

**Call for expression of interest
for the establishment of a reserve list for the post of**

**Policy Officer – NRA Coordinator
(Contract Staff, Function Group IV)**

at the Agency for the Cooperation of Energy Regulators

REF.: ACER/2017/02

Publication

External

Title of function

**Policy Officer – NRA
Coordinator**

Parent Directorate-General / Service

DG ENER (BXL)

1. WE ARE

The Agency for the Cooperation of Energy Regulators (hereinafter referred to as “the Agency”) is a European Union (“EU”) body, legally established by Regulation (EC) No 713/2009¹ and operational since 2011. The Agency is central to the liberalisation of the EU's electricity and natural gas markets.

The purpose of the Agency is to assist National Regulatory Authorities (“NRAs”) in exercising, at Union level, the regulatory tasks that they performed in the Member States and, where necessary, to coordinate their action.

In this respect, the Agency:

- a) Complements and coordinates the work of NRAs;
- b) Participates in the creation of European network rules;

¹ Regulation (EC) No 713/2009 of the European Parliament and of the Council of 13 July 2009 (OJ L 211, 14.8.2009, p. 1)

- c) Takes, under certain conditions, binding individual decisions on terms and conditions for access and operational security for cross border infrastructure;
- d) Gives advice on electricity and natural gas related issues to the European institutions;
- e) Monitors the internal markets in electricity and natural gas and reports on its findings.

The main areas on which the Agency's activities focus are:

- supporting European market integration: this is mainly done through the development of common network and market rules, as well as through the coordination of regional initiatives which are concrete efforts from market participants to work towards greater integration,
- advising the EU Institutions on trans-European energy infrastructure issues: the Agency issues opinions on ten-year network development plans to ensure that these are in line with priorities set at EU level,
- energy market monitoring: the Agency has a general mission in terms of market monitoring at the EU level and has, since the end of 2011, a very specific responsibility when it comes to oversight of the wholesale energy trading,
- wholesale energy markets monitoring: Regulation (EU) No 1227/2011 on Wholesale Energy Market Integrity and Transparency (REMIT) introduced new rules prohibiting abusive practices affecting wholesale energy markets. According to REMIT, the Agency has to collect both transactional and fundamental data necessary to monitor trading in wholesale energy markets in order to detect and deter market abuse.

The Agency currently employs more than 80 staff and has an approved annual budget of €13.3 million in 2017. The Agency's internal structure comprises five Departments (Electricity, Gas, Market Surveillance and Conduct, Market Integrity and Transparency and Administration) and the Director's Office.

The Agency is located in Ljubljana (Slovenia).

2. WE PROPOSE

The Agency is seeking to establish a reserve list for the position of Policy Officer – NRA Coordinator. The Policy Officer – NRA Coordinator would be assigned to the Director's Office of the Agency, in the Brussels liaison office, and will assist and report to the Senior NRA Coordinator.

The main duties and responsibilities of the Policy Officer – NRA Coordinator in assisting the Senior NRA Coordinator include, *inter alia*:

- Providing administrative and operational support to the monthly meetings of the Board of Regulators (BoR). This includes preparing the BoR meetings' agendas and annotated agendas, circulating the meeting documents, tracking and following-up on deliverables and ensuring effective coordination; minuting of the meetings; supporting the BoR deliberation processes.

- Providing briefings to the Agency’s Director and BoR Chair. Following up on and supporting a range of actions emerging from the BoR (BoR public debriefs, BoR coordination meetings, including preparing the background material etc.)
- Updating the Agency’s website: keeping the public section of the site where the agendas, minutes, and opinions of the BoR are published, as well as the record of members/alternates by each Regulatory Authority up to date.
- Assisting in the implementation on an annual basis of the Agency’s Policy of conflict of Interest by the BoR members/alternates as well as by the Agency Working Group Chairs, Vice Chairs and Task Force Conveners; including the collection of the annual Declarations of interests and CVs of the concerned parties, the support of the BoR review panel chaired by the BoR Chair; assisting in any follow up actions including the publications of the DoIs on the ACER website.
- Handling of the BoR reimbursement claims for the travel expenses of the BoR members, alternates or their representatives participating in the BoR meetings.
- Monitoring information, analysis and reporting on energy regulatory issues, in particular following EU energy developments and agenda and advising on the relevance for the Agency, as well as reporting on regulatory events and activities.
- Assisting in the organisation and preparation of material for the Agency’s appearance in the EU Institutions (including the EP ITRE committee and the EP ACER Contact Group).
- Assisting in the organisation of events of the Agency in Brussels, as appropriate.

The Policy Officer – NRA Coordinator may be required, at times, to assist in other areas of work of the Agency and the Director’s Office, according to needs and priorities, as defined by the Director of the Agency or the Senior NRA Coordinator..

3. WE LOOK FOR

A) Eligibility criteria

Candidates will be considered eligible for the selection phase on the basis of the following formal criteria to be fulfilled by the deadline for applications:

1. To have a level of education which corresponds to completed university studies of at least three years, attested by a diploma and appropriate professional experience of at least one year;

(Only study titles that have been awarded in the EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration).

1. To have a thorough knowledge of one of the official languages of the European Union² and a satisfactory knowledge of a second of these languages (level B2) to the extent necessary to perform his/her duties;
2. To be a national of a Member State of the EU;
3. To be entitled to his or her full rights as a citizen;
4. To have fulfilled any obligations imposed by the applicable laws concerning military service; and
5. To be physically fit to perform the duties linked to the post³.

B) Selection criteria

The following criteria will be assessed when selecting the candidates for the interviews:

Technical knowledge:

1. University degree in a field relevant to this post (Politics, European studies, Public or Business Administration, Law, Economics, or similar);
2. By the deadline for applications, having acquired at least **two (2) years of relevant professional experience⁴ closely related to the tasks described in point 2**, after obtaining the qualifications mentioned in point 3 A);
3. Experience of working in an international/multicultural environment dealing with a very diverse range of stakeholders, including the European Union Institutions, bodies or Agencies;
4. Sound knowledge of the EU decision making process;
5. Sound knowledge of the EU Energy Regulations;
6. Proficiency with IT applications (MS Office Package – e.g. Word, Excel, Outlook and Power Point).

Communication and other personal skills

7. Excellent written and oral command (level C2⁵) of the English language;

² The languages of the EU are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish, and Swedish.

³ Before the appointment, a successful candidate shall be medically examined by one of the institutions' medical officers in order for the Agency to be satisfied that he/she fulfils the requirement of article 28(e) of the Staff Regulations of the Officials of the European Union.

⁴ Professional experience is counted only from the time the candidate obtained the diploma required for being eligible. At a later stage, the candidate will be asked to provide supporting documents confirming the length and the level of his/her professional experience

⁵ cf. Language levels of the Common European Framework of Reference:
<http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en>

8. Good written and oral command (level B2⁵) of a second official language of the European Union, including the mother tongue;
9. Excellent organisational, problem solving and analytical skills;
10. Proven ability to work in a team and under pressure.

Communication and other personal skills will be assessed at the stage of the oral interview and the written examination.

Candidates are invited to briefly explain in their motivation letter in which positions they acquired their knowledge and professional experience in the specified areas.

4. SELECTION AND APPOINTMENT

A Selection Committee will evaluate the applications and select those candidates meeting the eligibility criteria and best matching the selection criteria. The Selection Committee will endeavour to invite a minimum of six candidates and a maximum of eight candidates to an interview and written test. However, such numbers may be increased in the case of a larger number of high-scoring candidates participating in the selection procedure or reduced in the case of a limited number of eligible applicants and/or a limited number of high-scoring candidates participating in the selection procedure.

The interview and test will focus on the following aspects:

- Specific competences and knowledge of languages with reference to the applicants' profiles in line with the selection criteria of the present call for expression of interest.
- General aptitudes to the extent necessary for the performance of the duties in accordance with article 12.2.e of the Conditions of Employment of Other Servants (CEOS);
- Knowledge of structures of EU bodies, and the Agency.

A reserve list of the most suitable candidates will be drawn up by the Agency. Candidates achieving the qualifying mark in the competency test and interview of a minimum of 70% will be placed on the reserve list. The reserve list will be valid until 31/12/2017. Its validity may be extended by decision of the Director of the Agency.

All candidates will be informed about the outcome of the procedure.

Recruitment will be subject to budgetary availability and assignment of posts by the Budgetary Authority.

5. EQUAL OPPORTUNITIES

The Agency applies an equal opportunities policy 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.

6. CONDITIONS OF EMPLOYMENT

The successful candidate will be appointed by the Director as a contract staff in Function Group IV pursuant to Article 3(a) of the Conditions of Employment of Other Servants, for a period of 2 years, which may be renewed in the interest of the service.

Pay and welfare benefits

The pay of staff members consists of a basic salary, allowances and other benefits. Depending on the individual family situation and the place of origin, the successful jobholder may be entitled to: expatriation allowance (16% of the basic salary), household allowance, dependent child allowance, education allowance, pre-school allowance, installation allowance, reimbursement of removal costs, initial temporary daily subsistence allowance and other benefits. Salaries are exempted from national tax; instead a Union tax at source is paid.

FG/Grade	Minimum requirements for classification in step (required level of university studies + minimum number of years of experience after university graduation)	Monthly basic salary (gross)	Estimation of monthly net salary, including specific allowances ⁶
FGIV grade 13	university degree of at least 3 years in a field relevant for this position + up to 7 years of experience in some or all of the fields covered by the job description	3,353.84 €	4,095.82 €
FGIV grade 14	university degree of at least 3 years in a field relevant for this position + more than 7 years of experience in some or all of the fields covered by the job description	3,794.69 €	4,518.29 €
FGIV grade 16	university degree of at least 3 years in a field relevant for this position + more than 20 years of experience in some or all of the fields covered by the job description	4,857.84 €	5,509.62 €

Additional benefits:

- Annual leave entitlement of two days per calendar month plus additional days for age, grade, 2,5 days home leave if applicable, and in addition on average 19 ACER holidays per year;
- EU Pension Scheme (after 10 years of service);
- EU Joint Sickness and Insurance Scheme (JSIS), accident and occupational disease coverage, unemployment and invalidity allowance and insurance.

7. DATA PROTECTION

⁶ An estimation of net salary, including the deduction for tax, correction coefficient (currently at 100% for Belgium) and social security and adding the allowances (this estimation has been calculated with expatriation allowance, household allowance and with one dependent child allowance). Allowances depend in any case on the personal situation of the candidate.

The Agency will ensure that your personal data is processed as required by Regulation (EC) No 45/2001⁷ on the protection of personal data.

The information submitted during the selection process will be used solely for that purpose. The legal basis is available in the Staff Regulations of Officials and the Conditions of Employment of Other Servants (CEOS) and, in particular, in Articles 12-15 and 82-84 of CEOS.

The Agency will ensure, on its part, that applicant's personal data is processed in accordance with Regulation (EC) No 45/20016 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. Only Agency's staff directly involved in the selection procedure in question shall have access to this data. In some cases, an external expert, equally bound by the same data protection principles, may assist the Agency in the selection of candidates.

When an applicant is selected for inclusion on the reserve list, his/her personal data will be stored for the duration of the validity of the reserve list while, for non-recruited candidates, the information will be stored for a maximum period of two years. Documents related to recruited candidates are kept in the agent's personal file, which are kept until 10 years after the jobholder has terminated employment at the Agency.

Any party submitting personal data to the Agency is entitled to access and to rectify that data (after the closing date of the application deadline, rectification is limited to identification data). To exercise these rights, contact the Data Protection Officer at DPO@acer.europa.eu.

Furthermore, you also have the right to recourse, at any time, to the European Data Protection Supervisor

8. APPLICATION PROCEDURE

For applications to be valid, candidates must submit:

- a detailed curriculum vitae in [European CV format in English](#)
- a letter of motivation (1 page maximum) **in English** explaining in which positions they acquired their knowledge and professional experience in the specified areas identified in Section 2 of this call for expression of interest.

Applications that are incomplete will be rejected.

Applications should be sent by email to SELECTIONS-ACER-2017-02@acer.europa.eu quoting the reference number of the call for expression of interest.

Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience etc.) should **not** be sent at this stage 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 call for expression of interest will be in English.

⁷ Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000, OJ L8, 12.1.2001, p.1.

Under no circumstances should candidates approach the selection committee, directly or indirectly, concerning this recruitment. The authority authorised to conclude a contract reserves the right to disqualify any candidate who disregards this instruction.

Applications must be sent by e-mail by 23 April 2017 (closing time 23:59 Ljubljana time).

If at any stage in the procedure it is established that any of the information a candidate provided is incorrect, the candidate in question will be disqualified.

For more information on the selection procedure please consult the Guide for Applicants on the Agency's website:

http://www.acer.europa.eu/The_agency/Working_at_ACER/Pages/FAQs-on-working-at-ACER.aspx.

9. APPEALS

Pursuant to Article 90(2) of the Staff Regulations of Officials and the Conditions of Employment of Other Servants, a candidate may submit a complaint against an act affecting him/her adversely. The complaint must be lodged within 3 months from the date of notification to the following address:

Human Resources Officer

Agency for the Cooperation of Energy Regulators (ACER)

Trg republike 3 – 1000 Ljubljana – Slovenia

Should the complaint be rejected, pursuant to Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials and the Conditions of Employment of Other Servants, a candidate may request judicial review of the act. The appeal must be lodged within 3 months from the date of notification to the following address:

The European Union Civil Service Tribunal

Boulevard Konrad Adenauer

L-2925 Luxembourg

Luxembourg

Any citizen of the European Union or any natural or legal person residing in a Member State may make a complaint for maladministration pursuant to Article 228(1) of the Treaty on the Functioning of the European Union. The complaint must be lodged within two years of becoming aware of the facts on which the complaint is based to the following address:

The European Ombudsman

1, Avenue du President Robert Schuman - BP 403

F-67001 Strasbourg Cedex

France

Please note that complaints to the European Ombudsman do not have the effect of suspending the period mentioned in Articles 90 and 91 of the Staff Regulations of Officials and the Conditions of Employment of Other Servants for lodging complaints or submitting an appeal pursuant to Article 270 of the Treaty on the Functioning of the European Union.