

**Vacancy Notice for the position of**

**Human Resources Officer (Grade AD5)**

**In the Agency for the Cooperation of Energy Regulators**

**REF.: ACER/2016/06**

**Publication**

**External**

**Title Function**

**Human Resources Officer**

**Parent Directorate-General / Service**

**DG ENER (BXL)**

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**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 713/2009<sup>1</sup> and operational since 2011. Based in Ljubljana (Slovenia), 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;

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<sup>1</sup> 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 with a view to making sure 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.

The Agency currently has a staff of more than 80 people and an approved annual budget of €15.8 million in 2016. The Agency's internal structure comprises four Departments (Electricity, Gas, Market Monitoring and Administration) and the Director's Office.

The Agency is located in Ljubljana (Slovenia).

## **2. WE PROPOSE**

The Agency is looking for a Human Resources Officer who will be assigned to the Administration Department of the Agency and reporting to the Human Resources Officer – Team Leader. Working with a degree of autonomy, the Human Resources Officer will be required to coordinate the human resources area of the Agency, together with the HR Team Leader.

The duties of the Human Resources Officer will include the following non-exhaustive list of tasks:

### **HR policy planning and implementation**

- Support the HR Team Leader in the establishment of an up-to-date and appropriate framework of rules and regulations, personnel policies and policy instruments, templates, guidelines and manuals in alignment with the Agency's strategic plan and requirements;
- Ensuring correct implementation of the Staff Regulations of Officials and Conditions of employment of Other Servants of the European Communities ('CEOS') as well as the applicable General Implementing Provisions, human resources policies, strategies and procedures of the Agency;

- Prepare decisions of the Administrative Board of the Agency, regarding General Implementing Provisions and other policies, as well as monitoring their implementation;
- Ensure adherence to all applicable legislative acts (e.g. Regulation (EC) No 45/2001 on the protection of personal data, Regulation (EC) No 1049/2001 on public access to documents, etc.) in his/her field of activities.

### **Selection and Recruitment**

- Coordinate timely recruitment of suitably qualified staff, in accordance with internal procedures and EU rules and standards;
- Prepare guidelines / manuals / FAQ's for the recruitment procedures of the Agency;
- Manage the preparation, administration and timely follow-up of employment contracts, job descriptions and modifications, as assigned.

### **HR Development**

- Manage the identification of organisational and individual training needs and the design and delivery of learning and development plans for staff members;
- Manage the design, implementation, monitoring and coordination of general learning and development activities;
- Manage the related training databases and staff training passports;
- Manage the training activities of the Agency and provide the administrative follow-up of training requests;
- Manage the staff engagement surveys organised by the Agency.

### **HR Administration and Services**

- Manage timely and accurate administrative implementation of entitlements and benefits for staff (determination of individual rights; payroll; contracts; administration of personnel files and administration of the HR database);
- Establish and ensure completeness of personnel files, both in paper and electronic versions;
- Act as focal point for questions on renewal of special residence permits, badges; liaise between staff members and relevant PMO service;
- Manage the integration of newly-recruited staff (including induction training, providing information on individual rights and working environment, registration with the Slovene Foreign Ministry);
- Establishment of leave entitlements and monitoring, reporting and follow-up of leave and absences (including sick leave, part-time leave, parental leave and special leave);
- Manage administrative procedures for staff leaving the organization.

### **Budget and reporting**

- Ensure sound financial management of the Agency's Human Resources related budget, managing and controlling the budget lines allocated.
- Produce regular reports and data analyses, as required by the annual work programme and needs of the HR operations.

The tasks involve maintaining regular liaison with other Departments of the Agency, contractors of the Agency, other EU Agencies and Agencies' networks and Working Groups.

The Human Resources Officer may also be required, at times, to assist in other areas of work of the Agency, according to needs and priorities, as planned and defined by the Director and the Head of the Administration Department.

The Human Resources Officer will be required to act with a service culture, handling files with confidentiality and utmost professional integrity, being able to show excellent interpersonal and communication skills. He/she is expected to be proactive, with a team spirit, good management of stress, good level of flexibility, being able to prioritise, delivering quality and results with attention to detail and commitment to excellence.

### **3. WE LOOK FOR**

#### **A) Eligibility criteria**

Candidates will be considered eligible for 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 (3) years attested by a diploma.

*(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).*

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

#### **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 (Human Resources, administration, management, law or similar);

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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> 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.

2. Relevant professional experience in areas **closely related to the tasks described above under point 2**;
3. Professional experience in applying the Staff Regulations of Officials, the CEOS and the General Implementing Provisions;
4. Good knowledge of Human Resources applications, tools and/or databases.

Communication and other personal skills:

1. Excellent written and oral command (level C2<sup>4</sup>) of the English language;
2. Experience in coordinating HR activities and projects;
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. 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 knowledge and competences in line with the selection criteria of the present Call for expression of interest;
- General aptitudes and language abilities 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. In line with Director Decision 2014/006, 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 31/12/2016. Its validity may be extended by the decision of the Director.

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

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<sup>4</sup> cf. Language levels of the Common European Framework of Reference:  
<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

## **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 temporary agent at grade AD5 pursuant to Article 2(f) of the CEOS for a period of 5 years which may be renewed.

### **Pay and welfare benefits**

The pay of staff members consists of a basic salary supplemented with various allowances, including family allowances. Salaries are exempted from national tax; instead a Community tax at source is paid.

The indicative gross basic monthly salary for grade AD5, step 1, is 4.489,61 EUR. Nevertheless, this basic salary is adapted through a series of allowances (e.g. household allowance, dependent child allowance, pre-school or education allowance, expatriation allowance, installation allowance, etc.) according to the personal situation. Staff members may also be entitled to the reimbursement of removal costs and an initial temporary daily subsistence allowance. Salaries are adjusted accordingly by relevant correction coefficient for Slovenia which is currently 81.2%.

## **7. DATA PROTECTION**

The Agency will ensure that your personal data is processed as required by Regulation (EC) No 45/2001<sup>5</sup> 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 45/2001<sup>6</sup> 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

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<sup>5</sup> Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000, OJ L8, 12.1.2001, p.1.

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](mailto: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 sheet maximum) **in English** explaining in which positions they acquired their knowledge and professional experience in the specified areas identified in Section 2 of this vacancy notice.

Applications that are incomplete will be rejected.

Together with the application, candidates are also invited to provide in the CV the names and contact details of at least two most recent professional references (preferably your direct hierarchical superiors without personal link) who may be contacted for references.

Applications should be sent by email to [SELECTIONS-ACER-2016-06@acer.europa.eu](mailto:SELECTIONS-ACER-2016-06@acer.europa.eu) quoting the reference number of the vacancy notice.

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 vacancy will be in English.

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 13 March 2016 (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](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.