

**SELECTION NOTICE FOR**  
**3 HEAD OF DEPARTMENT POSITIONS AT THE EUROPEAN**  
**UNION AGENCY FOR THE COOPERATION OF ENERGY**  
**REGULATORS – ACER**

**REFERENCE NUMBER: ACER/2024/07**

Position (job title):	Head of Department - Energy System Needs Head of Department - Market Surveillance and Conduct Head of Department - Market Information and Transparency
Department / Team:	Energy System Needs (ESN) Market Surveillance and Conduct (MSC) Market Information and Transparency (MIT)
Function Group / Grade:	Temporary Staff, AD11
Grade bracket for Internal and Inter-Agency mobility	AD9 – AD11
Contract duration	5 years (with possibility of renewal)
Place of employment:	Ljubljana, Slovenia
Starting date:	January 2025
<b>Closing date for applications:</b>	<b>20 June 2024, 14:00 Ljubljana time</b>

## 1. ABOUT THE AGENCY

The European Union Agency for the Cooperation of Energy Regulators (hereinafter referred to as “ACER”) is a European Union (“EU”) body, legally established by Regulation (EU) No 2019/942<sup>1</sup> and operational since 2011. ACER is central to the integration and well-functioning of the EU's electricity and natural gas markets.

### 1.1 Our purpose

Our overall purpose is achieving a transition of the European energy system in line with the political objectives set at leaders’ level, reaping the benefits of increased energy market integration across Europe, and securing low-carbon supply at least possible cost for European businesses and citizens.

The Agency promotes:

- More competitive, integrated energy markets, offering consumers more choice,
- An efficient energy infrastructure and network, enabling energy to move freely across borders, the integration of renewable sources, and therefore ensuring a higher degree of security of supply,
- A monitored and transparent energy market securing consumers fair prices and limitation of market abusive behaviours.

In this respect, ACER:

- Complements and coordinates the work of the national energy regulatory authorities (NRAs),
- Participates in the development of European network rules,
- Takes, under certain conditions, binding individual decisions on terms and conditions for access and operational security for cross-border infrastructure, on cross-border cost

<sup>1</sup> Regulation (EU) No 2019/942 of the European Parliament and of the Council of 05 June 2019 (recast).

allocation for Projects of Common Interest and on terms and conditions or methodologies for the implementation of network codes,

- Gives advice on broader energy related issues to the European institutions,
- Monitors the internal markets in electricity and natural gas and reports on its findings,
- Monitors trading in wholesale energy products to detect and deter market abuse and ensure the integrity and transparency of EU wholesale energy markets in accordance with REMIT i.e., Regulation (EU) No 1227/2011.

## 1.2 ACER's evolving role

ACER is on a significant growth trajectory, marked by an expanding number and array of tasks in the recent years. Our role as a collaborative agency within the framework of the EU's NRAs remains at the heart of our mission, complimented by a range of tasks that span various aspects of the EU energy system, encompassing monitoring of energy flows, wider system needs, and so much more.

ACER is currently at a critical point, playing a key role in advancing EU energy market integration and bolstering market integrity and transparency; efforts that strike us as more crucial than ever. Our goal is to contribute with our capacities, insights, and creativity as an EU energy regulatory agency to a transition of the energy system that is affordable, secure, and decarbonised – a transition that takes place at the pace set by leaders across the EU.

ACER has been entrusted with additional responsibilities under the "Clean Energy for all Europeans" legislative package as well as the recently adopted legislative packages focusing on Gas Decarbonisation, REMIT reform, and Electricity Market Design, aiming to bring transformative changes and further evolving the European energy landscape.

## 1.3 Who we are

ACER currently employs around 175 staff (statutory and non-statutory) and has an approved annual budget of € 32,602,073 in 2024. With the new responsibilities being assigned to its mandate, the Agency anticipates a significant growth in the forthcoming years both in terms of financial and human resources, expecting more than 200 staff by 2025 and significantly more in the years after that.

Accordingly, earlier this year ACER was reorganised to accommodate these new tasks and growth, with the Agency now comprising seven Departments: Coordination, Operations and Legal; Electricity; Energy System Needs; Gas Hydrogen and Retail; Market Information and Transparency; Market Surveillance and Conduct; and REMIT Investigations (the latter, effective as of 2025). In addition, two wider, cross-organisational teams report directly to the Director, namely Strategy Delivery & Communications and HR & Facility Management. An updated ACER organigram is available [on our website](#).

## 1.4 Our ongoing journey of progress

ACER offers a dynamic and motivating workplace, where diversity is celebrated and where people's commitment and achievements contribute to build an organisation that is better than the sum of its parts. We strive towards becoming an innovative and engaging workplace, by committing continuously to invest in learning and development opportunities and by focusing on staff well-being and work-life balance.

We invest heavily in the professional development of staff, support a 'low on hierarchy, high on impact' organisational culture, prioritise personal relations and support an active constructive feedback culture, emphasising the positives whilst not shying away from addressing the negatives.

Looking ahead, as a growing agency we recognise the importance of focusing on cross-organisational issues, encompassing both work practices and our broader work culture. We find this essential to maintain a cohesive, collegial work culture ("one ACER"), which is reinforced as we welcome a significant number of new colleagues joining our agency in the coming years.

At ACER we believe in fostering a high-impact, high-performance type of environment, built on strong mutual trust, empowerment, personal responsibility, psychological safety, and teamwork at all levels.

Our Heads of Departments play a crucial role in advancing these efforts agency-wide, while also driving and developing their department's operational responsibilities. This aligns with our leadership pipeline approach, which emphasises distinct contributions at each level of management. We are committed to supporting training, professional, and personal development, including via professional coaching offers to our managers, ensuring our leaders, as well as our staff, are well-equipped to tackle current and future challenges.

Given this focus and our expanding role, this current opening for a total of three Head of Department positions is a truly unique opportunity to expand and strengthen our senior management team, in turn future-proofing our Agency in terms of the appropriate complimentary mix of backgrounds, leadership qualities and organisational-cultural attributes.

We note here that ACER is committed to securing a more representative gender balance across its management team. Hence, the Director will accord significance to achieving a more gender-balanced management team than today as one of the outcomes of the current three Head of Department openings. As such, in case of two or more candidates with broadly equal merit, the Director may give precedence to a female candidate.

## 2. WHAT WE LOOK FOR

### 2.1 The profile

We are seeking **dynamic leaders for the position of Head of Department**, with us prioritising managerial acumen and strong leadership qualities for this role; this holds irrespective of the particular department position in question.

While we don't expect perfection, we value individuals who demonstrate passion, interest, curiosity and investment in leadership efforts as well as strong devotion to continuously develop oneself in these areas. Key attributes that we look for include a focus on nurturing and developing team members, making high-quality decisions with broad stakeholder support, collaborating across the organisation, and proactively addressing inefficiencies, by tackling subpar output or approaches in a manner that brings results. Our ideal candidate possesses substantial knowledge and a keen interest in their department's area of responsibility, enabling effective leadership and interaction with various teams. While the ideal candidate need not to be an expert, he/she should have, or quickly acquire, the depth of knowledge required to guide and direct their department effectively.

We are committed to continually enhancing our operational processes, which may involve modifying or reallocating specific responsibilities. It is imperative that our Heads of Department exhibit flexibility, openness to change, and the ability to adapt to evolving roles. Consequently, our leaders should also be willing to consider department rotations in the future. If not, this opening is likely not for you.

We invite candidates who exhibit the aforementioned qualities to consider applying; if so, you should feel fully free to apply for more than one of the three Head of Department positions if more than one meets your interest.

### 2.2 Competencies

All staff working at ACER share the following **core competencies**:

- **Cooperating**: working with others towards achieving work goals,
- **Delivering quality results**: focusing on achieving results while applying relevant processes and procedures to meet quality standards,
- **Communicating**: sharing relevant information clearly and concisely, sharing useful information with others as appropriate,
- **Problem solving**: having the ability to identify and raise issues or concerns and seeking to anticipate problems a positive and helpful manner,

- **Being service oriented:** complying with ACER's rules and procedures, providing support and delivering services with a view to provide added value,
- **Self-development and knowledge sharing:** ability to share knowledge to support team effectiveness, while seeking feedback to enhance own performance,
- **Valuing diversity:** welcoming and working respectfully, inclusively and effectively with people from diverse backgrounds, while demonstrating respect and understanding of different points of view.

The Head of Department will be required to have the following **specific / functional competencies:**

- **Leading and managing:**
  - Serving as a role model to staff, demonstrating leadership and inspiring others,
  - Prioritising the needs and objectives of the team and the organisation in an effective manner,
  - Motivating and empowering staff, fostering personal and team development,
  - Recognising individual and team contributions, while also addressing inefficiencies in ways that bring tangible results,
  - Seamlessly collaborating across departments and teams at a strategic and day to day management level, contributing to improving the work of the Agency and advancing its goals,
  - Providing clear direction to achieve ACER's priorities and translating ACER's vision and mission into operational strategies, taking into account the wider impact of decisions on stakeholders.
  - Define the Department's work plan, related to the tasks as described above and in accordance with the Agency's work programme, and adopt and regularly review implementation guidelines.

Overall, we look for a proactive, forward-thinking and collaborative approach to management, fostering a culture of continuous improvement and unwavering commitment to the goals of the Agency.

- **Being knowledgeable in energy markets:**
  - Having a strong understanding of the subject matter and a keen interest in the overall industry, enabling them to provide informed leadership,
  - Being committed to continuous learning and improvement, staying up to date with developments in their area of responsibility,
  - Using their knowledge to innovate and generate ideas, develop strategic vision in their area of work and guide their teams toward achieving departmental objectives.

Overall, we look for capacity to continuously develop and apply substantial knowledge and understanding of the areas under the person's responsibility, enabling them to provide effective leadership within their departments, and having the ability to quickly acquire or leverage past experiences and results to gain the necessary insights required for their leadership.

- **Performance management:**
  - Setting clear and measurable objectives for their teams, which are directly aligned with the overarching goals of Agency,
  - Ability to establish a structured process of regular feedback and performance reviews, while also seeking ways to refine the performance management process, maintaining its effectiveness in light of changing circumstances, emerging best practices, as well as new responsibilities coming our way,
  - Identifying areas for improvement, providing opportunities for career growth and skill enhancement, while also fostering an environment that enables its team members to excel and are comfortable sharing ideas or taking calculated risks.

Overall, we look for people who will sustain a structured and supportive environment in which team members can excel and contribute effectively to the work of the department, by setting

clear objectives that align with departmental and Agency's goals and regularly reviewing and refining the performance management process to adapt to changing circumstances and best practices.

Furthermore, the Heads of Department will be required to act with a service culture, handling data with high confidentiality and professional integrity. Having good interpersonal and communication skills, the jobholder should be able to operate in multicultural working environments and liaise with different stakeholders.

## 2.3 The positions

**The Heads of Department** will provide leadership to their team in creating a high-performance environment, fostering the principles of high-impact performance, empowerment, personal responsibility, and teamwork that extends across the Agency. In addition to driving and further developing operational excellence within the department, the Heads of Department will also be responsible for nurturing leadership talent, promoting expertise and supporting training and development of its staff. Furthermore, they will have a pivotal role in nurturing a cohesive work culture in our growing Agency, giving significant attention to cross-organisational processes and performance-enhancing practices.

As mentioned, we invite candidates to consider applying for more than one of the three Head of Department positions if indeed more than one of the posts were to meet your interest.

### 2.3.1. Head of the Energy System Needs (ESN) Department

**The main purpose of the job** is to provide strategic leadership and direction in coordinating and managing the work of the ESN Department.

The Head of Department will lead and oversee the department's efforts in ensuring transparent and sound assessment of the energy system needs, infrastructure needs and resilience and flexibility needs, cutting across the different energy vectors, while also ensuring that its work and activities are aligned with the objectives of the Agency and European Union energy policies.

#### **Main responsibilities**

The Head of the ESN Department will drive ACER's efforts in:

- Ensuring the transparency, soundness and compliance of the short-term and long-term European adequacy needs assessment performed by ENTSO-E,
- Overseeing the performance of Member States in the area of security of supply and issuing opinions on potential gaps between national and European assessments,
- Issuing Opinions and Recommendations on the EU Ten Year Network Development Plan (TYNDP), its consistency with the national TYNDPs and on the Project of Common Interest list,
- Monitoring the progress and challenges in the development of grid infrastructures,
- Improving and harmonising the transmission and distribution tariff methodologies,
- Approving the EU flexibility needs assessment methodology and implementing it,
- Implementing new tasks and mandates regularly coming to ACER.

### 2.3.2. Head of the Market Surveillance and Conduct (MSC) Department

**The main purpose of the job** is to provide strategic leadership and direction in coordinating and managing the work of the MSC Department.

The Head of the Department will lead the development and implementation of surveillance tools aimed at detecting potential instances of market abuse within wholesale energy markets. This leadership role involves overseeing the screening of trade and fundamental data to pinpoint anomalous activities indicative of market abuse and notify the relevant authority in a secure way for their investigation and enforcement. Additionally, the Head will spearhead the initial assessment and analysis of these anomalies to determine their nature, whether they involve market manipulation, insider trading, or

breaches of REMIT obligations. The Head will also lead the intellectual development of the application of market abuse provisions in REMIT and its related legal areas such as Competition Law and the financial regulation. The overall aim is to foster coordination and ensure consistency among National Regulatory Authorities (NRAs) and other relevant regulators in their case-handling activities under REMIT.

### **Main responsibilities**

The Head of the MSC Department will drive ACER's efforts in:

- Ensuring a smooth, efficient and effective EU wide market surveillance of trading in wholesale energy products,
- Consistent application of market abuse prohibition provisions in REMIT,
- Proactively tackling emerging regulatory issues around REMIT implementation and formulating solutions in coordination with NRAs for energy, the European Commission, ESMA and other authorities,
- Alongside national regulatory authorities, monitoring, identifying, and developing future-proof wholesale energy market monitoring approaches in view of evolving market conditions, design and products, including the emerging hydrogen markets,
- Ensuring efficient and effective REMIT stakeholder group management in cooperation and coordination with other departments within the Agency.

### **2.3.3. Head of the Market Information and Transparency (MIT) Department**

**The main purpose of the job** is to provide strategic leadership and direction in coordinating and managing the work of the MIT Department.

The Head of Department will lead and oversee the department's responsibilities for general REMIT policy matters, market data reporting, data quality, data sharing, BI tools and market data management and dissemination under REMIT. This includes responsibilities for the provision or reporting guidance, data excellence, the LNG price assessments and benchmark, and new ACER tasks for the authorisation and supervision of Registered Reporting Mechanisms and Inside Information Platforms as well as to develop a reference centre of information on Union wholesale energy market data to enhance transparency in EU wholesale energy markets. The Department shares joint responsibilities and works closely together with the Market Surveillance and Conduct Department and with the new REMIT Investigations Department in particular, in addition to wider collaboration spanning the entire Agency.

### **Main responsibilities**

The Head of the MIT Department will drive ACER's efforts in:

- Providing leadership on the policy development and analysis of regulatory developments in the EU with regard to REMIT policy matters, in particular market data reporting, data analytics and data transparency under REMIT,
- Developing and fostering the regulatory cooperation with national regulatory authorities in the areas under the responsibility of the Department,
- Centralised market data collection, data analytics, and taking ownership for ACER's data strategy and data governance,
- Stakeholder management activities and activities of ACER's relevant Standing Committees, Expert Groups and Stakeholder Groups,
- Fostering strong strategic relations and enhancing cooperation with NRAs, the European Securities and Markets Authority (ESMA), non-EU regulators, and other relevant EU institutions and stakeholders in the areas of its competencies.

As mentioned, the Heads of Department may be required to work in other areas of ACER, according to needs and priorities, as determined by the Director.



## 3. WHAT WE OFFER

### 3.1 What you can expect in the role

- A strongly committed and dedicated team by your side, eager for you to become a success, while also enthusiastic about their own delivery of results, which can be achieved through your guidance, support, and your ability to challenge and motivate them.
- To develop, and to be challenged, in your role as a manager and cross-organisational leader and having the opportunity to harness your strengths while also receiving support in addressing any weaknesses or areas of improvement you may have.
- To be a part of an increasingly cohesive and aligned senior management team, with close peer-to-peer relations internally, offering a blend of constructive challenges and support, ultimately contributing to your professional growth and the collective betterment of the organisation.
- A truly central role in collaborating strongly within our 'NRA family', whether in the relevant ACER working groups or committees, the ACER Board of Regulators, regionally, bilaterally or elsewhere; thus living the saying that 'if you wish to go fast, go alone; if you wish to go far, go together' (ACER opts for the latter).
- Significant external collaboration with the European Commission, the European Parliament, the Council, other EU agencies like ESMA, the EEA and others etc.; with all relevant energy stakeholders as well as consumer organisations, now increasingly complemented by 'new players', whether from industry, energy communities, new entrants, etc.
- Ample opportunity to represent the Agency to the outside world, communicating credibly, succinctly and convincingly what we believe in and the change we seek from ourselves and others.

### 3.2 Work-life balance

At ACER, we are committed to providing a healthy work-life balance, by offering the possibility of hybrid working arrangements that allow you to balance your professional and personal life effectively. With flexible working hours, you can tailor your schedule to suit your preferences, making it easier to manage your commitments both in and outside of work. We believe that a harmonious work-life balance is essential for everyone's well-being and productivity. That said, it is important to add that a position with us as Head of Department can prove demanding at times, both in terms of the type of challenges faced and overall workload. We are, however, committed to make it work.

### 3.3 Conditions of employment

Pursuant to Article 2(f) of the CEOS, the successful candidate will be appointed by the Director as a Temporary Staff in Grade AD 11 for a period of 5 years, which may be renewed.

**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, reimbursement of removal costs, daily subsistence allowance, installation allowance and other benefits. Salaries are exempted from national tax; a Union tax is paid at source.

**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 up to 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.

Estimation of monthly basic salary, with specific allowances where applicable:

Grade/Step	Monthly basic salary (gross)	Estimation of monthly net salary, including specific allowances <sup>2</sup>
AD 11, Step 1	12,039.62 €	10,720.94 €

### 3.4. Why Slovenia?

Slovenia's breathtaking nature attracts many outdoor enthusiasts. From well-marked hiking trails and extensive cycling routes to challenging rock-climbing opportunities in the Julian Alps, the country provides ample opportunities for outdoor exploration. Water sports, including kayaking on the Soča River and windsurfing along the Adriatic coast, are popular pursuits. Additionally, winter sports enthusiasts flock to ski resorts such as Kranjska Gora. The country's expansive cave systems, including the renowned Postojna Cave, offer spectacular opportunities, while paragliding provides a unique aerial perspective of Slovenia's stunning terrain.

**Location:** Slovenia's central location in Europe makes it convenient for travel to other European countries. Ljubljana's proximity to other major European cities can be advantageous for business travel or personal exploration. Ljubljana is surrounded by beautiful natural landscapes, including parks, forests, and mountains. You can take advantage of outdoor activities such as hiking, cycling, or simply exploring the picturesque surroundings. The Ljubljana Marshes, Tivoli Park, and Šmarna Gora are popular destinations for outdoor enthusiasts.

**Quality of life:** Ljubljana is known for its high quality of life. It's a relatively small and safe city with a charming old town, green spaces, and a vibrant cultural scene. For individuals looking for a good work-life balance, Ljubljana is an attractive option. You can enjoy a fulfilling career while still having plenty of time to pursue hobbies, travel, and socialise.

**Cultural diversity and exploration:** Ljubljana is a culturally diverse city with a rich history. For someone interested in experiencing different cultures and meeting people from various backgrounds, Ljubljana can offer a welcoming environment. Ljubljana is rich in history and culture, with museums, galleries, and historical landmarks scattered throughout the city. You can explore these cultural attractions at your own pace and delve into Slovenia's rich heritage.

**Family friendly:** Moving to Ljubljana, Slovenia to work at the Agency offers a unique blend of professional advancement and an exceptional quality of life. Ljubljana, the charming capital of Slovenia, provides a welcoming and family-friendly environment with its rich cultural heritage, picturesque surroundings, and excellent infrastructure.

**Kindergartens and Schools:** All levels of education are offered by both public and private institutions in Slovenia. Private kindergartens and schools offer program in English, French and German besides Slovenian. Parents at ACER are free to enrol their children in a kindergarten of their choice. ACER also provides a contribution to the kindergarten fees for establishments in Ljubljana area.

An **accredited European School** operates in Ljubljana as of September 2018 to allow dependent children of all ACER statutory staff (including Slovene nationals) to attend a (tuition-free) European-type multilingual education. The school successfully established all of the Primary school levels (P1-P5), Secondary levels are currently available from S1 to S6, with the final S7 level being opened in September 2024/2025, when the first European Baccalaureate will be obtained.

In addition, in case the appropriate education level is not yet available for a child in the accredited European School, up to a certain ceiling, the Agency contributes to the tuition cost of each dependent child attending another international school in Ljubljana area. There are several international schools in Ljubljana (Ljubljana International School, French International School, Vector Academy, etc.). Some

<sup>2</sup> An estimation of net salary, including the deduction for tax, correction coefficient (currently at 91.9 % for Slovenia) and social security, adding the allowances (this estimation has been calculated with expatriation allowance, household allowance and with one dependent child allowance). This estimation includes also the monthly management allowance, to which the staff member is eligible after the successful completion of the 9-month management probation period.

Please note that allowances depend in any case on the personal situation of the candidate.



Slovenian public schools also offer a program in English as well as the International Baccalaureate program.

Ljubljana stands out as an excellent destination for families due to a combination of factors that cater to their needs and well-being. Firstly, the city's manageable size ensures convenience and accessibility to essential services such as schools, healthcare facilities, and recreational areas. Families can find a range of educational options, including international schools, which offer high-quality education and smooth integration for expatriate children. The city's safe and pedestrian-friendly streets make it an ideal environment for families to explore together, whether it's visiting parks, museums, or participating in community events.

## 4. REQUIREMENTS

### 4.1 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 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,  
*(Only study titles that have been awarded in the EU Member States or Norway, Iceland and Liechtenstein or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.)*
- 2) By the closing date for applications candidates must, after obtaining the qualifications mentioned in point 4.1.1, have acquired at least fifteen (15) years of appropriate professional experience<sup>3</sup>,
- 3) To have a thorough knowledge of one of the official languages of the European Union<sup>4</sup> or Norway, Iceland and Liechtenstein and satisfactory knowledge of a second of these languages (level B2 of CEFR<sup>5</sup>) to the extent necessary to perform their duties,
- 4) To be a national of a Member State of the European Union, Norway, Iceland or Liechtenstein,
- 5) To be entitled to their full rights as a citizen,
- 6) To have fulfilled any obligations imposed by the applicable laws concerning military service,
- 7) To be physically fit to perform the duties linked to the post<sup>6</sup>.

### 4.2 Selection criteria

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

#### Essential

1. Management experience
  - a. Professional experience in a management position (leading or coordinating teams or department) for at least 5 years.
  - b. Professional experience in organisational, financial, and human resource management.

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<sup>3</sup> 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.

<sup>4</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>5</sup> Language levels of the Common European Framework of Reference: <http://europass.cedefop.europa.eu/resources/european-language-levels-cefr>

<sup>6</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. Technical knowledge

- a. Out of fifteen years of experience (required under 4.1.2 above), at least 5 years in the field of energy (related experience in the field of competition or financial services regulation will also be taken into account).
- b. Proven expertise in energy policy and regulation, as well as:
  - in energy cross-border issues for the ESN Head of Department position, or
  - in market monitoring, market surveillance, market data reporting, or market data quality enhancement for the MIT or the MSC Head of Department positions.

## 3. Communication skills

- a. 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.
- b. Excellent written and oral English<sup>7</sup>.

### **Advantageous**

- a) Relevant work experience from European or other multinational institutions, ideally working within such institutions, alternatively having worked extensively with representatives of such institutions.
- b) Relevant government exposure over an extended period (5 years or more), whether gained from working in a government function or having worked extensively with government counterparts.
- c) Proven ability to carry out functions in different organisational environments.

**Candidates are invited to explain in their application form in which positions they acquired their knowledge and professional experience in the specified areas.**

## 5. SELECTION AND APPOINTMENT

As mentioned, we invite candidates to consider applying for more than one of the three Head of Department positions if indeed more than one of the posts were to meet your interest. This preference should be clearly indicated in the application form.

The present selection procedure will lead to the establishment of three reserve lists – one for each department. A successful candidate may be placed on more than one reserve list.

The Selection procedure will be implemented in several steps. An indicative timing of each step is also included:

**PRE-SELECTION** (end of June 2024): A Selection Committee will evaluate the applications and select the candidates meeting the eligibility criteria and best matching the selection criteria.

All applicants scoring 70% or more (hereinafter referred to as “Candidates”) shall be invited to the next stage.

**FIRST ORAL INTERVIEW** (8 – 11 July 2024): with the Selection Committee and the Director, focusing mainly on managerial and other core competencies linked to the post.

All candidates scoring 70% or more on the first oral interview will be invited to the next stage.

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<sup>7</sup> Communication, level of English and other skills (competencies) will be assessed during the interviews.

**WRITTEN TEST** (15 -17 July 2024): focusing primarily on the technical knowledge and competencies related to the post, specific for each department (i.e. ESN, MSC, MIT).

The invited candidate may take one or more tests, depending on whether he/she is applying for one or more HoD positions, per the indication provided in the application form.

Candidates scoring 50% or more of the total points on at least one of the written tests, shall be invited to the final phase of the selection process, consisting of:

**ASSESSMENT CENTRE AND SECOND ORAL INTERVIEW** (held early September and 23-27 September 2024, respectively):

- the Assessment Centre activities, carried out by an external provider<sup>8</sup>,
- second oral interview with the Selection Committee and the Director, focusing primarily on leadership skills and cultural fit.

Overall, the interviews and tests will also focus on the following aspects:

- a) Specific competencies and knowledge of languages with reference to the selection criteria of the present selection notice,
- b) 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).

**ESTABLISHMENT OF RESERVE LIST:** All candidates achieving the overall qualifying mark of a minimum of 70% will be placed on the reserve list. The reserve list will be valid until 31/12/2025. Its validity may be extended by decision of the Director.

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.

ACER is committed to securing a more representative gender balance across its management team. Hence, the Director will accord significance to achieving a more gender-balanced management team than today as one of the outcomes of the current three Head of Department openings. As such, in case of two or more candidates with broadly equal merit, the Director may give precedence to a female candidate.

As part of our selection process, candidates will be asked to provide references from their former or current employments; for senior management positions, this would entail references from a former or current superior; a peer colleague, working at the same hierarchical level; and from a subordinate colleague, i.e. minimum three in total.

## 6. EQUAL OPPORTUNITIES

ACER celebrates diversity! We are convinced that diversity is a strength in the workplace and that its harnessing will improve our productive environment, where everyone feels valued, where their talents are being fully empowered, and in which organisational goals are met.

The Agency is fully committed to the provision of equality of opportunity for all its employees through its employment practices, policies and procedures. ACER undertakes to provide a working environment that is sensitive to differences in racial or ethnic origin, religion or belief, disability, age, sexual orientation and gender. The Agency's way of working is based on a model of best practice whereby all employees can reach their full potential.

To this purpose, ACER applies a policy of equal opportunities and takes great care to avoid any form of discrimination in its selection and recruitment procedure: the Agency ensures that no employees

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<sup>8</sup> The assessment centre shall evaluate the applicants' potential and shall provide an in-depth analysis of managerial skills, adaptability and other core competencies. It shall comprise individual and/or group exercises as well as in-depth interviews focused on engagement skills. The result of the assessment centre shall be taken into consideration by the Director

nor job applicants is treated inequitably due to gender, marital or parental status, age, sexual orientation, disability, ethnicity, colour, citizenship/nationality or religious belief.

More specifically, ACER is committed to securing a more representative gender balance across its management team. Hence, the Director will accord significance to achieving a more gender-balanced management team than today as one of the outcomes of the current three Head of Department openings.

The Agency offers a complete set of family support measures, from parental and family leaves to kindergarten and school support, better to foster the performance of duties for colleagues with caring responsibilities.

Employment opportunities at ACER are open to nationals of the 27 European Union Member States, Norway, Iceland and Liechtenstein.

## 7. DATA PROTECTION

The purpose of processing the data that candidates submit is to manage their application(s) in view of possible (pre)selection and recruitment at the Agency. Personal data is processed by and accessible to authorised Agency's personnel. In some cases, an external expert, equally bound by the same data protection principles, may assist the Agency in the selection of candidates.

The Agency 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 (<http://www.edps.europa.eu>). 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](#).

## 8. HOW TO APPLY?

The applicant may decide to apply for the Head of Department position in one or more departments. The preference should be indicated in the Application Form.

For applications to be valid, candidates must submit the following documents **in PDF, Word, JPEG or similar format**:

- 1) **Complete and detailed curriculum vitae (CV) in English,**
- 2) **Fully filled in Application form** (Application forms that are not fully filled in, will not be taken into consideration)

**Applications must be sent by e-mail **20/06/2024, 14:00h Ljubljana time.****

Applications should be sent by email to [SELECTIONS-ACER-2024-07@acer.europa.eu](mailto:SELECTIONS-ACER-2024-07@acer.europa.eu) with the following subject line: **ACER-2024-07 NAME SURNAME**

Applications that are not complete or that are received after the deadline are considered as non-valid.

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 selection will be in English.

Under no circumstances should candidates approach the Selection Committee, directly or indirectly, concerning this recruitment. ACER reserves the right to disqualify any candidate who disregards this instruction.

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 [ACER's website](#).

## 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 three months from the date of notification to the following address:

Human Resources and Facility Management  
European Union 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 three months from the date of notification to the following address:

Registry  
The General Court  
Rue du Fort Niedergrünewald  
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 about 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 on, 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.