

Notice to establish a reserve list for the position of

Policy Officer – NRA Coordinator

(Contract Staff, Function Group IV)

**at the European Union Agency for the Cooperation of Energy Regulators (ACER)
– Brussels Office**

REF.: ACER/2019/04

Publication

External

Title Function

Policy Officer - NRA Coordinator

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 (EC) No 713/2009¹, amended by Regulation (EC) No 2019/942², 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 the regulatory authorities referred to in Article 57 of Directive (EU) 2019/944 and Article 39 of Directive 2009/73/EC in exercising, at Union level, the regulatory tasks performed in the Member States and, where necessary, to coordinate their action and to mediate and settle disagreements between them in accordance with Article 6(10) of this Regulation. The Agency also contribute to the establishment of high-quality common regulatory and supervisory practices, thus contributing to the consistent, efficient and effective application of Union law in order to achieve the Union's climate and energy goals.

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;

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).

² Regulation (EU) 2019/942 of the European Parliament and of the Council of 5 June 2019 (OJ L 158, 14.6.2019, p.1)

- 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 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 are assigned to the Agency, including *inter alia*, in particular:

- approving the all TSOs' proposals for terms and conditions or methodologies to be developed under the Commission Guidelines and Network Codes as well as reviewing and finalising (electricity) Network Code proposals for submission to the Commission;
- approving or amending the new resource adequacy and risk preparedness methodologies to be developed by ENTSO-E and technical parameters for the cross-border participation in capacity mechanisms;
- Deciding on the methodology and assumptions for the bidding-zone review;
- Providing an Opinion on technical guidance for the calculation of CO₂ emission limits;
- monitoring state interventions preventing prices from reflecting actual scarcity and the performance of Member States in electricity security of supply issues;
- overseeing EU and Regional entities and supporting the creation of a EU DSO Entity;
- providing operational assistance to NRAs, upon their request, regarding REMIT investigations
- issuing recommendations to NRAs and market players, on its own initiative.

The Agency currently employs more than 80 staff members and has an approved annual budget of €16.1 million in 2019. 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

The Agency's headquarter is located in Ljubljana.

2. WE PROPOSE

The Agency is looking for a Policy Officer – NRA Coordinator who would be assigned to the Director’s Office of the Agency in its Brussels liaison office and will assist and report to the Team Leader - NRA Coordination.

The main duties and responsibilities of the Policy Officer – NRA Coordinator in assisting the Team Leader - NRA coordination include, *inter alia*:

- Providing administrative and operational support to the monthly meetings of the Board of Regulators (BoR). This includes preparing the BoR meetings’ agendas and annotated agendas, circulating the meeting documents, tracking and following-up on deliverables for timely completion and ensuring effective coordination; minuting of the meetings; supporting the BoR deliberation processes, including electronic procedures; in particular, supporting the deliberation processes on the acts considered for adoption;
- Providing briefings to the ACER Director and BoR Chair. Following up on and providing support for a range of actions emerging from the BoR (BoR public debriefs, BoR coordination meetings, including preparing the background material etc.);
- Assisting the BoR Chair in the effective application of the BoR Rules of Procedure (RoP) and working arrangements included therein, as well as their revision as appropriate;
- Updating the ACER website: keeping up to date the public section of the site where the agendas, minutes, and opinions of the BoR are published as well as the record of members/alternates from each Regulatory Authority to the BoR. Updating the section of the website dedicated to members and ACER staff, including the dedicated meeting folders;
- Assisting in the implementation, on an annual basis, of the ACER Policy of Conflict of Interest and in ensuring the compliance of the BoR members/alternates as well as by the Agency Working Group Chairs, Vice Chairs and Task Force conveners with such a Policy. This includes the collection of the annual Declarations of Interests (DoIs) and CVs of the concerned parties, the support of the BoR review panel chaired by the BoR Chair and assisting in any follow up actions including the publications of the DoIs on the ACER website;
- Assisting in the handling of the BoR reimbursement claims for the travel expenses of the BoR members, alternates or their representatives participating in the BoR meetings;
- Monitoring information, analysing it and reporting on energy regulatory issues, in particular following developments in the EU energy agenda and advising on the relevance for ACER as well as reporting on regulatory events and activities. Keeping up to date the “EU corner” of the ACER website which provides information of common interest to the BoR members and ACER staff related to the EU agenda and legislative initiatives, stakeholders’ positions and events;
- Provision of technical assistance, as appropriate, regarding future legislative Initiatives discussions, under the steer of the ACER Director and the Team Leader - NRA coordination;
- Assisting in the organisation and preparation of material for the ACER appearance to the EU Institutions (including the EP ITRE committee and the EP ACER Contact Group);
- Assisting in the organisation of events of the Agency in Brussels, as appropriate;

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 – NRA Coordinator may be required, at times, to assist in other areas of work of the Agency and the Director’s office, according to needs and priorities, as defined by the Director of the Agency or the Team Leader - NRA coordination.

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 education which corresponds to completed university studies of at least three (3) years, attested by a diploma, and appropriate professional experience of at least one (1) year³;

(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 Union⁴ and a satisfactory knowledge of a second of these languages (level B2 of CERF⁵) 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 post⁶.

B) Selection criteria

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

Technical knowledge:

- ³ 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.
- ⁴ 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.
- ⁵ Language levels of the Common European Framework of Reference:
<http://europass.cedefop.europa.eu/resources/european-language-levels-cefr>
- ⁶ 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.

1. University degree in a field relevant to the position (Politics, European studies, Public or Business Administration, Law, Economics, or similar);
2. By the deadline for applications, having acquired at least two (2) years of relevant professional experience after obtaining the qualifications mentioned in point 3 A) closely related to the tasks described in point 2);
3. Experience of working in an international/multicultural environment dealing with a very diverse range of stakeholders, including the European Union Institutions, bodies or Agencies;
4. Sound knowledge of EU decision making process;
5. Sound knowledge of Energy Regulation;
6. Proficiency with IT applications (MS Office Package – e.g. Word, Excel, Outlook and Power Point).

Communication and other personal skills:

1. Very good written and oral command (level C2⁷) of the English language;
2. Proven ability to work in a team and under pressure, combined with a capacity to work on several projects simultaneously;
3. Working experience in an international environment, dealing with a very diverse range of stakeholders.

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);

⁷ Language levels of the Common European Framework of Reference:
<http://europass.cedefop.europa.eu/resources/european-language-levels-cefr>

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 31/12/2020. 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 IV, 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 (required level of university studies + minimum number of years of experience after university graduation) | Monthly basic salary (gross) | Estimation of monthly net salary, including specific allowances ⁸ |
|------------------------|--|------------------------------|--|
| FGIV Grade 13 | University degree of at least 3 years in a field relevant for this position + up to 7 years of experience in some or all of the fields covered by the job description | 3,462.02 € | 4,221.59 € |
| FGIV Grade 14 | University degree of at least 3 years in a field relevant for this position + more than 7 years of experience in some or all of the fields covered by the job description | 3,917.09 € | 4,657.40 € |
| FGIV Grade 16 | University degree of at least 3 years in a field relevant for this position + more than 20 years of experience in some or all of the fields covered by the job description | 5,014.53 € | 5,679.06 € |

⁸ An estimation of net salary, including the deduction for tax, correction coefficient (currently at 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.

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);
- 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)⁹ - **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-2019-04@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.

⁹ The Europass template is available at the following link: <https://europass.cedefop.europa.eu/>

Under no circumstances should candidates approach the Selection Committee, directly or indirectly, concerning this selection. 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 24/11/2019 (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 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
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 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.