

**Notice to establish a reserve list for the position of
Finance and Contracts Assistant - Facility Management
(Contract Staff, Function Group III)**

**in the Administration Department of the Agency for the Cooperation of Energy
Regulators (ACER)**

REF.: ACER/2018/08

Publication

External

Title Function

Finance and Contracts Assistant - Facility Management

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 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:

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).

- 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, 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 upcoming “Clean Energy for all Europeans” package, additional tasks are to be assigned to the Agency.

The Agency currently employs more than 80 staff members and has an approved annual budget of €13.6 million in 2018. 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 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 Finance and Contracts Assistant - Facility Management. The jobholder will be assigned to the Administration Department of the Agency and will report to the Team Leader – Procurement and Contracts.

The tasks of the Finance and Contracts Assistant - Facility Management will include the following:

- Assist in drafting procurement documents in the area of facility management (related to, for example, building and renovation works, furniture and office equipment, printing services, maintenance), including preparation of nominations of committees, coordination of opening/evaluation sessions, drafting evaluation reports, award decisions, contracts and purchase orders;
- Assist in monitoring the Agency’s annual contractual needs in the area of facility management;
- Assist in managing contracts and update contract files and archives related to facility management;
- Assist in coordinating, monitoring and supervising a wide range of, mainly local, facility management service providers;
- Deal with the Slovenian Tax Authority and other, mainly local, external stakeholders on aspects of facility management;
- Deal with internal stakeholders and manage the helpdesk on facility management related matters;
- Assist in planning and managing office allocations and removals, coordinating and organising maintenance, repair and renovation of the building and its infrastructure;
- Assist in coordinating and organising the distribution of supplies and the management of stocks for the Agency.

The successful candidate may be required, at times, to assist in other areas of the work of the Agency according to needs and priorities, as planned and defined by the Head of the Department Administration, or as determined by the Director.

3. WE LOOK FOR

A) Eligibility criteria

Candidates will be considered eligible for the selection phase on the basis of the following formal criteria, which have to be fulfilled by the deadline for applications:

1. To have a level of post-secondary education attested by a diploma², or a level of education that corresponds to a secondary education attested by diploma giving access to post-secondary education, and appropriate professional experience of 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. To have a thorough knowledge of one of the official languages of the European Union³ and a satisfactory knowledge of a second of these languages (level B2 of CERF⁴) 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/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 post⁵.

B) Selection criteria

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

Technical knowledge:

1. Education in a field relevant to the position, i.e. Finance and Budget, Economics, Business Administration or equivalent;
2. By the deadline for applications, having acquired three (3) years of relevant professional experience after having met the criteria mentioned in point 3.A.1 above;
3. Professional experience in assisting in contract management and in dealing with contractors;

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.

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 (CERF):
<http://europass.cedefop.europa.eu/resources/european-language-levels-cefr>

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. Experience in applying procurement rules and procedures, either at European or national level;
5. Professional experience in procuring facility-related services (e.g. furniture, stationary and office supplies, printing services, maintenance, renovation of the building, removals);
6. Professional experience in facility management (e.g. allocation of furniture, office supplies, coordinating maintenance, repairs and renovation of the building, organising office removals).

Communication and other personal skills:

1. Very good written and oral command (level C2 of CERF) of the English language;
2. Good written and oral command (level B2 of CEFR) of the Slovene language;
3. Proven ability to work in a team and under pressure, combined with capacity to work on several projects simultaneously;
4. Excellent analytical capabilities and problem-solving skills;
5. Working experience in an international environment or dealing with a diverse range of stakeholders in the area of facility management.

Communication and other personal skills will be assessed at the stage of the oral interview and the written examination.

Candidates are invited to explain briefly, 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 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. However, such numbers may be increased in case of a larger number of high-scoring candidates participating in the selection procedure, or reduced in 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 with reference to the selection criteria of the present call for expression of interest;
- 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 oral interview of a minimum of 70% will be placed on the reserve list. The reserve list will be valid until 31/12/2019. 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

The successful candidate will be appointed by the Director as a Contract Staff in Function Group III, pursuant to Article 3a of the CEOS for a period of 2 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.

Function Group / Grade	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 (gross)	Estimation of monthly net salary, including specific allowances ⁶
FGIII Grade 8	Post-secondary education attested by a diploma + up to 7 years of experience in some or all of the fields covered by the job description	2,704.38 €	2,949.87 €
FGIII Grade 9	Post-secondary education attested by a diploma + more than 7 years of experience in some or all of the fields covered by the job description	3,059.83 €	3,232.84 €
FGIII Grade 10	Post-secondary education attested by a diploma + more than 15 years of experience in some or all of the fields covered by the job description	3,462.01 €	3,571.45 €

Additional benefits:

- Annual leave entitlement of 2 days per calendar month plus additional days for age, grade, 2.5 days' home leave, if applicable, and in addition up to 19 Agency's holidays per year;
- EU Pension Scheme (after 10 years of service);

⁶ An estimation of net salary, including the deduction for tax, correction coefficient (currently at 84.6% for Slovenia and 100% for Belgium) and social security, adding the allowances (this estimation has been calculated with expatriation allowance, household allowance and with one dependent child allowance). Please note that allowances depend in any case on the personal situation of the candidate.

- EU Joint Sickness and Insurance Scheme (JSIS), accident and occupational disease coverage, unemployment and invalidity allowance and insurance.

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 (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;**
- 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.

Applications that are not completed are considered as non-valid.

Applications should be sent by email to SELECTIONS-ACER-2018-08@acer.europa.eu quoting the reference number of this call for expression of interest.

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 selection 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 31 January 2019 (23:59 Ljubljana time).

If at any stage in the procedure it is established that any of the information a candidate provided is

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

incorrect, the candidate in question will be disqualified.

For more information on the selection procedure, please consult the guide for candidates 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
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 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 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.