CALL FOR EXPRESSION OF INTEREST (NO DEADLINE)
FOR THE TRAINEESHIP PROGRAMME
IN THE EUROPEAN UNION AGENCY FOR THE COOPERATION OF ENERGY REGULATORS (ACER)

REFERENCE NUMBER: ACER/TRAINEE/2024/OC

1. ABOUT THE AGENCY

The European Union Agency for the Cooperation of Energy Regulators (hereinafter referred to as "ACER") is a European Union ("EU") body, legally established by Regulation (EU) No 2019/942[1] and operational since 2011. ACER is central to the integration and well-functioning of the EU's electricity and natural gas markets.

1.1 Our purpose

Our overall purpose is achieving a transition of the European energy system in line with the political objectives set, reaping benefits of increased energy market integration across Europe, and securing low-carbon supply at least possible cost for European businesses and citizens.

The Agency promotes:

- A more competitive, integrated market, offering consumers more choice,
- An efficient energy infrastructure and network, enabling energy to move freely across borders, the integration of renewable sources, and therefore ensuring a higher degree of security of supply,
- A monitored and transparent energy market guaranteeing consumers fair prices and limitation of market abusive behaviours.

In this respect, ACER:

- Complements and coordinates the work of NRAs,
- Participates in the development of European network rules,
- 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,
- Gives advice on electricity and natural gas related issues to the European institutions,
- Monitors the internal markets in electricity and natural gas and reports on its findings,
- Monitors trading in wholesale energy products to detect and deter market abuse and ensure the integrity and transparency of EU wholesale energy markets in accordance with REMIT i.e., Regulation (EU) No 1227/2011.

1.2 ACER's evolving role

ACER is on a significant growth trajectory, marked by an expanding number and array of tasks in the recent years. Our role as a collaborative agency within the framework of the EU's national energy regulatory authorities remains at the heart of our mission, complimented by a range of tasks that span various aspects of the EU energy system, encompassing monitoring of energy flows, wider system needs, and so much more.

ACER is currently at a critical point, playing a key role in advancing EU energy market integration and bolstering market integrity and transparency; efforts that strike us as more crucial than ever. Our goal is to contribute with our capacities, insights, and creativity as an EU energy regulatory agency to a transition of the energy system that is affordable, secure, and decarbonized – a transition that takes place at the pace set by leaders across the EU.

ACER has been entrusted with additional responsibilities under the "Clean Energy for all Europeans" legislative package, and is expecting new legislative packages to be adopted, focusing on key areas

[1] Regulation (EU) No 2019/942 of the European Parliament and of the Council of 05 June 2019 (recast).

such as Gas Decarbonisation, REMIT reform, and Electricity Market Design, aiming to bring transformative changes and further evolving the European energy landscape.

1.3 Who we are

ACER currently employs around 175 staff (statutory and non-statutory) and has an approved annual budget of € 32,602,073 in 2024. With the new responsibilities being assigned to its mandate, the Agency anticipates a significant growth in the forthcoming years, expecting more than 200 staff by 2025.

Our organisational structure comprises seven Departments: Coordination, Operations and Legal, Electricity, Energy system needs, Gas Hydrogen and Retail, Market Information and Transparency, Market Surveillance and Conduct, REMIT Investigation (as of 2025). An updated ACER organigram is available on our website.

1.4 Our ongoing journey of progress

ACER offers a dynamic and motivating workplace, where diversity is celebrated and where people's commitment and achievements contribute to build an organisation that is better than the sum of its parts. We strive towards becoming an innovative and engaging workplace, by committing continuously to invest in learning and development opportunities and by focusing on all staff well-being and work-life balance.

We support a 'low on hierarchy, high on impact' organisational culture, prioritise personal relations and support an active constructive feedback culture, emphasising the positives whilst not shying away from addressing the negatives.

Looking ahead, as a growing Agency we recognise the importance of focusing on cross-organisational issues, encompassing both work practices and our broader work culture. We find this essential to maintain a cohesive, collegial work culture ("one ACER").

At ACER we believe in fostering a high-impact, high-performance type of environment, built on strong mutual trust, empowerment, personal responsibility, psychological safety, and teamwork at all levels.

2. WHAT WE LOOK FOR

The Traineeship Programme is mainly targeted to young university graduates, without excluding those who, in the framework of lifelong learning, have recently obtained a university degree and are at the beginning of a new professional career.

The Agency offers traineeship positions in all its seven Departments and in the Strategy Delivery & Communications team, and Human Resources and Facilities team.

In the below table, applicants can find the academic degree requirements and the core tasks related to each profile.

Applicants shall note that the specific profile of the traineeship positions will be identified in the offer letter sent to the selected candidates; the tasks of the Trainee might be further tailored to the individual profiles after the start of the traineeship.

The Trainees may be required to assist in other areas of activity, depending on the needs of the service and their profile and experience.

Department(s)	Profile	Requirements	Tasks linked to the profile (non-exhaustive list)
STRATEGY DELIVERY & COMMUNICATIONS TEAM	Communications Profile	Degree international/general BA, in communications, multi-media, journalism or similar.	- Supporting the implementation of website changes; - Supporting media monitoring, data collection and Key Performance Indicators (KPIs), presentations; - Assisting the planning and implementation of external and internal communication actions and the support of ACER Boards; - Reviewing and improving communications packages (for web, social media) for publication -
HUMAN RESOURCES & FACILITIES TEAM	Human Resources Profile	Degree in Social Science (preferably in Human Resources Management, Administration) or similar.	- Assisting in the drafting of the Agency's Human Resources policies and documents; - Contributing to the drafting and implementation of the Human Resources communication plan, including support of activities related to staff engagement and (social) media management; and - Providing general support to the Team, in particular in the organisation and coordination of selection procedures and learning and development activities.
COOPERATION, OPERATIONS AND LEGAL DEPARTMENT; or ENERGY SYSTEM NEEDS DEPARTMENT; Or GAS, HYDROGEN AND RETAIL DEPARTMENT; or ELECTRICITY DEPARTMENT; or MARKET SURVEILLANCE AND CONDUCT DEPARTMENT; or MARKET INFORMATION AND TRANSPARENCY DEPARTMENT	IT Profile	Degree in Information Technology, Computer Sciences or similar.	- Contribution to the installation, configuration and administration of computer systems and networks of the Agency and local IT user support; and/or - Contribution to the design and development of Agency's data collection tools, data analysis methods and tools supporting information sharing and cases workflow management; and/or - Contributing to the automatisation of activities and tasks.

ENERGY SYSTEM NEEDS DEPARTMENT; **or** **GAS, HYDROGEN AND RETAIL DEPARTMENT;** **or** **ELECTRICITY DEPARTMENT; or** **MARKET SURVEILLANCE AND CONDUCT DEPARTMENT; or** **MARKET INFORMATION AND TRANSPARENCY DEPARTMENT**	Policy Profile	Degree in Law, Economics or similar.	- Contributing to the analysis and drafting of policy documents and presenting them for internal use; - Consolidating, finalising, and distributing various daily and weekly reports; and - Performing document management activities also related to cases.
ENERGY SYSTEM NEEDS DEPARTMENT; **Or** **GAS, HYDROGEN AND RETAIL DEPARTMENT;** **or** **ELECTRICITY DEPARTMENT; or** **MARKET SURVEILLANCE AND CONDUCT DEPARTMENT; or** **MARKET INFORMATION AND TRANSPARENCY DEPARTMENT**	Market Analyst/Lawyer Profile	Degree in Economics, Statistics, Law or similar.	- Performing statistical calculations and analysis; - Assessing documents and reporting/presenting key findings; - Presenting and drafting of findings from the analysis, preparing documents for internal use and reports; - Assisting in drafting and consolidating relevant stakeholders' documents; and - Supporting project work on the Agency's proprietary tools under development.
ENERGY SYSTEM NEEDS DEPARTMENT; **Or** **GAS, HYDROGEN AND RETAIL DEPARTMENT;** **or** **ELECTRICITY DEPARTMENT; or** **MARKET SURVEILLANCE AND CONDUCT DEPARTMENT; or** **MARKET INFORMATION AND TRANSPARENCY DEPARTMENT**	Data Analyst Profile	Degree in Engineering, Mathematics, Statistics or similar.	- Data collection and manipulation, including advanced use of Excel and querying SQL databases; - Improving (by programming with supervision) the existing data collection tools; and - Analysing the data collected and presenting findings from the analysis.

COOPERATION, OPERATIONS AND LEGAL DEPARTMENT	Data Analyst Profile – Financial Services	Degree in Economics, Finance, Statistics or similar.	- Data collection and manipulation, including advanced use of Excel and querying SQL databases; - Data representation for comparing different results to the baseline or targets; - Transformation of large volume of data into simple, easy to understand reports; and - Visualisation of results, using Power BI, Qlik and/or other tools.
ELECTRICITY DEPARTMENT	System Operation and Grid Connection Profile	Degree in Electrical Engineering.	- Assisting in assessing the load-frequency control performance and the efficiency of the existing rules; - Assisting in conducting public consultations on grid connection rules; - Analysing stakeholders responses to questionnaires and presenting findings from the analysis; - Attending and reporting from online events related to electricity grid connection rules; and - Advanced use of Excel and Office Suite.
MARKET INFORMATION AND TRANSPARENCY DEPARTMENT	Regulation on Electricity Market Integrity and Transparency (REMIT) Policy Profile	Degree in Economics or Law.	- Supporting ACER's cooperation with the Energy Community.

3. WHAT WE OFFER

3.1 What you can expect in the role

As a trainee at the Agency, you can expect to be there to learn and contribute a fresh, young perspective. Your role will involve not only absorbing knowledge and gaining insights into the complexities of EU policies and procedures but also offering innovative ideas and viewpoints that reflect the experiences and perspectives of the younger generation. This dual emphasis on learning and contributing ensures that your time at the Agency is not only educational but also mutually beneficial, enriching both your own development and the Agency's work as a whole.

3.2 Work-life balance

At ACER, we are committed to providing a healthy work-life balance, by offering the possibility of hybrid working arrangements that allow you to balance your "work-life" effectively. With flexible working hours, you can tailor your schedule to suit your preferences, making it easier to manage your commitments both in and outside of work. We believe that a harmonious work-life balance is essential for everyone's well-being and productivity.

3.3 Conditions of traineeship

The conditions of the Traineeship Programme are governed by the Agency's Director Decision 2023-08.
The traineeship period starts on 1 March and on 1 September each year and run for a fixed period of six months. In exceptional and duly justified cases the starting date of the traineeship period may be deferred. In the latter case the starting date is the 1st or 16th calendar day of the month, and the traineeship runs until the end of the relevant traineeship period.
Trainees not receiving any salary, scholarship, or other form of financial support from other sources for the completion of the Traineeship Programme shall be awarded a monthly grant during the entire duration of the traineeship period.
For the Traineeship Programme related to this call for expression of interest, the monthly grant is set at the 25 % of the basic salary of a Temporary Staff member in grade AD 5 step 1 corrected to country correction coefficient[2].
Trainees receiving any external support may receive a top-up grant in case the external support is less than the grant.
In addition to the monthly grant, trainees may be paid the following contributions depending on their place of recruitment:

a) Contribution towards travel expenses incurred at the beginning and at the end of traineeship

- Trainees completing at least a 3-month traineeship period shall be entitled to receive reimbursement of their travel expenses incurred at the beginning and end of their traineeship.
- Travel expenses are paid half at the beginning and half at the end of the traineeship period for travel from the place of recruitment to the place of engagement and back. Travel allowances shall be calculated in accordance with Article 7 of Annex 7 of the Staff Regulations.
- Trainees whose place of recruitment is less than 200 km from the place of engagement are not entitled to the reimbursement of travel expenses.

b) Public transport travel contribution:

- Trainees will be entitled to a monthly pass for public transport within Ljubljana.

The place of traineeship will be Ljubljana (Slovenia), where the Agency is based.

3.4. Why Slovenia?

Slovenia's breathtaking nature attracts many outdoor enthusiasts. From well-marked hiking trails and extensive cycling routes to challenging rock-climbing opportunities in the Julian Alps, the country provides ample opportunities for outdoor exploration. Water sports, including kayaking on the Soča River and windsurfing along the Adriatic coast, are popular pursuits. Additionally, winter sports enthusiasts flock to ski resorts such as Kranjska Gora. The country's expansive cave systems,

[2] The grant is adjusted to the new correction coefficient as of January of each year (currently at 91.9 % for Slovenia)

including the renowned Postojna Cave, offer spelunking opportunities, while paragliding provides a unique aerial perspective of Slovenia's stunning terrain.

Location: Slovenia's central location in Europe makes it convenient for travel to other European countries. Ljubljana is surrounded by beautiful natural landscapes, including parks, forests, and mountains. You can take advantage of outdoor activities such as hiking, cycling, or simply exploring the picturesque surroundings. The Ljubljana Marshes, Tivoli Park, and Šmarna Gora are popular destinations for outdoor enthusiasts.

Quality of life: Ljubljana is known for its high quality of life. It's a relatively small and safe city with a charming old town, green spaces, and a vibrant cultural scene. For individuals looking for a good work-life balance, Ljubljana is an attractive option.

Cultural diversity and exploration: Ljubljana is a culturally diverse city with a rich history. For someone interested in experiencing different cultures and meeting people from various backgrounds, Ljubljana can offer a welcoming environment. Ljubljana is rich in history and culture, with museums, galleries, and historical landmarks scattered throughout the city. You can explore these cultural attractions at your own pace and delve into Slovenia's rich heritage.

4. REQUIREMENTS

4.1 Eligibility criteria

To be admitted to the Traineeship Programme, applicants shall, by the starting date of a specific traineeship period:

a) Be 18 years of age or older;
b) Be nationals of a Member State of the European Union[3], Norway, Iceland or Lichenstein;
c) Have language skills at level C1 for the first language (thorough knowledge) and at level B2 for the second language (satisfactory knowledge) of the official languages of the European Union or Norway, Iceland and Liechtenstein, these levels being defined by the Common European Framework of Reference for Languages (CEFR[4]), or
d) Subject to availability of resources and ACER's capacity to host them, be nationals of non-Member States of the European Union, Norway, Iceland or Liechtenstein and have thorough knowledge at level C1 of their first language, and, as the internal working language of ACER is English, have language skills of English at level equivalent to B2 (satisfactory knowledge), these levels being defined by the Common European Framework of Reference for Languages ('CEFR'), and
e) Have a level of education which corresponds to a completed undergraduate studies attested by a diploma, when the normal period of university education is three years as a minimum[5].

(Only study titles that have been awarded in the EU Member States or Norway, Iceland and Liechtenstein or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.)

Failure to comply with one or more of the eligibility criteria will result in disqualification of the concerned applicant.

4.2 Selection criteria

Applications will be assessed by taking into consideration the educational background,

[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: http://europass.cedefop.europa.eu/resources/european-language-levels-cefr

[5] ECTS points are not accepted as equivalent degree, the proof of completion of undergraduate studies needs to be provided by the start date of the traineeship.

qualifications, competences, and motivation. In particular, the following criteria will be assessed when selecting applicants for the traineeship positions:

1) University degree in a field relevant to the traineeship positions.
2) Good written and oral command (level C1[6]) of the English language;

Please note that, given the nature of the Agency's tasks, its working language regime and the requirements of the service, the knowledge of the English language at level C2 is preferred for most of the profiles.

5. SELECTION

The applications received will be evaluated on a regular basis, with the aim to fill the available traineeship positions, starting each year on 1 March or 1 September.

The eligibility of the applications will be assessed by the Human Resources and Facilities Team against the criteria defined in point 4.1.

The Human Resources and Facilities Team will share the eligible applications with the Head(s) of the recruiting Department(s) and the respective Team Leader(s).

Based on the results of the assessment by the Head(s) of the recruiting Department(s), the Human Resources and Facilities Team proposes the list of the selected candidates to the Authorising Officer who authorises the proposed list taking into account the number of traineeship places available.

6. 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.

ACER celebrates diversity! We are convinced that diversity is a strength in the workplace and that its harnessing will improve our productive environment, where everyone feels valued, where their talents are being fully empowered, and in which organisational goals are met.

ACER undertakes to provide a working environment that is sensitive to differences in racial or ethnic origin, religion or belief, disability, age, sexual orientation, and gender. The Agency's way of working is based on a model of best practice whereby all staff can reach their full potential.

To this purpose, ACER applies a policy of equal opportunities and takes great care to avoid any form of discrimination in its selection procedures: the Agency ensures that no applicant is treated inequitably due to gender, marital or parental status, age, sexual orientation, disability, ethnicity, colour, citizenship/nationality or religious belief.

The Agency's premises are set to accommodate needs of persons with disabilities: ACER constantly makes sure to arrange what candidates, visitors and staff consider necessary to enable them to take part in the activities of the Agency.

7. DATA PROTECTION

[6] cf. Language levels of the Common European Framework of Reference: https://www.cedefop.europa.eu/files/europass_-_european_language_levels_-_self_assessment_grid.pdf

The applications for traineeships and supporting documents shall not be returned to the applicants and shall be kept on file by the Agency.

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. HOW TO APPLY?

This call for expression of interest is open-ended, there is no deadline for applications.

We accept applications only through our online tool (no registration is needed, only a valid e-mail address). The candidates must complete all required sections of the application and upload their CV (in English) and a copy of their university diploma(s).

We do not accept applications submitted by e-mail, mail or any other means. Please ensure that you thoroughly verify your eligibility criteria prior to submitting your application. Only eligible candidates will be assessed.

Once you have submitted your application, you will receive an automatic e-mail message confirming receipt of your application. Please ensure that the email address you provide is correct and that you check your email and spam/junk folders regularly. All communications to candidates concerning this selection will be in English. 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 ACER's website.