

**Vacancy for a Director (Grade AD14)  
of the Agency for the Cooperation of Energy Regulators**

**COM/2009/10199**

**1. WE ARE**

Upon a Proposal of the European Commission the Council of the European Union and the European Parliament agreed on a Regulation establishing an Agency for the Cooperation of Energy Regulators (hereinafter: the Agency).<sup>1</sup>

Bratislava (Slovakia), Bucharest (Romania) and Ljubljana (Slovenia) have applied to become the seat of the Agency. A decision on the seat is scheduled to be taken by the Council on 7 December 2009 ahead of the finalisation of the pre-selection phase for the Director post. In case the Council would not be able to decide on 7 December on either of these three candidates, the Commission has proposed that the seat of the Agency should be Brussels for the first term of five years.

According to the Regulation, the Agency shall be a Community body with legal personality. The Agency will play a key role in the liberalisation of the Community markets in electricity and natural gas. Its competences will include:

- a) Participating in the creation of European electricity and natural gas network codes;
- b) Taking binding individual decisions on terms and conditions for access and operational security for cross border infrastructure if National Regulatory Authorities cannot agree or jointly request the intervention of the Agency;
- c) Providing opinions to various actors on the electricity and natural gas markets;
- d) Giving advice on electricity and natural gas related issues to the European institutions; and
- e) Monitoring of the internal markets in electricity and natural gas and reporting of its findings.

The Agency is expected to employ a staff of about 40-50 people. Its budget will be around EUR 6-7 million per year.

**2. WE PROPOSE**

The Director heads and manages the Agency and is its legal representative and public face. She or he will be accountable to the Administrative Board which consists of five members appointed by the Council, two appointed by the European Parliament and two by the European Commission. The European Parliament and the Council may request the Director to submit a report on the performance of her/his duties. In the course of her/his mandate, the Director may be invited to make a statement before the competent committee of the European Parliament and answer questions put by members of that committee.

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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, 14.08.2009, p. 1

The Director will have a central role in setting up the Agency which needs to be operational 18 months after entry into force of the Regulation establishing the Agency. She or he will be responsible for establishing the administrative, operational and financial structures necessary for the proper operation of the Agency, including the recruitment of key staff.

Once the Agency is operational, the Director's main tasks include the following:

- To recruit and supervise Agency staff and to foster a good team spirit and working environment;
- To prepare and participate in the work of the Administrative Board, without the right to vote;
- To adopt and publish the opinions, recommendations and decisions of the Agency after having received a favourable opinion of the Board of Regulators which consists of senior representatives of the National Regulatory Authorities;
- To prepare the annual draft work programme of the Agency as well as the Agency's annual report;
- To implement the annual work programme of the Agency, under the guidance of the Board of Regulators of the Agency, and under the administrative control of the Administrative Board;
- To draw up a preliminary draft budget of the Agency and to implement the budget of the Agency;
- To take the necessary measures, notably the adoption of internal administrative instructions and the publication of notices, to ensure the functioning of the Agency;
- To exercise the powers conferred on the appointing authority by the Staff Regulations of Officials of the European Communities and on the authority entitled to conclude contracts by the Conditions of Employment of Other Servants of the European Communities;
- To communicate with the public on all matters within the Agency's remit.

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

Applicants will be assessed on the basis of the following selection criteria:

- Capacity to set up and manage a large agency, both at strategic and at internal management level, and to meet the challenges faced by the Agency in the first years of its life, demonstrating commitment, sound judgment and flexibility. Relevant experience at international level would be a strong asset;
- Sound experience in leading and motivating a large team in a multicultural and multilingual environment and managing budgetary and financial resources in a national, European and/or international context;

- Extensive knowledge of regulatory policy and practice relevant to the energy sector and experience of leadership in this area;
- Ability to communicate to the public and to engage with stakeholders (European, national and local authorities, international organisations, business, NGOs etc.);
- Thorough understanding of the EU institutions and how they operate and interact, and of EU policies of relevance to the activities of the Agency;
- Excellent written and oral communication;
- Excellent negotiation skills;
- Thorough knowledge of English. Knowledge of an official EU language other than the two required under the eligibility criteria is a strong asset.

#### 4. APPLICANT MUST

To be considered for the selection phase, applicants must meet the following criteria by the closing date for applications:

- **Nationality:** Be a national of a Member State of the European Union;
- **University Degree or Diploma:** Have
  - a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four 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 years (this one year's professional experience cannot be included in the post-graduate professional experience required below).
- **Professional Experience:** Have at least 15 years of post-graduate experience acquired after the qualifications referred to above were obtained;
- **Relevant Professional Experience:** Of the 15 years of professional experience, have acquired, at least 5 years in the energy sector, in energy policy or energy regulation;
- **Management Experience:** Have at least 5 years of professional experience gained in a high-level management function, including budgetary, financial and human resources management;
- **Languages:** Have a thorough knowledge of at least one of the official Community languages and a satisfactory knowledge of a second of these languages;
- **Age Limit:** Be able to complete the full five-year-mandate before the end of the month in which she or he reaches the age of 65.

## **5. INDEPENDENCE AND DECLARATION OF INTERESTS**

The Director will be required to make a declaration of commitment, without prejudice to the respective roles of the Administrative Board and the Board of Regulators in relation to the tasks of the Director, to act independently in the public interest, neither to seek nor accept any instruction from any government, from the Commission or any other public or private entity and to make a declaration in respect of any interests which might be considered prejudicial to her/his independence. Applicants must confirm their willingness to do so in their application.

## **6. SELECTION AND APPOINTMENT<sup>2</sup>**

- A pre-selection panel will be set up. On the basis of the eligibility criteria set out above, the panel will invite applicants with the best profile for the post to an interview;
- Candidates shortlisted by the pre-selection panel will then be called for an interview with the Commission's Consultative Committee on Appointments (CCA) and an assessment centre run by external recruitment consultants;
- Candidates shortlisted after the interviews will then be interviewed by the relevant Commissioner(s);
- Following the interviews, the Commission will adopt a list containing the most suitable candidates. This list will contain at least three candidates and will be communicated to the Administrative Board. Inclusion on the shortlist does not guarantee appointment;
- Following a favourable opinion of the Board of Regulators the successful candidate shall be designated for appointment as Director by the Administrative Board;
- Before the formal appointment, the candidate designated by the Administrative Board may be invited to make a statement before the competent committee of the European Parliament and to reply to questions put by its members;
- The Administrative Board appoints the Director.

Candidates may be required to undergo further interviews and/or tests in addition to those indicated above.

## **7. EQUAL OPPORTUNITIES**

The Agency applies a policy of equal opportunities and non discrimination in accordance with Article 1d of the Staff Regulations<sup>3</sup>.

## **8. CONDITIONS OF EMPLOYMENT**

The Director will be appointed as a staff of the Agency as a temporary agent at grade AD14 pursuant to Article 2(a) of the Conditions of Employment of Other Servants of the European Communities<sup>4</sup> for a 5-year period, which may be extended once for not more than three years as stated in Article 15(3) and (4) of the draft Regulation establishing the Agency.

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<sup>2</sup> The recruitment procedure is launched subject to the availability of appropriations in the Agency's budget and the relevant posts in its establishment plan.

<sup>3</sup> OJ L 124, 27.4.2004, p.1.

<sup>4</sup> OJ L 124, 27.4.2004, p.1.

## 9. APPLICATION PROCEDURE

For applications to be valid, candidates must submit:

1. a motivation letter and
2. a Curriculum Vitae (CV). The CV should preferably be drafted using the Europass CV format<sup>5</sup>. **Applicants are explicitly requested to highlight and give a brief account of the experience and expertise relevant to the job as well as details on the number of staff, budget and nature of the departments they have previously managed.**

Applications that are incomplete will be rejected.

Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience, etc.) should not be sent at this point but must be submitted at a later stage of the procedure if requested.

Applications, preferably in English, French or German, should be sent *by e-mail* to:

tren-selections-acer@ec.europa.eu

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

Applicants are asked to report any change of address in writing without delay to the address above.

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<sup>5</sup> The Europass CV can be downloaded from the website: <http://europass.cedefop.europa.eu/htm/index.htm>

Contact person for additional information:

Ms. Ana Arana Antelo  
Head of Unit  
Electricity & Gas  
Directorate-General for Energy and Transport  
European Commission  
e-mail: ana.arana-antelo@ec.europa.eu

## **10. CLOSING DATE**

Applications must be sent by e-mail by 30 October 2009 (date of e-mail).

The Commission reserves the right to extend the closing date of this vacancy by publication in the *Official Journal of the European Union* only.

## **11. IMPORTANT INFORMATION FOR APPLICANTS**

Applicants are reminded that the work of the selection committees is confidential. It is forbidden for applicants to make direct or indirect contact with members of these committees or for anybody to do so on their behalf.

**The appointment of the Director will not become effective before the budget and the post in the Establishment Plan are available.**

## **12. PROTECTION OF PERSONAL DATA**

The Commission and the Agency will ensure that candidates' personal data are processed as required by Regulation 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<sup>6</sup>.

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<sup>6</sup> Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000; OJ L 8, 12/01/2001, p. 1-22.