

Vacancy Notice for the post of

**Human Resources Assistant (Grade AST3)
in the Administration Department**

of the Agency for the Cooperation of Energy Regulators

REF.: ACER/2016/14

Publication	External
Title Function	HR Assistant
Parent Directorate-General / Service	DG ENER (BXL)

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. 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;
- 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;

¹ 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)

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 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 oversight of the wholesale energy trading.

Regulation (EU) No 1227/20112 on Wholesale Energy Market Integrity and Transparency (REMIT) has introduced new rules prohibiting abusive practices affecting wholesale energy markets. According to REMIT, ACER has to collect both transactional and fundamental data necessary to monitoring of wholesale energy markets, in close collaboration with National Regulatory Authorities (NRAs), in order to detect and deter market abuse.

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 Human Resources Assistant will work in the Human Resources Team in the Administration Department. The Human Resources Team is responsible for strategic and operational human resource activities including: human resource planning and budgeting; development and implementation of HR policies; staff selection, recruitment and retention; administration and payroll; professional training, learning and development and the occupational health and welfare of staff.

The Human Resources Assistant will report directly to the Senior Human Resources Officer - Team Leader and will be responsible for the following tasks:

Selection and Recruitment

- Organise the selection procedures assigned for statutory staff (temporary and contract agents), Seconded National Experts, and trainees;
- Participate in selection procedures as a secretariat or a member of the Selection Committee;
- Advise the Selection Committee on the conduct of selection procedures and provide guidance and advice on best practices and applicable rules;
- Establish and maintain paper and electronic records of the selection procedures in accordance with agreed standards;

- Provide assistance in the recruitment procedures (draft employment offers and contracts, handle the organisation of pre-employment medical exams, contact with newcomers, etc.);
- Ensure efficient and proper processing of travel reimbursement claims of candidates.

HR Management and Development

- Assist in the implementation of the performance appraisal and reclassification exercises;
- Assist in the design and development of induction training and traineeship programmes;
- Prepare job description templates;
- Administer the probationary period reporting processes for statutory staff;
- Contribute to the design, implementation, monitoring and coordination of general learning and development activities;
- Assist in the management of the related training databases and staff training passports;
- Assist in the organisation of staff engagement surveys conveyed by the Agency.

HR Administration and Services

- Ensure timely and accurate administrative management of entitlements and benefits for staff (determination of individual rights; payroll; contracts; administration of personnel files and administration of the HR database);
- Ensure completeness of personnel files, both in paper and electronic versions;
- Act as focal point for questions on renewal of special residence permits, badges;
- Contribute to integrate newly-recruited staff (including induction training, providing information on individual rights and working environment, registration with the Ministry of Foreign Affairs of the Republic of Slovenia);
- Assist in the establishment of leave entitlements;
- Assist in the administrative procedures for staff leaving the organisation;

Other responsibilities:

- Ensure correct application of the Staff Regulations and Conditions of Employment of Other Servants of the European Union (CEOS) as well as relevant implementing rules;
- Contribute to effective functioning, collaboration and cooperation within the Human Resources Team and the rest of the Agency;
- Assist in the implementation of staff welfare activities and policy;
- Assist in the implementation of competency framework;
- Assist in preparing public procurement and tender procedures in the HR area;
- Assist in providing information to internal and external queries (including spontaneous applications, requests for information, complaints, etc.);
- Assist in preparing HR statistics, metrics and reports;
- Other administrative tasks, as required.

The Human Resources Assistant may also be required, at times, to assist in other areas of work of the Agency, according to needs and priorities, as planned and defined by the Head of the Administration Department and the Senior Human Resources Officer – Team Leader, or as determined by the Director.

The Human Resources Assistant 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. He/she is expected to be proactive, with a team spirit, good management of stress, good level of flexibility, being able to prioritise, delivering quality and results with attention to detail and commitment to excellence.

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 post-secondary education attested by a diploma, when the official duration of the course is at least three years; where the duration of the course is less than three years, the difference shall be deducted from professional experience;

or

To have a level of secondary education attested by diploma giving access to post-secondary education and appropriate professional experience of at least three years; where such diploma is accepted as an alternative, three years shall be deducted from professional experience;

(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. To have a thorough knowledge of one of the official languages of the European Union² and a satisfactory knowledge of a second of these languages (level B2) to the extent necessary to perform his/her duties;
3. To be a national of a Member State of the European Union;
4. To be entitled to his or her full rights as a citizen;
5. To have fulfilled any obligations imposed by the applicable laws concerning military service;
6. To be physically fit to perform the duties linked to the post³.

B) Selection criteria

The following criteria will be considered when selecting the candidate for this post:

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 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.

Technical knowledge

1. At the deadline for applications, candidates will, after obtaining the qualifications mentioned in point 3.A.1 above, have acquired at least **two (2) years with tasks closely related to those described under point 2⁴**.
2. Education and/or training in HR, administration, social sciences, law or other relevant subject giving a similar background demonstrating the ability to work in the scope of the job description;
3. Good knowledge of the HR administration processes (from entry into service to termination of employment) as shown by professional experience and/or training;
4. Professional experience in applying the Staff Regulations, the CEOS and the General Implementing Provisions;
5. Good knowledge of HR applications, tools and/or databases;
6. Experience of working in an international/multicultural environment dealing with a very diverse range of stakeholders, including the European Union institutions, bodies or agencies.
7. Professional experience in HR management, preferably in a European Union institution or body, and knowledge of the Staff Regulations and CEOS would be an advantage.

Communication and other personal skills

8. Excellent written and oral command (level C2⁵) of the English language;
9. Good written and oral command (level B2⁵) of a second official language of the European Union, including the mother tongue;
10. Good analytical capabilities, problem-solving and computer literacy (excellent knowledge of MS Outlook, MS Office and Excel);

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

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

⁴ 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.

⁵ cf. Language levels of the Common European Framework of Reference:
<http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en>

number of high-scoring candidates participating in the selection procedure or reduced in the case of a limited number of eligible candidates 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 competences and knowledge of languages with reference to the candidates' profiles in line with the selection criteria of the present Vacancy Notice.
- 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 31/12/2017. Its validity may be extended by decision of the Director of the Agency.

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

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 Staff at grade AST3, pursuant to Article 2(f) of the Conditions of Employment of Other Servants (CEOS), for a period of 5 years, which may be renewed in the interest of the service.

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

Grade/step	Minimum requirements for classification in step (required level of education + minimum number of years of experience after graduation)	Monthly basic salary	Monthly net salary, including specific allowances ⁶
AST3 step1	<i>Post-secondary education attested by a diploma of at least 3 years or secondary education attested by diploma giving access to post-secondary education with appropriate professional experience of at least 3 years + up to 9 years of professional experience</i>	3,507.10 €	3,419.13 €
AST3 step2	<i>Post-secondary education attested by a diploma of at least 3 years or secondary education attested by diploma giving access to post-secondary education with appropriate professional experience of at least 3 years + more than 9 years of professional experience</i>	3,654.47 €	3,531.44 €

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, on average 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.

⁶ An estimation of net salary, including the deduction for tax, correction coefficient (currently at 81.2 %) and social security and adding the allowances (this estimation has been calculated with expatriation, household allowance and one dependent child allowance). Allowances depend in any case on the personal situation of the candidate.

7. DATA PROTECTION

The Agency will ensure that your personal data is processed as required by Regulation (EC) No 45/2001⁷ 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 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 candidate's personal data is processed in accordance with Regulation (EC) No 45/2001⁶ 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 a candidate 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 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.

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 in 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.

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

Applications should be sent by email to SELECTIONS-ACER-2016-14@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 17 July 2016 (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/en/The_agency/Working_at_ACER/Documents/GUIDE%20FOR%20APPLICANTS-HR%20FINAL.pdf.

9. APPEALS

Pursuant to Article 90(2) of the Staff Regulations and the Conditions of Employment of Other Servants of the European Union, 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 and the Conditions of Employment of Other Servants of the European Union, 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:

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:

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 and the Conditions of Employment of Other Servants of the European Union for lodging complaints or submitting an appeal pursuant to Article 270 of the Treaty on the Functioning of the European Union.