

Call for Expression of Interest

**for the Traineeship Programme in the Agency for the Cooperation of Energy
Regulators (ACER)**

REFERENCE: ACER/TRAINEE/2017/AUTUMN

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;
- 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;
- f) Monitors trading in wholesale energy products to detect and deter market abuse and ensure the integrity and transparency of EU wholesale energy markets.

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 wholesale energy trading.

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 Traineeship Programme addresses mainly young university graduates, without excluding those who, in the framework of lifelong learning, have recently obtained a university degree and are at the beginning of a new professional career.

Applicants can find in the following table the available traineeship positions in the different Departments and Teams, as well as a description, for each position, of some of the tasks that the trainee can expect to get involved in¹ and the requirements for the position.

¹ The list of tasks in the table is indicative and non-exhaustive; Trainees might be assigned other tasks according to the interest of the service and their expertise.

Department	Team/Profile	Requirements	The tasks of the trainee will include:
DIRECTOR'S OFFICE	Press and Communications Team	Degree in Journalism, Communications or similar. Advantageous: experience with SharePoint tools.	<ul style="list-style-type: none"> - Supporting the implementation of website changes and other digital communication activities - Supporting ACER media monitoring activities - Assisting the planning and implementation of external and internal communication actions - Assisting with administrative tasks related to the work of the Communications Team - Experience with SharePoint tools will be advantageous for the selection - Trainee may be required, at times, to assist in other areas of Director's Office
ADMINISTRATION DEPARTMENT	ICT Team	Degree in Information technology or similar.	<ul style="list-style-type: none"> - Contribution to the installation, configuration and administration of computer systems and networks of the Agency - Local IT user support - Setup and maintain office automation environments (installation of workstations, printers, telephones and other peripherals) - Trainee may be required, at times, to assist in other areas of the Administration Department
	Human Resources Team	Degree in Social Science (preferably in Human Resources Management, Administration) or similar.	<ul style="list-style-type: none"> - Assisting in the drafting of the Agency's Human Resources policies and documents, in particular the Agency's competency framework; - Contributing to the development of the HR document management system, in particular related to the legal framework; - Contributing to the drafting and implementation of the Human Resources communication plan, including support of activities related to staff engagement and (social) media management; - Providing general support to the Team, in particular in the organisation and coordination of selection procedures and learning and development activities.
GAS DEPARTMENT	Framework Guidelines and Network Codes Team	Degree in Economics or similar	<ul style="list-style-type: none"> - Intensive data collection, treatment and manipulation of data; - Monitoring the implementation on Network Codes through qualitative and quantitative measures; - Drafting contribution to the Implementation Reports, opinions and recommendations; - Under supervision, interaction with external stakeholders.
	Market Monitoring Team	Degree in Economics or similar	<ul style="list-style-type: none"> - Assisting in data collection and processing, including proficient use of Excel spreadsheets and web-based applications, - Monitoring the Internal Energy Market (gas and electricity retail markets, gas wholesale markets) and analysing data collected (under supervision), - Assisting in drafting documents related to market monitoring.
	TSO Cooperation Team (IT Profile)	Degree in Information Technologies or similar	<ul style="list-style-type: none"> - Contribution to the development of Agency data collection tools, - Contribution to design and development of machine-to-machine and user interfaces, - Assisting in drafting relevant documents and interaction with stakeholders
ELECTRICITY DEPARTMENT	Market Monitoring Team (IT Profile)	Degree in Information Technologies or similar	<ul style="list-style-type: none"> - Intensive data collection and manipulation (experience with this is highly recommended), including advanced use of Excel, querying SQL databases and improving (by programming with supervision) the existing data collection tools. - Analysing the data collected and presenting findings from the analysis

			<ul style="list-style-type: none"> - Trainee may be required, at times, to assist in other tasks such as reviewing relevant literature or in other areas of the Electricity Department
ELECTRICITY DEPARTMENT	TSO Cooperation Team	Degree in Economics or similar	<ul style="list-style-type: none"> - Contribution to the preparation of the Agency's monitoring activities regarding European infrastructure developments, including planning and data collection - Reviewing infrastructure development plans (Ten Year Network Development Plan and regional investment plans) and other relevant submitted data by project promoters and national regulatory authorities - Using tools like Excel and SharePoint - Performing statistical calculations and analysis - Presenting and drafting findings from the analysis - Trainee may be required, at times, to assist in other areas of the Electricity Department
MARKET SURVEILLANCE AND CONDUCT DEPARTMENT	Market Conduct Team (analyst)	Degree in Economics, Law, Engineering, Science, Statistics or similar	<ul style="list-style-type: none"> - Performing business analysis and project support of software implementation - Performing document management activities - Assisting with the organisation of meetings and other communication - Preparing documents and presentations for internal use - Reviewing literature on market abuse - Performing statistical calculations and analysis - Trainee may be required, at times, to assist in other areas of the Market Surveillance and Conduct Department
	Market Surveillance Team	Degree in Computer Sciences, Engineering, Science, Economics, Statistics or similar	<ul style="list-style-type: none"> - Programming small scripts in SQL or C++ - Preparing documents, tables and presentations for internal use - Performing statistical calculations and analysis helping to detect abnormal events in energy wholesale trading (on publically available or anonymized data) - Assisting the preparation of the REMIT weekly report - Conducting logic and data quality tests (on anonymized datasets) - Trainee may be required, at times, to assist in other areas of the Market Surveillance and Conduct Department
MARKET INTEGRITY AND TRANSPARENCY DEPARTMENT	Market Data Reporting Team	Degree in Engineering Science, Mathematics or similar	<ul style="list-style-type: none"> - Preparation of contributions to policy documents - Performing document management activities - Improving/testing/validating specific components of REMIT Portal web site (possibly with PHP and other coding) - Assisting with the creation of tools to facilitate the deliverable of tasks - Contributing to the automatization of some tasks (possibly with some VBA coding) - Performing statistical calculations and analysis - Assisting with organisation of meetings and other communication - Preparing documents for internal use - Trainee may be required, at times, to assist in other areas of Market Integrity and Transparency Department

MARKET INTEGRITY AND TRANSPARENCY DEPARTMENT	Market Data Management Team	Degree in Engineering Science, Mathematics or similar	<ul style="list-style-type: none"> - Maintaining various logs and records (e.g. change log, action point log) - Performing document management activities using existing ACER tools - Consolidating stakeholders' proposals, comments and questions - Consolidating, finalizing, and distributing various daily and weekly reports - Assisting with organisation of meetings, webinars and other communication activities/events - Testing/validating specific components of ARIS - Assist with Project management of small to medium scale projects - Assist with IT Service Management optimizations - Trainee may be required, at times, to assist in other areas of Market Integrity and Transparency Department
	Market Data Reporting Team / Market Data Management Team	Degree in Engineering Sciences, Natural Sciences or Mathematics <u>Traineeship Programme for PhD students or PhD candidates</u> <i>(Scope of discipline: Data analysis related to energy markets and fundamental data, Development and analysis methods to detect data quality issues, Coding and development of analytical applications)</i>	<ul style="list-style-type: none"> - Contribution to the development of Agency data analysis methods - Design and development of data quality analysis methods - Coding and development of analytical applications using common analytical and statistical software (Excel, R, Alice programming language) - Under supervision, drafting documents relating to the above mentioned activities

3. WE ARE LOOKING FOR

A. Eligibility criteria

To be admitted to the Traineeship Programme, applicants shall, by the starting date of a specific traineeship period:

1. Be 18 years of age or older;
2. Be nationals of a Member State of the European Union;
3. Have language skills at level C1 for the first language (thorough knowledge) and at level B2 for the second language (satisfactory knowledge), these level being defined by the Common European Framework of Reference for Languages (CEFR).
4. Have a level of education which corresponds to completed university studies attested by a diploma, when the normal period of university education is three years or more,

(Only study titles that have been awarded in 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.);

Failure to comply with one or more of the eligibility criteria will result in disqualification of the concerned applicant.

Applications will not be accepted from applicants who, for more than 6 weeks:

- Have already benefited or benefit from any kind of traineeship within a European institution or body, or
- Have had or have any kind of employment within a European institution or body.

B. Selection criteria

Applications will be assessed by taking into consideration the educational background, qualifications, competences and motivation. In particular, the following criteria will be assessed when selecting applicants for the traineeship positions:

1. University degree in a field relevant to the traineeship positions.
2. Good written and oral command (level C1²) of the English language;

Please note that, given the nature of the Agency's tasks, its working language regime and the requirements of the service, the knowledge of the English language at level C2 is preferred for most of the profiles.

² cf. Language levels of the Common European Framework of Reference:
<http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en>

4. SELECTION

Upon receipt of the applications, their eligibility will be assessed by the Human Resources Team against the criteria defined in Article 3.A.

The Human Resources Team will share the eligible applications with the Head(s) of the recruiting Department(s) and the respective Team Leader(s).

Based on the results of the assessment by the Head(s) of the recruiting Department(s), the Human Resources Team will propose the list of the selected applicants to the Director who authorises the proposed list taking into account the number of traineeship places available.

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 TRAINEESHIP

The conditions of the Traineeship Programme are governed by the Agency's [Director Decision 2017-23](#).

Traineeship may last for a fixed period of a maximum of six months. A traineeship agreement may be renewed once and for a subsequent period of not more than six months. The total duration of the traineeship does not exceed twelve months.

- **Start date of the traineeship: 1 September 2017**
- **End date of the traineeship: 28 February 2018**

Trainees not receiving any salary, scholarship or other form of financial support for the completion of the Traineeship Programme shall be awarded a monthly grant during the entire duration of the traineeship period.

For the Traineeship Programme related to this call for expression of interest, the monthly grant amounts to 500 EUR.

Trainees receiving any external support may receive a top-up grant, up to the amount indicated above (500 EUR).

In addition to the monthly grant, trainees may be paid the following contributions depending on their place of recruitment:

A. Accommodation allowance³:

- Trainees whose place of recruitment is at least 50 km from the place of engagement and are required to change their place of residence, shall receive an accommodation allowance as a contribution towards the inconvenience of the temporary change of residence.
- The accommodation allowance shall be granted on a monthly basis and paid upon providing evidence of costs of accommodation (rent).

B. Contribution towards travel expenses incurred at the beginning and at the end of traineeship

- Trainees completing at least a 3-month traineeship period shall be entitled to receive reimbursement of their travel expenses incurred at the beginning and end of their traineeship.
- Travel expenses are paid half at the beginning and half at the end of the traineeship period for travel from the place of recruitment to the place of engagement and back. Travel allowances shall be calculated in accordance with Article 7 of Annex 7 of the Staff Regulations.
- Trainees whose place of recruitment is less than 200 km from the place of engagement are not entitled to the reimbursement of travel expenses.

C. Public transport travel contribution:

- Trainees may be entitled to a monthly pass for public transport within Ljubljana.
- Trainees who are not entitled to the accommodation allowance, upon providing appropriate evidence, shall be entitled to a monthly public transport travel contribution from their place of residence to the place of engagement in Ljubljana.

The place of traineeship will be **Ljubljana (Slovenia)**, where the Agency is based.

7. DATA PROTECTION

The applications for traineeships and supporting documents shall not be returned to the applicants and shall be kept on file by the Agency.

The Agency will ensure that applicants' personal data are processed in accordance with 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.

³ For the Traineeship Programme related to this call for expression of interest, the lump sum for the accommodation allowance has been set to 250 EUR per month.

8. APPLICATION PROCEDURE

For applications to be valid, applicants must submit:

- An application Form for the Traineeship Programme (available on the ACER website)
- A copy of the university diploma(s),

Please do not submit any other supporting documents at this stage of the procedure.

Applications should be sent in English and by email to the following functional mailbox: traineeship@acer.europa.eu, quoting the reference of this call in the subject of the message.

On the application form, please clearly indicate a maximum of two Teams/profiles for which you are applying for.

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

Applications must be sent by e-mail by 16 July 2017 (closing time 23:59 Ljubljana time).

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