility criteria and best matching the selection criteria required as per the vacancy notice.

### **2. Interview**

Upon completion of the evaluation of profiles, the Selection Committee will invite the most suitable candidates for the post to 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 venue of the interview will be communicated to the candidates in due course.

The Selection Committee will carry out an assessment of candidates invited to an interview according to the selection criteria set out in the “Selection criteria” above.

The interview will assess the candidate’s ability to perform the duties, professional knowledge and motivation. The interview will be held in English. The total number of points for the interview is 100 and the minimum pass mark is 50.

The content of the interviews will be defined in accordance with the level and profile of the advertised post.

### **3. Establishment of the reserve list and possible job offer(s)**

Following the results of the interview, the Selection Committee will propose a shortlist of approximately five successful candidates to the Vice-Chair of the Management Committee. The shortlist will be in order of merit. The Vice-Chair 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 decision of the Vice-Chair of the Management Committee. Inclusion on a reserve list does not imply any entitlement to employment in the BEREC Office. Moreover, recruitment will depend on budgetary availability.

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<sup>6</sup> [http://berec.europa.eu/doc/berec/mc\\_10\\_24.pdf](http://berec.europa.eu/doc/berec/mc_10_24.pdf)

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

The application of the successful candidate will be checked against the supporting documents provided in order to confirm the accuracy and eligibility of the application.

If, at any stage in the procedure, it is deemed that the information 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 the eligibility criteria.
- Do not provide all the required supporting documents.

#### **5. Conditions of employment**

The Communications Officer of the BEREC Office will be engaged by the Appointing Authority as a Contract Agent, Function Group IV (CA-FGIV) pursuant to Article 3a of the Conditions of employment of other servants of the European Union for a period of three years<sup>7</sup>. The Appointing Authority may renew the contract. The period of engagement will not in any case exceed the lifetime of the BEREC Office.

#### **6. Approximate timetable**

The selection process may take a few months to be completed and information will not be released during this period.

#### **Equal opportunities**

The BEREC Office applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations<sup>8</sup>.

#### **Protection of personal data**

Personal data in the area of the recruitment procedures managed by the BEREC Office are handled in accordance with the privacy statement for published procurement procedures:

[http://berec.europa.eu/eng/document\\_register/subject\\_matter/berec\\_office/publication\\_of\\_notices/?doc=3960](http://berec.europa.eu/eng/document_register/subject_matter/berec_office/publication_of_notices/?doc=3960)

#### **Requests for information and appeals**

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<sup>7</sup> For any information about salaries, deductions and allowances please consult the Staff Regulations of officials of the European Union: OJ 45, 14.6.1962, p. 1385, <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>.

<sup>8</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>; and [http://ec.europa.eu/civil\\_service/job/index\\_en.htm](http://ec.europa.eu/civil_service/job/index_en.htm).

Any candidate who would like further information, or considers that he/she has grounds for complaint concerning a particular decision may, at any point in the selection procedure, e-mail a request for further information to: [recruitment@bereg.europa.eu](mailto:recruitment@bereg.europa.eu).

Any candidate may lodge a complaint, under Article 90(2) of the Staff Regulations of officials of the European Union and Conditions of employment of other servants of the European Union, by sending it by registered mail to the following address:

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

The time-limit for initiating this type of procedure (see Staff Regulations and CEOS at: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>) starts to run from the time you become aware of the act which allegedly prejudices your interests.

Applicants can send a complaint to the European Ombudsman at the following address:

European Ombudsman  
1 Avenue du President Robert Schuman BP 403  
F-67001 Strasbourg Cedex  
France

APPLICATION FORM  
FOR A POST AND FOR THE ESTABLISHMENT OF A RESERVE LIST FOR  
**COMMUNICATIONS OFFICER**  
OF THE BEREC OFFICE

1. Surname<sup>9</sup>:

2. First name:

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

3. Date of birth: dd/mm/yyyy

4. Gender                      Male                      Female

5. Address for correspondence<sup>10</sup>:

Street, No., etc.:

Postal code:                      Town:

Country:

Office Telephone No:

Mobile No:

Private Telephone No:

Fax No:

E-mail address: Professional:

E-mail 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. Third level education attested by a diploma, please give the name of the institution, dates, subjects studied, final grade, etc.:

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<sup>9</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 in \_\_\_\_\_ brackets

<sup>10</sup> Of any change of address, please inform: [recruitment@berec.europa.eu](mailto:recruitment@berec.europa.eu).



8. Other studies:

9. Knowledge of languages:

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 whether you are self-employed or unemployed):

Name	
Address	
Position	
Total number of staff	

11. Summarise your professional experience (starting with the most recent/current post), if applicable (200 words max.):

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

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

14. Other interests or details that you consider pertinent:

15. If you have a medically-recognised disability which necessitates any special arrangements in the context of this selection procedure, please give details 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 national law concerning military service.
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 give a commitment to acting independently in the public interest and to make a full declaration of any direct or indirect interests that might be considered prejudicial to my independence.

Date and name:

Candidates must submit the following with this application form:

A cover letter setting out the reasons for applying for the post.

A CV, preferably using the Europass CV format which you will find at:  
<http://www.europass.cedefop.europa.eu>