Body of European Regulators for Electronic Communications
BEREC OFFICE

Public

Traineeship Notice
Trainee in the field of ICT
Ref. BEREC/2022/04

Applications are invited for the selection of trainee in the field ICT at the Agency for Support for BEREC ('BEREC Office', 'Agency').

Place of traineeship	Riga, Latvia
Partner Directorate General	DG CONNECT - Directorate General for Communications Networks, Content and Technology
Duration of the Traineeship	6 months, renewable once for up to additional 6 months
Start date of Traineeship	1 October 2022
Deadline for application	**10/06/2022 at 12:00 (midday), Riga time**

I. The BEREC Office

The BEREC Office has been set up as a body of the European Union (EU) to:

• provide professional and administrative support services to the Body of European Regulators for Electronic Communications (BEREC), in particular in fulfilling its regulatory tasks;

• collect information from national regulatory authorities (NRAs) and to exchange and transmit information in relation to the regulatory tasks assigned to BEREC;

• produce, on the basis of the information received from NRAs in relation to the regulatory tasks assigned to BEREC, regular draft reports on specific aspects of developments in the European electronic communications market, such as roaming and benchmarking reports, to be submitted to BEREC;

• disseminate regulatory best practices among NRAs;

• establish and maintain registries and databases for the needs of BEREC;

• establish and manage information and communications systems and other IT tools for BEREC and the NRAs and others.

For further information please consult the BEREC website: www.berec.europa.eu and Regulation (EU) 2018/1971 of the European Parliament and of the Council of 11 December 2018 establishing the Body of European Regulators for Electronic Communications (BEREC) and the Agency for Support for BEREC (BEREC Office), amending Regulation (EU) 2015/2120 and repealing Regulation (EC) No 1211/2009 (Text with EEA relevance).

II. The traineeship

The aim of this traineeship programme is to attract highly qualified applicants who are competent and strongly motivated.

The traineeship will offer the possibility to university graduates with background in a relevant field to gain experience in the work of the EU in general and in the work of the BEREC Office in particular.

The selected trainee will be assigned to one of the BEREC Office entities to support IT-related projects.

Duties include:

- Assignments related to distribution and return of ICT equipment, configuration and deployment of workstations and laptops, removal/disposal of non-functional equipment, etc.;
- Supporting the organisation of the peripheral equipment, including scanners, external drivers, monitors and other peripheral hardware;
- Providing assistance in the installation of network cabling and other infrastructure components such as rack installations and data cabling;
- Creating and maintaining inventory, which may include hardware, software and various items such as printer cartridges and peripheral equipment;
- Support the testing of ICT tools and new solutions (for example, new AVC booking tool and email testing linked to upgrades);
- Supporting the creation of user manuals, gathering and disseminating useful information needed on ICT items in the BEREC Office newsletter, maintaining documentation of processes, procedures and troubleshooting guides;
- Participation and delivering presentations on practical aspects of the use of ICT tools and products to internal users;
- Supporting the responsible staff in dealing with vendors and vendor supplied systems to track service requests;
- Promoting the modernisation and the standardisation of the data collected by the Agency in order to make it available to the public in an open, reusable and machine-readable format on the BEREC website and the European data portal;
- Managing and ensuring the smooth day-to-day operation of corporate ICT tools (for example, BERECnet, IS-Portal, BEREC homepage, online consultation platform, email exploders, databases, etc.) necessary for the smooth functioning of the BEREC and the Agency and contributing to the efficient and effective management of user access rights;

- Supporting the organisation of video-and audio conferences;
- Interacting with colleagues in other units as necessary when executing all above mentioned tasks;
- In the interest of the service, the trainee may be assigned other duties within the scope of activities performed within the Unit(s) as appropriate.

The tasks and duties of the trainee might be further tailored after the start of the traineeship. The trainee may be required to assist in other areas of activity, depending on the needs of the service and his/her profile and experience.

The selected trainee will have a traineeship adviser, who will be in charge of the trainee for the entire period of the traineeship.

III. Eligibility criteria

To be admitted to the Traineeship Programme, candidates must:

a) be 18 years of age or older

b) be nationals of a Member State of the European Union;

c) have by the beginning of the traineeship successfully completed at least three years of higher education course (university studies) or equivalent education in a field of interest to the BEREC Office attested by a diploma or relevant official certificate[1];

d) have language skills at level C1 for the first language (thorough knowledge) and at level B2 for the second language (satisfactory knowledge), these level being defined by the Common European Framework of Reference.

Failure to comply with one or more of the eligibility criteria will result in disqualification of the concerned applicant. Trainees must not have any professional connections with third parties, which might be incompatible with their traineeship (i.e. must not work for lobbyists, legal attachés, etc.). They are not permitted to exercise any other gainful or non-gainful employment during the period of the traineeship[2].

IV. Selection criteria

Applications will be assessed by taking into consideration the educational background, qualifications, competences and motivation. In particular, the following criteria will be assessed when selecting applicants for this traineeship position:

1. University degree in a relevant field.

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[1] ECTS points are not accepted as equivalent degree, proof of completion of full university studies shall be provided before the start of the traineeship. For examples of minimum national qualifications required by the legislation in the country where the diploma was obtained, see Annex I. Only qualifications issued by EU Member State authorities or recognised as equivalent by the relevant EU Member State authorities will be accepted. Where diplomas are obtained from a non EU country, trainees will be required to provide proof of their equivalence from a recognised authority.

[2] The Director may admit to the Programme trainees seconded by other organizations or national entities.

2. Satisfactory knowledge of English (level B2 according to the Language levels of the Common European Framework of Reference) to fully profit from the traineeship and to be able to follow meetings and perform adequately. 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 a level higher than B2 may be preferred.

V. Selection

After the deadline for applications, the applications are checked towards the eligibility criteria. Eligible applications are assessed by a Selection Committee appointed by the Director.

Suitable candidates may be contacted over the phone or by means of video-conference by the members of the Selection Committee in order to check their availability, to better assess the candidates' suitability and motivation for the position, and to discuss the mutual expectations.

The Selection Committee will finally establish a shortlist of candidates to be proposed to the Director. The candidates may be ranked in order of merit or in alphabetical order.

The Director makes the final selection of applicants on the basis of the proposals submitted by the Selection Committee. Regard will also be taken in respect of the maintenance of an appropriate gender balance and geographical distribution of the trainees. The Director reserves the right to proceed with a further assessment or phone interviews before taking a decision on the successful trainee.

The selection proceedings of trainees are confidential. The successful applicant is informed about the outcome of the selection procedure.

The Director may also establish a shortlist of suitable candidates for this profile.

In the interest of the Service, candidates included in the shortlist may be offered a traineeship in other similar areas.

VI. Equal opportunities

The BEREC Office applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations 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.

VII. Conditions of Traineeship

The trainee will receive a monthly grant calculated at the beginning of each calendar year and published on the BEREC Office website[3]. Training periods are initially offered for a period of

[3] Trainees shall be entitled to a monthly grant amounting to 25% of a basic monthly salary of a temporary agent in grade AD5, step 4, as established by Decision of the Management Committee No MC/2016/02 as amended by Decision No MC/2018/02. **The grant for the year 2022 has been determined to be EUR 1118, 41.**

six months with the option reserved to the Agency to extend the traineeship only once for a period to be determined. Traineeship periods shall last at most twelve months.

Start date of traineeship: **1 October 2022**

VIII. Application procedure

For their applications to be valid, candidates must apply online at the following link: http://berec.europa.eu/eng/berec_office/traineeship/apply_on_line/

and submit

1. A covering letter outlining their reasons for applying;
2. A curriculum vitae (CV), drafted using the Europass CV format[4];

Applicants are explicitly requested to highlight and give a brief account of their experience and expertise relevant to the traineeship. Applicants are invited to indicate, the official length (duration) of the diplomas that they hold. Applications will be rejected if the dossier is incomplete or submitted after the deadline.

All the educational and/or professional experiences indicated in the applications (online form, CV or motivation letter) should be supported by documents (e.g. certified copies of degrees/diplomas, references, proof of experience, etc.). Supporting documents should not be sent at the time of the applications. Successful candidates must submit the supporting documents at a later stage of the procedure upon request of the BEREC Office. Prior to the start date of the traineeship, the successful candidate may be requested to provide a certificate proving medical fitness for executing the duties specified in this Notice.

Under no circumstances should candidates approach the members of the Selection Committee, directly or indirectly, concerning this traineeship selection. The Agency reserves the right to disqualify any candidate who disregards this instruction.

IX. Closing date for applications

The deadline for applying for traineeship is **10/06/2022 at 12:00 (midday), Riga time** (11:00 a.m. Central European Time). The Agency strongly advises candidates not to wait until the last few days before the deadline to apply, since heavy internet traffic or connection difficulties could lead to problems. It is the sole responsibility of each applicant to submit his/her completed application by the deadline for submission. Any information or documentation provided after the deadline will not be taken into account.

If at any stage in the procedure it is established that any of the information a candidate has provided is incorrect, the candidate in question will be disqualified.

[4] The Europass CV can be downloaded from the website http://europass.cedefop.europa.eu/htm/index.htm

X. Protection of personal data

The BEREC Office will ensure that candidates' personal data are processed as required by Regulation (EU) No 2018/1725 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.

Further information on the processing of personal data can be found in the respective Privacy Statement here.

Electronically signed on 05/05/2022 12:49 (UTC+02) in accordance with Article 11 of Commission Decision (EU) 2021/2121