

# **GUIDE FOR APPLICANTS**

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## 1. GENERAL INFORMATION

This Guide provides general and practical information to potential applicants in preparing and submitting an application for any open selection procedure at the Agency for the Cooperation of the Energy Regulators (hereafter referred to as “the Agency”). In addition, it provides a general overview of the Agency’s recruitment process, from the eligibility check to the final selection.

### 1.1 Where to find vacancies in the Agency

- The Agency’s web site:  
[http://www.acer.europa.eu/en/The\\_agency/Working\\_at\\_ACER/Pages/Current-vacancies.aspx](http://www.acer.europa.eu/en/The_agency/Working_at_ACER/Pages/Current-vacancies.aspx)

For all updates, we encourage you to check the website and new selection notices regularly. The website contains all the necessary information concerning open selections and the status of selection procedures.

- Status on current selection procedures can be found on the following link:  
[http://www.acer.europa.eu/en/The\\_agency/Working\\_at\\_ACER/Pages/Current-vacancies.aspx](http://www.acer.europa.eu/en/The_agency/Working_at_ACER/Pages/Current-vacancies.aspx)

### 1.2 Requirements for candidates

Requirements for candidates for specific selection procedures can be found in each selection notice.

Each candidate must

- fulfil the eligibility criteria (please refer to section [2.1 Eligibility criteria](#));
- submit an eligible application to the functional mailbox of the relevant selection notice (please refer to section [1.3 How to apply](#));
- submit his/her application before the closing date and time of application.

### 1.3 How to apply

Candidates can apply by sending their Curriculum Vitae, motivational letter and eligibility form to the functional mailbox specified by in the relevant selection notice within the indicated deadline for applications. Valid applications consist of:

- Letter of motivation (one page maximum) in English, explaining why the candidate is interested in the post and how does she or he meet the criteria outlined in requirements; furthermore candidates can briefly describe what added value they could offer.
- Detailed Curriculum Vitae in [European format in English](#)<sup>1</sup>, which must imperatively refer to the job requirements as listed in the selection notice.
- Eligibility form to be duly filled and attached to the application.

What is important to note:

- applications are considered only if they are sent to the relevant functional mailbox of the selection procedure, by the closing date and time;
- on successful delivery of their application, candidates will receive an automated e-mail acknowledging receipt of the application;
- applications submitted after the time specified in the selection notice on the closing date are not taken into consideration;
- applications that are incomplete will not be taken into consideration.
- the Agency does not accept spontaneous applications. Only applications for open selection procedures can be taken into consideration.

As the working language of the Agency is English, all communication from the Agency's side will be in English.

If you have technical problems when submitting your application, please contact us at:

[HR-info@acer.europa.eu](mailto:HR-info@acer.europa.eu)

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<sup>1</sup> <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

#### **1.4 Equal opportunity**

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.

Careers at ACER are open to nationals of the 28 European Union Member States.

#### **1.5 Data Protection**

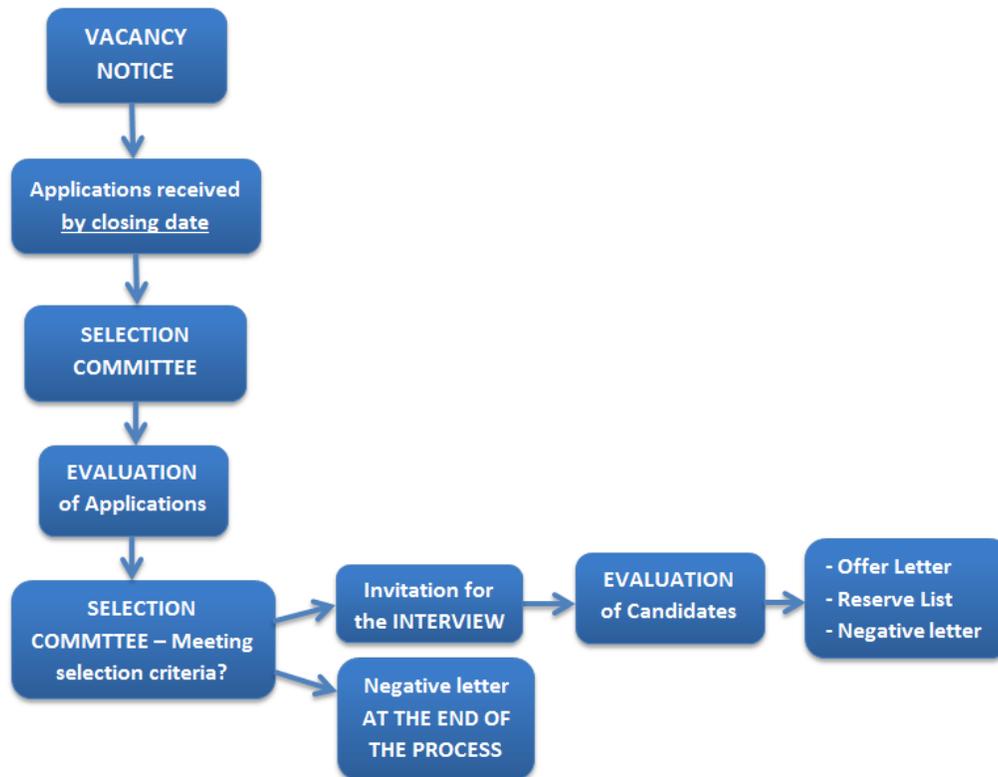
All the information and personal data received with candidate's application will be used exclusively for the purpose of the selection procedure.

ACER adheres to and is regulated by [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 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/EC](#).

The Agency is supervised by [EDPS](#). For any further enquiries, candidates may contact the Data Protection Officer at [DPO@acer.europa.eu](mailto:DPO@acer.europa.eu). Candidates are invited to consult [the privacy statement](#), which explains how the Agency processes personal data in relation to recruitment and selections, available on the Agency website.

## 2. RECRUITMENT PROCEDURE

The process of recruitment is as follows:



### 2.1 Eligibility criteria

All applications are screened against the eligibility criteria set in the selection notice.

Candidates fulfilling the eligibility criteria are evaluated by the Selection Committee based on the criteria specified in the relevant selection notice.

To be considered eligible, candidates should meet the following formal requirements by the deadline of the application:

- a) Required level of education, as defined in the selection notice (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);
- b) Professional experience, (after obtaining the required level of education);
- c) To have a thorough knowledge of one of the official languages of the European Union (level C2)<sup>2</sup> and a satisfactory knowledge of a second of these languages (level B2) to the extent necessary to perform his/her duties;
- d) To be a national of a Member State of the European Union;
- e) To be entitled to his or her full rights as a citizen<sup>3</sup>;
- f) To have fulfilled any obligations imposed by the laws concerning military service;
- g) To be physically fit to perform the duties linked to the post<sup>4</sup>.

## 2.2 Selection criteria

Eligible candidates are evaluated by the Selection Committee taking into account the selection criteria specified in the vacancy notice. The selection criteria includes:

- Technical knowledge (education and professional experience with tasks closely related to the post);
- Communication and other personal skills;
- Other requirements defined in the selection notice.

## 2.3 Interview and test

Candidates meeting the eligibility criteria and best matching the selection criteria are invited to an interview and written test. Invitations are sent only to the e-mail indicated in the application, therefore it is the candidate's responsibility to check his/her email regularly.

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<sup>2</sup> 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.

<sup>3</sup> Prior to the appointment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.

<sup>4</sup> 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.

Both the written test and the interview are conducted in English. In case of candidates for whom English is the mother tongue, during the interview, knowledge of the second EU language (as specified in the curriculum vitae) will be tested.

The interview and the written test will focus on the following aspects:

- Specific competencies with reference to the profile;
- General aptitudes and language skills;

The duration of the written test is between 30 and 60 minutes followed by the 30 to 60 minute interview. The duration of both parts of the examination will be communicated to the candidates invited to the interview.

## **2.4 Travel reimbursement and Documentary Evidence**

Candidates, based on the distance between the place of residence/place of current employment and the place of the test and/or interview specified in the invitation letter, may be entitled to receive a financial contribution to expenses.

In order to receive a contribution, candidates should follow the procedure outlined by the rules<sup>5</sup> for reimbursement sent to them alongside the invitation.

The following documentation must be submitted in order to receive a financial contribution:

- Copy of identity card (both sides if applicable) or passport;
- Legal Entity Form (LEF for Natural Person) available [here](#);
- Financial Identification form (BAF) (available [here](#)) containing details of candidate's bank account. BAF form must be either signed and stamped by a bank representative or a recent bank statement must be attached to it;
- Travel reimbursement form (received with the invitation letter);
- Proof of travel (boarding passes, train tickets or original petrol receipts, any motorway toll tickets, etc., if the candidate travels by car);
- Hotel invoice.

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<sup>5</sup> Please refer to the following [link](#) for further information on rules for reimbursement

## **2.5 Reserve List and Offer Letter**

Following the written test and interviews, the Selection Committee establishes a list of most suitable candidates for the Director including a recommendation on which candidate shall receive an Offer Letter. The Director may agree with the Selection Committee's proposal or recommend sending the Offer Letter to another candidate from the reserve list.

Candidates, who score at least 70% of the total points obtained during the written test and the interview, will be placed on a reserve list, drawn up by the Agency. Reserve lists are valid until the end of the current calendar year and may be renewed upon decision of the Director in the interest of the service.

Placement on the reserve list does not guarantee receipt of the offer letter or recruitment.

## **2.6 Duration of the process**

It should be noted that the selection procedure may take several months to be completed and that no information other than status on current selection procedures will be released during this period. The status on current selection procedures could be followed [here](#).

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

## **2.7 Appeals**

Candidates may request information about their interview at: [HR-info@acer.europa.eu](mailto:HR-info@acer.europa.eu)

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 of the act to the following address:

Human Resources Management  
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 of the rejection, to the following address:

Registry  
The General Court  
Rue du Fort Niedergrünwald  
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 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. 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 European Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

## **2.8 Cancellation of Selection Procedures**

The Agency reserves the right to cancel any of the procedures, at any stage.

### 3. POSITIONS IN THE AGENCY

#### 3.1 Contract Staff

The duration of contracts for Contract Staff varies according to the needs of the Agency.

Contract Staff are classified in four function groups according to the nature of work:

- Function group I: Manual and Administrative support;
- Function group II: Clerical and secretarial, office management and other equivalent tasks;
- Function group III: Executive, drafting and accountancy and other equivalent tasks;
- Function group IV: Administrative, advisory, linguistic and equivalent technical tasks.

Contract Staff whose contract is concluded for duration of at least one year are required to serve the following probationary periods:

- Six months if employed in function group I;
- Nine months if employed in function group II-IV;
- If the duration of the contract is less than twelve months, Contract Staffs may be exempted from the requirement to serve a probationary period.

Detailed information can be found on European Commission website:

[http://ec.europa.eu/civil\\_service/job/contract/index\\_en.htm](http://ec.europa.eu/civil_service/job/contract/index_en.htm)

#### 3.2 Temporary Staff

Temporary Staff posts are normally offered for a fixed period of 5 years with a possibility of renewal, according to Article 2(f) of the Conditions of Employment of Other Servants of the European Union. Temporary Staff posts are classified according to the nature and importance of the duties in:

- Administrators' function group (AD): comprises twelve grades (AD5 - AD16) corresponding to technical, administrative, advisory, linguistic and scientific duties;
- Assistants' function group (AST): comprises eleven grades from (AST1 - AST11) corresponding to executive, technical and clerical duties.

Please note that the Agency only recruits within the grades of AD5-AD8 and AST1-AST4.

Temporary Staff are required to serve a probationary period of nine months.

Detailed information can be found on European Commission website:

[http://ec.europa.eu/civil\\_service/job/temp/index\\_en.htm](http://ec.europa.eu/civil_service/job/temp/index_en.htm)

### **3.3 Seconded National Experts**

Seconded National Experts are seconded to the Agency while remaining in the service of their national employer and continue to receive salary from their employer. Unless they are seconded from Slovenia, they also receive from the Agency a daily subsistence allowances for the duration of their secondment. Candidates applying for an SNE position must be supported by their national authorities or governments.

The duration of secondment shall be determined by the appointing authority.

For more information about Traineeship positions, please visit the following [link](#) or refer to our [Selection Notice](#).

### **3.4 Traineeship**

For more information about Traineeship positions, please visit:

[http://www.acer.europa.eu/en/The\\_agency/Working\\_at\\_ACER/Pages/Traineeship-Programme.aspx](http://www.acer.europa.eu/en/The_agency/Working_at_ACER/Pages/Traineeship-Programme.aspx)

HRM Team

Done at Ljubljana, 21 March 2019