

**Vacancy Notice for the post of**

**Electricity Market Officer (Grade AD7)  
in the Electricity Department**

**of the Agency for the Cooperation of Energy Regulators**

**REF.: ACER/2016/03**

**Publication**

**External**

**Title Function**

**Electricity Market Officer**

**Parent Directorate-General / Service**

**DG ENER (BXL)**

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**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 713/2009<sup>1</sup> and operational since 2011. Based in Ljubljana (Slovenia), 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 creation of European network rules;

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<sup>1</sup> Regulation (EC) No 713/2009 of the European Parliament and of the Council of 13 July 2009 (OJ L 211, 14.8.2009, p. 1)

- c) Takes, under certain conditions, binding individual decisions on terms and conditions for access and operational security for cross border infrastructure;
- 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.

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 with a view to making sure 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 oversight of the wholesale energy trading.

The Agency currently has a staff of more than 80 people and an approved annual budget of €15.8 million in 2016. The Agency's internal structure comprises four Departments (Electricity, Gas, Market Monitoring and Administration) and the Director's Office.

The Agency is located in Ljubljana (Slovenia).

## **2. WE PROPOSE**

The Agency is looking for a Electricity Market Officer who will be assigned to the Electricity Department of the Agency and will operate under the direction of and report to the Framework Guidelines and Network Codes team leader, also in Electricity Department.

The duties of the Electricity Market Officer will include the following:

- Contribute to the preparation of opinions and recommendations which the Agency issues pursuant to Regulations (EC) Nos. 713/2009 and 714/2009, as well as Network Codes and Guidelines adopted pursuant to these regulations;
- Lead the preparation of decisions in case NRAs are unable to reach an agreement on terms and conditions or methodologies to be approved pursuant to the adopted Guidelines;
- Contribute to the Agency's activities regarding the implementation projects established pursuant to the Guidelines on Capacity Allocation and Congestion Management, on Forward Capacity Allocation on Electricity Balancing and on Guideline on Electricity Transmission System Operation;
- Lead the preparation and monitoring of the implementation of the adopted market-related Guidelines;

- Lead the preparation of the specific obligations of the Agency pursuant the adopted market-related Network Codes and Guidelines;
- Lead the investigation of the reasons when TSOs, NEMOs or other entities fail to submit terms and conditions or methodologies for the approval by NRAs pursuant to the adopted Network Codes and Guidelines;
- Lead the review of the requests for amendments to the adopted market-related Network Codes and Guidelines from interested persons and, where appropriate, based on these requests or the Agency's own initiative, prepare the amendment proposals for the European Commission;
- Contribute to the preparation of the Agency's annual Market Monitoring Report regarding the effects of the Network Codes and Guidelines on the internal electricity market.
- Coordinate stakeholders and ENTSO-E with regard to the European stakeholder committees established pursuant to the Network Codes and Guidelines and with regard to the proposals for amendments to the Network Codes and Guidelines;
- Contribute to the elaboration of the Agency's policies and opinions related to electricity markets design and rules.
- Contribute to the preparation of the annual report on the activities of ACER;
- Contribute to the preparation of the annual work programme.

The tasks involve regular liaison with other departments within the Agency, NRAs, the European Commission, the European Network of Transmission System Operators (ENTSO) for Electricity, Nominated Electricity Market Operators (NEMOs) and other competent authorities at EU and national level, as well as communicating with market participants and other external stakeholders.

The Electricity Market Officer may be required, at times, to assist in other areas of work of the Agency and the Electricity Department, according to needs and priorities, as defined by the Director of the Agency and the Head of the Electricity Department.

### **3. WE LOOK FOR**

#### **A) Eligibility criteria**

Candidates will be considered eligible for 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 attested by a diploma when the normal period of university education is four (4) years or more,

*or*

a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three (3) years;

*(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, having acquired at least **six (6) years of professional experience<sup>2</sup> after** obtaining the qualifications mentioned in point 3 A) 1. above;
3. To have a thorough knowledge of one of the official languages of the European Union<sup>3</sup> and a satisfactory knowledge of a second of these languages (level B2) 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;
6. To have fulfilled any obligations imposed by the laws concerning military service;
7. To be physically fit to perform the duties linked to the post<sup>4</sup>.

## **B) Selection criteria**

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

### Technical knowledge:

1. University degree in a field relevant to this post (engineering or economics);
2. By the closing date for applications candidates must, after obtaining the qualifications mentioned in point 3.A.1, have acquired at least 4 (four) years of relevant professional **experience<sup>5</sup> related to the tasks listed in point 2;**
3. In-depth knowledge of the functioning of electricity markets in the EU and outside, acquired through relevant professional experience and/or training. This encompasses a

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<sup>2</sup> Only relevant professional experience acquired after achieving the minimum qualifications stated in point 3 A) 1 shall be considered. Where additional period of training and study are accompanied by periods of professional activity, only the latter shall be considered as professional experience. Compulsory military service or equivalent civilian service accomplished after the achieving the minimum qualifications stated in point 3 A) 1 shall be taken into consideration. Professional activity pursued part-time shall be calculated pro-rata, on the basis of the percentage of full-time hours worked. A given period may be counted only once. 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>3</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>4</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.

<sup>5</sup> Professional experience is counted 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.

detailed understanding of the electricity market design in the forward, day-ahead, intraday and balancing timeframes;

4. In-depth knowledge of electricity markets and market-design related issues, acquired through relevant professional experience or / and training;
5. Understanding of integration and harmonisation process for the creation of European Internal Energy Market as well as EU energy regulation and energy policy in the area of electricity, acquired through relevant professional experience or / and training.

Communication and other personal skills:

1. Excellent written and oral command (level C2<sup>6</sup>) of the English language;
2. Proven ability to work in a team and under pressure, combined with capacity to work on several projects simultaneously;
3. Excellent organizational and analytical skills;
4. Experience of working in an international environment dealing with a very diverse range of stakeholders;

#### **4. SELECTION AND APPOINTMENT**

A Selection Committee will evaluate the applications and select those 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. However such numbers may be increased in the case of a larger number of high-scoring candidates participating in the selection procedure or reduced in the case of a limited number of eligible applicants and/or a limited number of high-scoring candidates participating in the selection procedure.

The interview and test will focus on the following aspects:

- Specific knowledge and competences in line with the selection criteria of the present Call for expression of interest;
- General aptitudes and language abilities 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);
- Knowledge of structures of EU bodies and the Agency.

A reserve list of the most suitable candidates will be drawn up by the Agency. Candidates achieving the qualifying mark in the competency test and interview of a minimum of 70% will be placed on the reserve list. The reserve list will be valid until 31/12/2016. Its validity may be extended by decision of the Director of the Agency.

All candidates will be informed about the outcome of the procedure.

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<sup>6</sup> cf. Language levels of the Common European Framework of Reference:  
<http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en>

## **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**

The successful candidate will be appointed by the Director as a temporary agent at grade AD7 pursuant to Article 2(f) of the CEOS for a period of 5 years which may be renewed.

### **Pay and welfare benefits**

The pay of staff members consists of a basic salary supplemented with various allowances, including family allowances. Salaries are exempted from national tax; instead a Union tax at source is paid.

The indicative gross basic monthly salary for grade AD7, step 1, is **5,747.35 EUR**. Nevertheless, this basic salary is adapted through a series of allowances (e.g. household allowance, dependent child allowance, pre-school or education allowance, expatriation allowance, installation allowance, etc.) according to the personal situation. Staff members may also be entitled to the reimbursement of removal costs and an initial temporary daily subsistence allowance. Salaries are adjusted accordingly by relevant correction coefficient for Slovenia which is currently 81.2%.

## **7. DATA PROTECTION**

The Agency will ensure that your personal data is processed as required by Regulation (EC) No 45/2001<sup>7</sup> on the protection of personal data.

The information submitted during the selection process will be used solely for that purpose. The legal basis is available in the Staff Regulations of Officials and the Conditions of Employment of Other Servants (CEOS) and, in particular, in Articles 12-15 and 82-84 of CEOS.

The Agency will ensure, on its part, that applicant's personal data is processed in accordance with Regulation (EC) No 45/2001<sup>6</sup> 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. Only Agency's staff directly involved in the selection procedure in question shall have access to this data. In some cases, an external expert, equally bound by the same data protection principles, may assist the Agency in the selection of candidates.

When an applicant is selected for inclusion on the reserve list, his/her personal data will be stored for the duration of the validity of the reserve list while, for non-recruited candidates, the information will be stored for a maximum period of two years. Documents related to recruited

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<sup>7</sup> Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000, OJ L8, 12.1.2001, p.1.

candidates are kept in the agent's personal file, which are kept until 10 years after the jobholder has terminated employment at the Agency.

Any party submitting personal data to the Agency is entitled to access and to rectify that data (after the closing date of the application deadline, rectification is limited to identification data). To exercise these rights, contact the Data Protection Officer at [DPO@acer.europa.eu](mailto:DPO@acer.europa.eu).

Furthermore, you also have the right to recourse, at any time, to the European Data Protection Supervisor.

## **8. APPLICATION PROCEDURE**

For applications to be valid, candidates must submit:

- a detailed curriculum vitae in [European CV format](#) **in English**
- a letter of motivation (1 page sheet maximum) **in English** explaining in which positions they acquired their knowledge and professional experience in the specified areas identified in Section 2 of this vacancy notice.

Candidates must clearly indicate in the application, for which profile the application is made.

Applications that are incomplete, or do not indicate the profile applied for will be rejected.

Together with the application, candidates are also invited to provide in the CV the names and contact details of at least two most recent professional references (preferably your direct hierarchical superiors without personal link) who may be contacted for references.

Applications should be sent by email to [SELECTIONS-ACER-2016-03@acer.europa.eu](mailto:SELECTIONS-ACER-2016-03@acer.europa.eu) quoting the reference number of the vacancy notice.

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.

**Applications must be sent by e-mail by 6 March 2015 (23:59 Ljubljana time).**

**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](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 3 months from the date of notification to the following address:

Human Resources Officer

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 3 months from the date of notification to the following address:

The European Union Civil Service Tribunal

Boulevard Konrad Adenauer

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 for 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 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 the 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.