**APPLICATION FORM**

**Selection: Head of Department – Gas, Hydrogen and Retail (AD11)**

**Reference: ACER/2023/07**

**Personal Information**

|  |  |
| --- | --- |
| SURNAME (family name) |  |
| NAME (given name) |  |
| Nationality |  |
| Gender |  |
| Date of birth |  |

**Contact Details**

|  |  |
| --- | --- |
| Address (Street / number / post code / city / country |  |
| Phone number |  |
| E-mail address  (to be used for communication) |  |

**Eligibility criteria (please specify)**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Level of education which corresponds to completed university studies of at least four (4) years, attested by a diploma, OR  To have a level of education which corresponds to completed university studies of at least three (3) years attested by a diploma and professional experience of at least one (1) year; | YES | NO |
| 2 | By the closing date for applications candidates must, after obtaining the qualifications mentioned in point 3.A.1, have acquired **at least fifteen (15) years** of appropriate professional experience[[1]](#footnote-1); | YES | NO |
| 3 | Have a thorough knowledge of one of the official languages of the European Union[[2]](#footnote-2) or Norway, Iceland and Liechtenstein and satisfactory knowledge of a second of these languages (level B2 of CEFR[[3]](#footnote-3)) to the extent necessary to perform their duties | YES | NO |
| 4 | Be a national of a Member State of the European Union, Norway, Iceland or Lichtenstein | YES | NO |
| 5 | Be entitled to their full rights as a citizen; | YES | NO |
| 6 | To have fulfilled any obligations imposed by the applicable laws concerning military service; | YES | NO |
| 7 | Be physically fit to perform the duties linked to the post[[4]](#footnote-4). | YES | NO |

**Selection criteria**

**Essential criteria**

**1. Management experience**

|  |  |  |
| --- | --- | --- |
| Professional experience in a management position (leading or coordinating teams or department) for at least 5 years | YES | NO |
| *Please describe related tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum)* | | |
| [type here] | | |

|  |  |  |
| --- | --- | --- |
| Professional experience in organizational, financial, and human resource management | YES | NO |
| *Please describe related tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum)* | | |
| [type here] | | |

**2. Technical knowledge**

|  |  |  |
| --- | --- | --- |
| Out of fifteen years of experience (required under 4.1.2 of the Selection notice), at least 5 years in the area of gas, hydrogen and energy | YES | NO |
| *Please describe related tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum)* | | |
| [type here] | | |

|  |  |  |
| --- | --- | --- |
| Relevant experience with energy retail and retail regulatory policies, energy transition and gas wholesale market design at EU and national level | YES | NO |
| *Please describe related tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum)* | | |
| [type here] | | |

**3. Communication skills**

|  |  |  |
| --- | --- | --- |
| Professional experience in cooperation and engaging with relevant national public bodies (e.g., regulators, competition authorities) and EU institutions and stakeholders at multiple levels, including European, regional, national and/or local | YES | NO |
| *Please describe related tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum)* | | |
| [type here] | | |

**2. Advantageous criteria**

|  |  |  |
| --- | --- | --- |
| Relevant experience from European or other multinational institutions | YES | NO |
| *Please describe related tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum)* | | |
| [type here] | | |

|  |  |  |
| --- | --- | --- |
| Proven ability to carry out functions in different environments, gained notably through inter-agency mobility | YES | NO |
| *Please describe related tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum)* | | |
| [type here] | | |

**Education**

|  |  |  |
| --- | --- | --- |
| **Provide information about your educational background** | | |
| 1 | Period (from-to) |  |
| Name of educational establishment |  |
| Field of study |  |
| Level |  |
| 2 | Period (from-to) |  |
| Name of educational establishment |  |
| Field of study |  |
| Level |  |
| 3 | Period (from-to) |  |
| Name of educational establishment |  |
| Field of study |  |
| Level |  |

**Professional Experience**

|  |  |  |
| --- | --- | --- |
| **Provide information about your previous work experience** | | |
| 1 | Period (start-end date)  Calculated length (X years, Y months) |  |
| % of full time |  |
| Name of organization |  |
| Job title / position held |  |
| Main activities |  |

|  |  |  |
| --- | --- | --- |
| **Provide information about your previous work experience** | | |
| 2 | Period (start-end date)  Calculated length (X years, Y months) |  |
| % of full time |  |
| Name of organization |  |
| Job title / position held |  |
| Main activities |  |

|  |  |  |
| --- | --- | --- |
| **Provide information about your previous work experience** | | |
| 3 | Period (start-end date)  Calculated length (X years, Y months) |  |
| % of full time |  |
| Name of organization |  |
| Job title / position held |  |
| Main activities |  |

**Knowledge of languages**

**Please use the self-assessment grid available** [**HERE**](https://rm.coe.int/CoERMPublicCommonSearchServices/DisplayDCTMContent?documentId=090000168045bb52)

|  |  |  |  |
| --- | --- | --- | --- |
| **EU Language** | **My level of language proficiency** | | |
| **Understanding (Listening + Reading)** | **Speaking** | **Writing** |
| Select Language | Select Level | Select Level | Select Level |
| Select Language | Select Level | Select Level | Select Level |
| Select Language | Select Level | Select Level | Select Level |
| Select Language | Select Level | Select Level | Select Level |

**References**

|  |  |  |
| --- | --- | --- |
| **Persons to provide professional reference on my skills, competences, achievements, and conduct** | | |
| 1 | Name and Surname |  |
| Relation (*superior*) |  |
| E-mail contact |  |
| Phone number |  |
| 2 | Name and Surname |  |
| Relation (*peer*) |  |
| E-mail contact |  |
| Phone number |  |
| 3 | Name and Surname |  |
| Relation (*subordinate*) |  |
| E-mail contact |  |
| Phone number |  |

**Motivation**

|  |
| --- |
| **Motivation statement** |
| This page provides you with an opportunity to explain your application – Why do you think you fit the position and **why would you like to work at ACER** – by any additional information not mentioned in previous sections. (500 words maximum) |
| [type here] |

1. Professional experience is considered 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. [↑](#footnote-ref-1)
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. [↑](#footnote-ref-2)
3. Language levels of the Common European Framework of Reference: <http://europass.cedefop.europa.eu/resources/european-language-levels-cefr> [↑](#footnote-ref-3)
4. 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. [↑](#footnote-ref-4)