

Call for Expression of Interest (no deadline)

**for the Traineeship Programme in the Agency for the Cooperation of Energy
Regulators (ACER)**

REFERENCE: ACER/TRAINEE/2017/OC

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 713/20091 and operational since 2011. 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 development of European network rules;
- c) Takes, under certain conditions, binding individual decisions on terms and conditions for access and operational security for cross border infrastructure, on cross-border cost allocation for Projects of Common Interest and on terms and conditions or methodologies for the implementation of network codes;
- 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;
- f) Monitors trading in wholesale energy products to detect and deter market abuse and ensure the integrity and transparency of EU wholesale energy markets.

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 to ensure 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 the oversight of wholesale energy trading.

The Agency currently employs more than 80 staff and has an approved annual budget of €13.3 million in 2017. The Agency's internal structure comprises five Departments (Electricity, Gas, Market Surveillance and Conduct, Market Integrity and Transparency and Administration) and the Director's Office. Please find the Agency's organisation chart on the following link:

http://www.acer.europa.eu/en/The_agency/Organisation/Pages/ACER-departments.aspx

The Agency is located in Ljubljana (Slovenia).

2. WE PROPOSE

The Traineeship Programme is mainly targeted to young university graduates, without excluding those who, in the framework of lifelong learning, have recently obtained a university degree and are at the beginning of a new professional career.

The Agency offers traineeship positions in all of its five departments and in the Director's Office, according to the following profiles:

- Press and Communications
- Human Resources
- IT
- Policies
- Market Analysis
- Data Analysis

In the below table, applicants can find the academic degree requirements and the core tasks related to each profile.

Applicants shall note that the specific profile of the traineeship positions will be identified in the offer letter sent to the selected candidates; the tasks of the Trainee might be further tailored to the individual profiles after the start of the traineeship.

The Trainees may be required to assist in other areas of activity, depending on the needs of the service and their profile and experience.

Department(s)	Profile	Requirements	Tasks linked to the profile (non-exhaustive list)
DIRECTOR'S OFFICE	Press and Communications Profile	Degree in Journalism, Communications or similar.	<ul style="list-style-type: none"> - Supporting the implementation of website changes and other digital communication activities; - Supporting ACER media monitoring activities; and - Assisting the planning and implementation of external and internal communication actions
ADMINISTRATION DEPARTMENT	Human Resources Profile	Degree in Social Science (preferably in Human Resources Management, Administration) or similar.	<ul style="list-style-type: none"> - Assisting in the drafting of the Agency's Human Resources policies and documents; - Contributing to the drafting and implementation of the Human Resources communication plan, including support of activities related to staff engagement and (social) media management; and - Providing general support to the Team, in particular in the organisation and coordination of selection procedures and learning and development activities.
ADMINISTRATION DEPARTMENT; or GAS DEPARTMENT; or ELECTRICITY DEPARTMENT; or MARKET SURVEILLANCE AND CONDUCT DEPARTMENT; or MARKET INTEGRITY AND TRANSPARENCY DEPARTMENT	IT Profile	Degree in Information Technology, Computer Sciences or similar.	<ul style="list-style-type: none"> - Contribution to the installation, configuration and administration of computer systems and networks of the Agency and local IT user support; and/or - Contribution to the design and development of Agency's data collection tools, data analysis methods and tools supporting information sharing and cases workflow management; and/or - Contributing to the automatisisation of activities and tasks.

GAS DEPARTMENT; or ELECTRICITY DEPARTMENT; or MARKET SURVEILLANCE AND CONDUCT DEPARTMENT; or MARKET INTEGRITY AND TRANSPARENCY DEPARTMENT	Policy Profile	Degree in Law, Economics or similar	<ul style="list-style-type: none"> - Contributing to the analysis and drafting of policy documents and presenting them for internal use; - Consolidating, finalising, and distributing various daily and weekly reports; and - Performing document management activities also related to cases.
GAS DEPARTMENT; or ELECTRICITY DEPARTMENT; or MARKET SURVEILLANCE AND CONDUCT DEPARTMENT; or MARKET INTEGRITY AND TRANSPARENCY DEPARTMENT	Market Analyst Profile	Degree in Economics, Statistics or similar	<ul style="list-style-type: none"> - Performing statistical calculations and analysis; - Presenting and drafting of findings from the analysis, preparing documents for internal use and reports; - Assisting in drafting and consolidating relevant stakeholders' documents; and - Supporting project work on the Agency's proprietary tools under development.
GAS DEPARTMENT; or ELECTRICITY DEPARTMENT; or MARKET SURVEILLANCE AND CONDUCT DEPARTMENT; or MARKET INTEGRITY AND TRANSPARENCY DEPARTMENT	Data Analyst Profile	Degree in Engineering, Mathematics, Statistics or similar	<ul style="list-style-type: none"> - Data collection and manipulation, including advanced use of Excel and querying SQL databases; - Improving (by programming with supervision) the existing data collection tools; and - Analysing the data collected and presenting findings from the analysis.

3. WE ARE LOOKING FOR

A. Eligibility criteria

To be admitted to the Traineeship Programme, applicants shall, by the starting date of a specific traineeship period:

1. Be 18 years of age or older;
2. Be nationals of a Member State of the European Union;
3. Have language skills at level C1 for the first language (thorough knowledge) and at level B2 for the second language (satisfactory knowledge), these level being defined by the Common European Framework of Reference for Languages (CEFR).
4. Have a level of education which corresponds to completed university studies attested by a diploma, when the normal period of university education is three years or more,

(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.);

Failure to comply with one or more of the eligibility criteria will result in disqualification of the concerned applicant.

Applications will not be accepted from applicants who, for more than 6 weeks:

- Have already benefited or benefit from any kind of traineeship within a European Union institution or body, or
- Have had or have any kind of employment within a European Union institution or body.

B. Selection criteria

Applications will be assessed by taking into consideration the educational background, qualifications, competences and motivation. In particular, the following criteria will be assessed when selecting applicants for the traineeship positions:

1. University degree in a field relevant to the traineeship positions.
2. Good written and oral command (level C1¹) of the English language;

Please note that, given the nature of the Agency's tasks, its working language regime and the requirements of the service, the knowledge of the English language at level C2 is preferred for most of the profiles.

4. SELECTION

The applications received will be evaluated on a regular basis, with the aim to fill the available traineeship positions, starting each year on 1 March or 1 September.

The eligibility of the applications will be assessed by the Human Resources Management Team against the criteria defined in Article 3.A.

¹ cf. Language levels of the Common European Framework of Reference:
<http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en>

The Human Resources Management Team will share the eligible applications with the Head(s) of the recruiting Department(s) and the respective Team Leader(s).

Based on the results of the assessment by the Head(s) of the recruiting Department(s), the Human Resources Team will propose the list of short-listed applicants to the Director who authorises the proposed list taking into account the number of traineeship places available.

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 or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

6. CONDITIONS OF TRAINEESHIP

The conditions of the Traineeship Programme are governed by the Agency's [Director Decision 2017-13](#).

The traineeship period starts on 1 March and on 1 September each year, and runs for a fixed period of six months. In exceptional and duly justified cases the starting date of the traineeship period may be deferred. In the latter case the starting date is the 1st or 16th calendar day of the month and the traineeship runs until the end of the relevant traineeship period.

Trainees not receiving any salary, scholarship or other form of financial support from other sources for the completion of the Traineeship Programme shall be awarded a monthly grant during the entire duration of the traineeship period.

For the Traineeship Programme related to this call for expression of interest, the monthly grant amounts to 500 EUR.

Trainees receiving any external support may receive a top-up grant, up to the amount indicated above (500 EUR).

In addition to the monthly grant, trainees may be paid the following contributions depending on their place of recruitment:

A. Accommodation allowance²:

- Trainees whose place of recruitment is at least 50 km from the place of engagement and are required to change their place of residence, shall receive an accommodation allowance as a contribution towards the inconvenience of the temporary change of residence.
- The accommodation allowance shall be granted on a monthly basis and paid upon providing evidence of costs of accommodation (rent).

B. Contribution towards travel expenses incurred at the beginning and at the end of traineeship

² For the Traineeship Programme related to this call for expression of interest, the lump sum for the accommodation allowance has been set to 250 EUR per month.

- Trainees completing at least a 3-month traineeship period shall be entitled to receive reimbursement of their travel expenses incurred at the beginning and end of their traineeship.
- Travel expenses are paid half at the beginning and half at the end of the traineeship period for travel from the place of recruitment to the place of engagement and back. Travel allowances shall be calculated in accordance with Article 7 of Annex 7 of the Staff Regulations.
- Trainees whose place of recruitment is less than 200 km from the place of engagement are not entitled to the reimbursement of travel expenses.

C. Public transport travel contribution:

- Trainees will be entitled to a monthly pass for public transport within Ljubljana.
- Trainees who are not entitled to the accommodation allowance, upon providing appropriate evidence, shall be entitled to a monthly public transport travel contribution from their place of residence to the place of engagement in Ljubljana.

The place of traineeship will be **Ljubljana (Slovenia)**, where the Agency is based.

7. DATA PROTECTION

The applications for traineeships and supporting documents shall not be returned to the applicants and shall be kept on file by the Agency.

The Agency ensures that applicants' personal data are processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 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.

8. APPLICATION PROCEDURE

For applications to be valid, applicants must submit:

- An application Form for the Traineeship Programme (available on the ACER website)
- A copy of the university diploma(s),

Please do not submit any other supporting documents at this stage of the procedure.

Applications should be sent in English and by email to the following functional mailbox: traineeship@acer.europa.eu, quoting the reference of this call in the subject of the notice.

On the application form, please clearly indicate a maximum of two profiles for which you are applying for.

In order to facilitate the selection process, all communication to applicants concerning this vacancy will be in English.

This call for expression of interest is open-ended, there is no deadline for applications.

If at any stage in the procedure it is established that any of the information that an applicant has provided is incorrect, the applicant in question will be disqualified.