

Selection notice to establish a reserve list for the position of
Policy Officer – Strategic Direction & Coordination
(Temporary Staff, Grade AD 5)
in the Strategy Delivery and Communications Team
of the European Union Agency for the Cooperation of Energy Regulators
(ACER)

REF.: ACER/2022/04

Publication

External

Title Function

Policy Officer - Strategic Direction & Coordination

1. WE ARE

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 2019/942¹ and operational since 2011. ACER is central to the integration and wellfunctioning of the EU's electricity and natural gas markets.

The purpose of ACER 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, and to mediate and settle disagreements between them. ACER shall 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, ACER:

- 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; and

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

- f) 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 1227/2011².

The main areas on which ACER'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: ACER 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; and
- Energy market monitoring: ACER 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 referred to as surveillance.

With the "Clean Energy for all Europeans" package legislation, additional tasks have been assigned to ACER, including, in particular:

- Approving the all TSOs' proposals for terms and conditions or methodologies to be developed under the Commission Guidelines;
- Approving or amending the new resource adequacy and risk preparedness methodologies to be developed by ENTSO-E; and
- Monitoring state interventions preventing prices from reflecting actual scarcity and the performance of Member States in electricity security of supply issues.

ACER currently employs more than 130 staff members and has an approved annual budget of € 24,891,343 in 2022. ACER's internal structure comprises five Departments: Electricity, Infrastructure Gas and Retail, Market Surveillance and Conduct, Market Information and Transparency, and Corporate Services. In addition, ACER comprises the Strategy Delivery and Communications Team (including the Brussels Liaison Office), the Legal Services Team, the Data Excellence cluster and the IT Strategy and Planning cluster (including the IT-Project Management Office).

Please find the ACER's organisational chart on the following link:

https://extranet.acer.europa.eu/en/The_agency/Organisation/Documents/Organisational%20Chart%2001%20March%202022.pdf

ACER is located in Ljubljana (Slovenia).

2. WE PROPOSE

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 invest heavily in the professional development of staff, supporting a 'low on hierarchy, high on impact' organisational culture, prioritise personal relations and support an active

² <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32011R1227&from=EN>.

constructive feedback culture, emphasising the positives whilst not shying away from addressing the negatives.

ACER is looking for a proactive and committed Policy Officer - Strategic Direction & Coordination who will help drive the strategic direction of the Agency. The jobholder will be assigned to the Strategy Delivery and Communications Team (SDC) and will report to the Strategy Delivery and Communications Team Leader. The duties of the Policy Officer will include the following:

STRATEGY

- Strengthen various strategic and horizontal agency-wide processes; co-drive the strategy cycle instituted by the Strategy Delivery and Communications Team;
- Provide support to the Director in various files, as well as in business trips (coordination and content) under the guidance of the SDC Team Leader;

SUPPORT TO ACER BODIES AND SENIOR MANAGEMENT

- Contribute to and, in some areas, lead the work of the Agency's two main governing bodies, the Administrative Board and the Board of Regulators;
- Contribute to the content preparation and follow-up of senior management meetings and other critical activities;

STAKEHOLDER MANAGEMENT

- Build relationships with key non-EU regulatory authorities and drive the Agency's outreach to key European stakeholders;

Contribute, where necessary, to the other tasks of the Strategy Delivery and Communications Team and/or the Agency.

The Policy Officer - Strategic Direction & Coordination may be required to assist in other areas of the work of ACER, according to needs and priorities, as determined by the Director.

The requirement is to act with a service-minded culture, handling data with the highest level of confidentiality and professional integrity. Having excellent interpersonal and communication skills, the person should be able to operate in multicultural working environments and liaise with different stakeholders.

The Policy Officer - Strategic Direction & Coordination is expected to be proactive and thorough, with a team spirit, high level of flexibility, to be able to prioritize, deliver quality results with attention to detail and a commitment to excellence.

All staff working at ACER share the following core competencies: cooperating, delivering quality results, communicating, problem solving, being service oriented, self-development and knowledge sharing, and valuing diversity.

The following functional competencies are relevant for the position: planning and organising, having knowledge and skill in regulations and procedures, and having technical expertise.

3. WE LOOK FOR

A) Eligibility criteria

Candidates will be considered eligible for the 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 (3) 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 Union³ or of Norway, Iceland and Liechtenstein and a satisfactory knowledge of a second of these languages (level B2 of CEFR⁴) to the extent necessary to perform their duties;
3. To be a national of a Member State of the European Union;
4. To be entitled to their 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. Relevant studies in the field of law are preferred, though studies in economics or European/international relations will also be considered;
2. By the deadline for applications, having acquired at least two (2) year(s) of relevant professional experience in the area of strategy delivery, international relations or executive management/Board administration after obtaining the qualifications mentioned in point 3 A) 1 above;
3. Experience in executive, board-level, and/or horizontal processes in a mid-sized or larger organisation, including the organisation of high-profile meetings;
4. Ability to understand, analyse and draft legally, as well as to quickly transform and summarise information;

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 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

5. Ability to interact in a diplomatic fashion with a multitude of (high profile) stakeholders internally and externally, and to negotiate positions adequately.

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

1. Familiarity with executive /strategic decision-making in government (or similar public sector) would be an advantage, as it complements the Agency's strong regulatory experience;
2. Familiarity with the EU Energy Market and policies would be an advantage.

Communication and other personal skills (core competencies):

1. Excellent written and oral command (level C2 of CEFR) of the English language;
2. Proven ability to work in a team and under pressure; and
3. Experience of working in an international environment dealing with a range of stakeholders including third parties.

Communication and other personal skills (core competencies) will be assessed at the stage of the interview and the written examination.

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 the candidates meeting the eligibility criteria and best matching the selection criteria.

The highest scoring applicants will be invited for a written examination and an oral interview with the Selection Committee. The number of invited candidates shall be between a minimum of six and a maximum of eight. In case of equal merit, the number of candidates invited may be exceeded at the discretion of the Selection Committee.

The interview and test will focus on the following aspects:

- a) Specific competencies and knowledge of languages with reference to the selection criteria of the present call for expression of interest; and
- b) 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 ACER.

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 31/12/2023. 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

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.

The Agency is fully committed to the provision of equality of opportunity for all its employees through its employment practices, policies and procedures. ACER undertakes to provide a working environment that is sensible 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 employees 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 and recruitment procedure: the Agency ensures that no employees nor job applicants 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.

The Agency offers a complete set of family support measures, from parental and family leaves to kindergarten and school support, better to foster the performance of duties for colleagues with caring responsibilities.

Work opportunities at ACER are open to nationals of the 27 European Union Member States. Currently the Agency employs staff from 21 different nationalities: for this reason candidates of the following nationalities are particularly encouraged to apply: Estonia, Finland, Latvia, Luxembourg, Malta and Sweden.

6. CONDITIONS OF EMPLOYMENT

Pursuant to Article 2(f) of the CEOS, the successful candidate will be appointed by the Director as a Temporary Staff in Grade AD 5 for a period of 5 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.

Grade/step	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	Estimated net salary including expatriation allowance	Estimated net salary including expatriation, household and one dependent child allowance ⁶
AD5 step1	university degree of at least 3 years in a field relevant for this position + <i>up to</i> 3 years of experience in some or all of the fields covered by the job description	5010.72 €	4046.57 €	4859.08 €
AD5 step2	university degree of at least 3 years in a field relevant for this position + <i>more than</i> 3 years of experience in some or all of the fields covered by the job description	5221.27 €	4201.50 €	5023.62 €

Additional benefits:

- Annual leave entitlement of two days per calendar month plus additional days for age, grade, 2.5 days' home leave if applicable, and in addition up to 19 ACER 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.

ACER 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.

ACER 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 ACER processes personal data in relation to recruitment and selections, available on the ACER website.

⁶ An estimation of net salary, including the deduction for tax, correction coefficient (currently at 84.9 %). and social security and adding the allowances (this estimation has been calculated with expatriation allowance, household allowance and with one dependent child allowance). Allowances depend in any case on the personal situation of the candidate.

8. APPLICATION PROCEDURE

For applications to be valid, candidates must submit the following three documents 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 must be sent by e-mail by 7 April 2022 (23:59 Ljubljana time).

Applications should be sent by email to SELECTIONS-ACER-2022-04@acer.europa.eu with the following subject line: ACER-2022-04 NAME and SURNAME

Applications that are not complete or that are received after the deadline are considered as non-valid.

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. ACER reserves the right to disqualify any candidate who disregards this instruction.

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:

https://www.acer.europa.eu/en/The_agency/Working_at_ACER/Pages/Selection-procedure.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

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

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 Niedergrünewald
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 about 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 on, 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.