

GUIDE FOR APPLICANTS

February 2026

Welcome to the European Union Agency for the Cooperation of Energy Regulators (ACER) application guide. This document aims to provide clear and practical information on preparing and submitting an application for any open selection procedure at the Agency, alongside an overview of the recruitment process.

1. General Information

1.1 Finding Vacancies

You can locate available positions through the following channels:

- **Agency's Website:** Regularly check [ACER's Careers Page](#) for updates, open selection notices, and status of ongoing procedures.
- **EUAN Job Portal:** Selection notices might also be published jointly with other agencies¹. Visit the [EUAN Job Opportunities](#) section frequently.
- **EPSO Job Portal:** Find vacancies posted by the Agency on the [EPSO Careers](#) website.
- **LinkedIn:** Follow ACER on [LinkedIn](#) for updates on job posts and recruitment news.

1.2 Candidate Requirements

For detailed requirements, refer to the specific selection notice. Generally, candidates must:

- Fulfil the eligibility criteria (see section 2.1).
- Submit a complete online application through our designated tool.
- Ensure their application is submitted before the deadline.

1.3 Application Process

Applications are accepted only via our [online tool](#) without registration, requiring a valid email address. Complete all sections and upload your CV in English. Only complete and timely applications will be considered. Verify your eligibility before applying, as only eligible candidates will be assessed. An automatic email confirming the receipt of your application will be sent; check your spam folder if necessary.

Communications regarding the selection process will be in English. Candidates must refrain from contacting the Selection Committee, Director, or Senior Management directly or indirectly. The Agency will disqualify candidates who breach this rule.

Spontaneous applications are not accepted. Contact HR-info@acer.europa.eu for technical assistance in case of submission issues.

¹ The Agency may also decide to publish a selection notice or to take part in a selection notice published by another Agency or Joint Undertaking under the 'Memorandum of Understanding for the sharing of reserve lists of suitable candidates among EU Agencies and Joint Undertakings'. We therefore invite you to regularly monitor selection notices published in the EUAN job portal, job opportunities section

1.4 Equal Opportunities Policy

ACER promotes equal opportunities, accepting applications irrespective of sex, race, colour, ethnic or social origin, genetic features, language, religion, political opinion, membership of a national minority, property, birth, disability, age, or sexual orientation. Positions are open to EU nationals, and citizens of Norway, Iceland, and Liechtenstein.

1.5 Data Protection

Candidate data is processed to manage applications for (pre)selection and recruitment while adhering to Regulation (EU) 2018/1725. Both internal staff and external experts share the same data protection standards. For inquiries, contact our Data Protection Officer at DPO@acer.europa.eu. More details are in the privacy statement on the Agency's website.

2. Recruitment Procedure

2.1 Eligibility Criteria

Candidates must fulfil criteria outlined in the selection notice, including:

- a) Required level of education and professional experience, as defined in the selection notice (*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.*)
- b) To have a thorough knowledge of one (1) of the official languages of the European Union² or Norway, Iceland and Liechtenstein and satisfactory knowledge of a second of these languages (level B2 of CEFR³) to the extent necessary to perform their duties;
- c) To be a national of a Member State of the European Union, of Norway, of Iceland or of Liechtenstein;
- d) To be entitled to their full rights as a citizen;
- e) To have fulfilled any obligations imposed by the applicable laws concerning military service;
- f) To be physically fit to perform the duties linked to the post⁴.

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.

³ Language levels of the Common European Framework of Reference: <http://europass.cedefop.europa.eu/resources/european-language-levels-cefr>

⁴ Before the appointment, a successful candidate shall be medically examined by one of the institutions' medical officers 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.

2.2 Selection Criteria

Eligible candidates are evaluated by the Selection Committee according to:

- Technical knowledge and relevant experience.
- Communication skills and other personal abilities.
- Additional requirements defined in the selection notice.

2.3 Interview and Test Structure

The examination comprises:

- A **written test** assessing specific post-related knowledge anonymously, with an individual reference number assigned to each candidate.
- An **oral interview** evaluating core and specific competencies. Interviews are primarily conducted online using MS Teams, although some may require presence in Ljubljana.

Additional assessments, if any, will be specified in the Selection Notice. The Selection Committee may involve external assessors to evaluate language abilities.

In case of a call for expression of interest to establish a reserve list aimed to address the needs of the Agency, the Agency may decide to run the written test and/or any other tests specified in the Selection Notice first, and invite to the oral interview only those candidates who have successfully passed the test/s.

Interviews are usually conducted online using MS Teams. However, for specific positions the Agency may decide to conduct interviews in presence in its premises in Ljubljana.

2.4 Travel Reimbursement & Documentary Evidence

Candidates invited for face-to-face interviews may be eligible for travel reimbursement based on distance. Follow provided [reimbursement rules](#) to apply.

2.5 Reserve List

Following testing, the Agency creates a reserve list. Candidates scoring at least 70% are included. This list may be shared with other EU bodies with your consent. Placement does not guarantee recruitment.

2.6 Recruitment from Reserve Lists

Following the testing stage, the Selection Committee establishes a list of most suitable candidates for the Director including a recommendation on which candidate shall be included in 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 date indicated in the selection notice and may be renewed upon decision of the Director in the interest of the service.

The Agency may share its reserve lists with other Agencies or Joint undertakings of the EUAN who have signed a joint 'Memorandum of Understanding for the sharing of reserve lists of suitable candidates among EU *Agencies and Joint Undertakings*'. The intention of the Agency to share the reserve list is clearly indicated in the selection notice which is also published in the EUAN job portal, job opportunities section - https://agencies-network.europa.eu/euan-job-portal/job-opportunities_en ;

In case another Agency or Joint Undertaking is interested to use the reserve list, the HRM team shall approach candidates to seek their consent to share their personal data with the respective Agencies that are interested to use the reserve list for further recruitment purposes. No personal data will be shared without your prior and specific consent.

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

Before recruiting a Candidate for a position, the Director may decide to conduct additional interviews with the Candidate(s) included in the reserve list.

Prior to recruitment, the Agency shall contact the referees provided by the candidate in their application and obtain references

2.7 Duration of the Process

The recruitment procedure might take several months. Candidates are informed of outcomes by email after every stage of the selection process.

2.8 Appeals

If adversely affected, candidates may lodge a complaint within three months to:

- **Address:** Human Resources Management, 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:

- **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 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:

- **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.

2.9 Cancellation of Selection Procedures

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

Online Application Tool - Step-by-step guide
Choose the Selection Notice of Interest - read through the information provided and click on APPLY NOW
Enter a valid email address, accept the Terms and Conditions and click Next . A verification code may be sent to your email.
Provide the verification code if requested
Enter your Contact Information, Address, Diversity Information and Nationality.
Scroll down to the 'Eligibility criteria' section and answer all the questions – proceed with the application if you have answered YES to all eligibility questions
Provide a motivation statement (2000 characters max)
Scroll down to the 'Selection Criteria' section answer all questions (2000 characters max)
Scroll down to the 'Work and Education History' section to and click ' Add Experience '
For every experience complete the mandatory fields and enter the end date of your employment. Leave empty if ongoing.
Click the Done button before proceeding
Click ' Add Education '
Enter details about your formal education e.g. Degree, Major etc
Click the Done button before proceeding
Add REFERENCES
Provide details of the references as per selection notice
Add Languages
Enter details of the languages spoken
Click the Done button
Supporting Documents - upload CV
You may leave the application and return to it at a later stage
Click ' Submit '
Automatic confirmation sent to applicant