

Notice to establish a reserve list for the position of

Policy Officer – Strategic Communications

(Temporary Staff, Grade AD 6)

**in the Strategy Delivery and Communications Team of the European Union Agency for
the Cooperation of Energy Regulators**

REF.: ACER/2020/03

Publication

External

Title Function

Policy Officer – Strategic Communications

1. WE ARE

The European Union Agency for the Cooperation of Energy Regulators (hereinafter referred to as “the Agency”) is a European Union (“EU”) body, legally established by Regulation (EU) No 2019/942¹ 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 perform 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

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

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, and on the draft lists of Projects of Common Interest;
- 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.

With the “Clean Energy for all Europeans” package legislation, additional tasks have been assigned to the Agency, including, in particular:

- Approving the all TSOs’ proposals for terms and conditions or methodologies to be developed under the Commission Guidelines,
- Approving or amending the new resource adequacy and risk preparedness methodologies to be developed by ENTSO-E,
- Monitoring state interventions preventing prices from reflecting actual scarcity and the performance of Member States in electricity security of supply issues.

The Agency currently employs more than 90 staff members and has an approved annual budget of € 16.9 million in 2020. The Agency’s internal structure comprises five Departments (Electricity, Gas, Market Surveillance and Conduct, Market Integrity and Transparency and Corporate Services), Strategy Development and Communications Team and four horizontal clusters (BoR-Brussels Liaison team, Legal Services, Data Excellence and IT/Security). Please find the Agency’s organisational chart on the following link:

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

2. WE PROPOSE

The Agency is seeking to establish a reserve list for the position of Policy Officer – Strategic Communications. The jobholder to be recruited from this reserve list will be assigned to the Strategy Delivery and Communications Team of the Agency and will report to the relevant Team Leader.

The duties of the Policy Officer – Strategic Communications will include the following:

- Drive all aspects of the day-to-day internal and external communication of the Agency. Pro-actively suggest and implement innovations in terms of communication tools and processes;
- Co-build and execute the overall strategic communications and stakeholder engagement strategies of the Agency in close cooperation with the Director and the Team Leader to enhance the impact of the Agency vis-à-vis its stakeholders. (Co-) lead on selected strategic projects;
- Contribute to outreach activities: develop and draft argumentation and positions to take for selected files, organise and participate in outreach activities where needed, all in close cooperation and concertation with the other departments and the Brussels Liaison Office;

- Assist the Team Leader in the content preparation of senior management meetings and other critical activities;
- Contribute, where necessary, to the other tasks of the Strategy Delivery and Communications Team and/or the Agency.

The successful candidate 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.

The candidate is expected to be proactive and flexible, showing very good team spirit, ability to prioritise and deliver high-quality results.

The Policy Officer – Strategic Communications may be required, at times, to assist in other areas of work of the Agency, according to needs and priorities, as defined by the Director of the Agency.

All staff working at the Agency share the following core competences: cooperating, delivering quality results, communicating, problem solving, being service oriented, self-development and knowledge sharing, valuing diversity.

3. WE LOOK FOR

A) 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 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. By the closing date for applications candidates must, after obtaining the qualifications mentioned in point 3.A.1, have acquired at least three (3) years of professional experience²;
3. To have a thorough knowledge of one of the official languages of the European Union³ and satisfactory knowledge of a second of these languages (level B2 of CEFR⁴) to the extent necessary to perform his/her duties;
4. To be a national of a Member State of the European Union;
5. To be entitled to his or her full rights as a citizen;

² 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. A given period may be counted only once when determining the years of professional experience.

³ 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.

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

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 post⁵.

B) Selection criteria

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

Technical knowledge:

1. Relevant studies in the field of communications, political sciences, international relations, law, economics or similar;
2. By the deadline for applications, having acquired at least three (3) years of relevant professional experience in the area of communications, international affairs, and/or strategy delivery after obtaining the qualifications mentioned in point 3 A) 1 above;
3. In-depth knowledge and experience in the design and implementation of strategic communication processes in organisations, thereby driving the impact of those organisations, acquired through relevant professional experience;
4. In-depth knowledge and experience in the design, facilitation and execution of stakeholder engagement approaches across a broad range of issues, acquired through relevant professional experience;
5. Proven ability to transform and summarise technical insights into accessible, appealing and convincing communication products, acquired through relevant professional experience;
6. Strong experience in engaging with various EU institutions and stakeholders, across a broad range of issues;
7. Ability to do quick analysis, develop argumentation and positioning, draft succinct notes and presentations, acquired through relevant professional experience, would be an advantage;
8. Familiarity with the EU Energy Market and Policies would be an advantage.

The following communication and other personal skills (core competences) will be assessed at the stage of the interview and the written examination:

Communication and other personal skills (core competencies):

1. Excellent written and oral command (level C2 of CEFR) of the English language;
2. Proven ability to work in a team under pressure putting collective impact first, combined with the capacity to work on and lead several projects simultaneously; a self-starter and self-motivator with a flexible and agile mind-set;
3. Experience of working in an international environment dealing with a very diverse range of senior stakeholders.

⁵ 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

4. SELECTION AND APPOINTMENT

A Selection Committee will evaluate the applications and select the 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. In case of equal merit, the number of candidates invited may be exceeded at the discretion of the Selection Committee.

The interview and test will 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);

A reserve list of the most suitable candidates will be drawn up by the Agency.

In line with Director Decision 2017/16, candidates achieving the qualifying mark in the written test and interview of a minimum of 70% will be placed on the reserve list. The reserve list will be valid until 31/12/2021. 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.

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

Pursuant to Article 2(f) of the CEOS, the successful candidate will be appointed by the Director as a Temporary Staff in Grade AD 6 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.

Grade/step	Minimum requirements for classification in step <i>(required level of university studies + minimum number of years of experience after university graduation)</i>	Monthly basic salary	Estimated net salary including expatriation allowance ⁶	Estimated net salary including expatriation, household and one dependent allowance ⁶
AD6 step1	university degree of at least 3 years in a field relevant for this position + <i>up to</i> 6 years of experience in some or all of the fields covered by the job description	5,524.91 €	4,409.75 €	5,231.25 €
AD6 step2	university degree of at least 3 years in a field relevant for this position + <i>more than</i> 6 years of experience in some or all of the fields covered by the job description	5,757.08 €	4,575.10 €	5,408.00 €

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. 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. APPLICATION PROCEDURE

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

- A complete and detailed curriculum vitae in English, in [European CV format](#) (Europass)⁷ - **other formats will not be considered**;

⁶ An estimation of net salary, including the deduction for tax, correction coefficient (currently at 84.6 %) and social security and adding the allowances. Allowances depend in any case on the personal situation of the candidate.

⁷ The Europass template is available at the following link: <https://europass.cedefop.europa.eu/>

- A letter of motivation (1 page maximum) in English, explaining in which positions they acquired their knowledge and professional experience in the specified areas identified in Section 2 of this selection notice;
- A completed eligibility form.

Candidates are invited to briefly explain in their CV and motivation letter in which positions they acquired their knowledge and professional experience in the areas specific to the post.

Applications must be sent by e-mail by 31/05/2020 (23:59 Ljubljana time).

Applications should be sent by email to SELECTIONS-ACER-2020-03@acer.europa.eu quoting the reference number of this call for expression of interest.

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 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.

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.

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 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 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:

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.