

**Call for expression of interest for the establishment of a reserve list for the positions
of**

Gas Market Officer

(2 posts, Contract Agent, Grade FG.IV) in the Gas Department

of the Agency for the Cooperation of Energy Regulators

REF.: ACER/2016/05

Publication

External

Title of function

Gas Market Officer

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;

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)

- 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 two Officers:

1. a Gas Market Officer who would be assigned to the Gas Department of the Agency and will report to the Senior Market Monitoring Officer / Team Leader, also in the Gas Department; and
2. a Gas Market Officer who would be assigned to the same department and will report to the Senior FG/NC Officer/ Team Leader.

The duties of Officers include, *inter alia*:

- Lead the drafting of reports related to either gas market monitoring or implementation reports related to gas network codes;
- Perform analyses on EU gas markets on aspects related to gas market monitoring or gas network codes, and develop recommendations;
- Engage with stakeholders, primarily but not exclusively with NRAs;
- Contribute to the preparation of amendment proposals to the European Commission, opinions and recommendations which the Agency issues pursuant to Regulations (EC) Nos. 713/2009 and 715/2009;

- Contribute to the preparation of the annual work programme.

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

The Officers will be required to act with a service culture, handling files with confidentiality and professional integrity, being able to show excellent interpersonal and communication skills. They are 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 completed university studies of at least three years, attested by a diploma;

(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; and
6. To be physically fit to perform the duties linked to the post³.

B) Selection criteria

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

Technical knowledge:

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 of the Officials of the European Union.

1. University degree in a field relevant to this post (economics, engineering, mathematics, physics, or equivalent in terms of academic area);
2. By the deadline for applications, having acquired at least **two years of relevant professional experience**⁴ after obtaining the qualifications mentioned in point 3 A) above; in or with a network sector (e.g. gas, electricity, telecoms or other). Good knowledge of the functioning of EU gas markets and its regulation;
3. Ability to perform regulatory and economic analyses, including good problem solving skills;
4. Sound quantitative skills, ability to use electronic office equipment, in particular: spreadsheets and data analysis software applications (experience with databases, statistical and/or econometric packages);

Communication and other personal skills

1. Excellent written and oral command (level C2⁵) of the English language;
2. Proven ability to work in a team and under pressure in a multicultural environment;

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 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:

- Motivation for the position;
- Knowledge of EU gas markets and their regulation in particular;
- Ability to perform economic and regulatory analysis on gas markets aspects, ;
- Ability to process and synthesise data and draft findings;
- Ability to work in a multicultural working environment;

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>

- 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 the decision of the Director.

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 candidates will be appointed by the Director as a contract agent in Function Group IV pursuant to Article 3a of the CEOS for a period of 3 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 FG.IV, Grade 13, step 1, is **3,246.70 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 45/2001⁶ 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 45/20016 on the protection of individuals with regard to the

⁶ Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000, OJ L8, 12.1.2001, p.1.

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 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.

Applications should be sent by email to SELECTIONS-ACER-2016-05@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 13 March 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/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.