Call for Expression of Interest (no deadline)

for the Graduate Programme in the Agency for the Cooperation of Energy Regulators (ACER)

REFERENCE: <u>ACER/GRADUATE/2023/OC</u>

---

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. 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 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;

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,

- 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.

The Agency currently employs more than 140 staff and has an approved annual budget of €30.8 million in 2023. The Agency's internal structure comprises five Departments (Electricity; Infrastructure, Gas and Retail; Market Surveillance and Conduct; Market Information and Transparency; and Corporate Services) and the Strategy Delivery & Communications team, as well as horizontal clusters. Please find the Agency's organisation chart on the following link:

https://www.acer.europa.eu/the-agency/about-acer/acer-teams

The Agency 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 strive towards becoming an innovative and engaging workplace, by committing continuously to invest in learning and development opportunities and by focusing on staff well-being and work-life balance.

We invest heavily in the development of our people, 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.

The Graduate Programme is addressed mainly to master's degree graduates, PhD students and postgraduates, without excluding those who, in the framework of lifelong learning, have recently obtained a postgraduate degree.

The Graduate Programme is a format targeted at recent graduates and aims, on the one hand, to strengthen ACER's capability to ensure business continuity and, on the other hand, to extend ACER's capability to explore state of the art topics and innovate current practices. To that end, the Graduate Programme enables the Agency to liaise with academia and leverage on the most recent academic insights.

It complements the existing Traineeship Programme, which is addressed at Master degree students and university graduates and foresees a more supportive role for trainees. Graduates will in turn be involved in core tasks and projects, given the enhanced expertise that their profile entails.

Moreover, ACER Graduate Programme spans across 1 year and can be considered as valuable work experience for junior positions vacancies. However, completing ACER Graduate Programme does not guarantee subsequent employment at ACER.

For the individual graduate, the Graduate Programme accelerates professional growth, by providing hands on work experience in an EU Agency under the guidance of experts.

The Agency offers graduate positions in seven identified areas as of 2024, according to the following profiles:

- Data Analysis – Market Information and Transparency Department/DEX Cluster
- Data Analysis – Electricity Department
- Data Analysis - Market Surveillance and Conduct
- Data Analysis in the Gas, Hydrogen, and Retail Department, with a focus on gas and hydrogen market trends and retail energy market dynamics.
- Human Resources
- Environmental Management – Facility
- Strategy Delivery and Communications

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 graduate positions will be identified in the offer letter sent to the selected candidates; the tasks of the graduate might be further tailored to the individual profiles after the start of the programme.

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

Department(s) / Team(s)	Profile	Requirements	Tasks linked to the profile (non-exhaustive list)
MARKET INFORMATION AND TRANSPARENCY DEPARTMENT; or DATA EXCELLENCE CLUSTER (DEX); or MARKET SURVEILLANCE AND CONDUCT DEPARTMENT; or ELECTRICITY DEPARTMENT; or GAS, HYDROGEN AND RETAIL DEPARMENT	Data Analysis Profile	Degree in Information Technology, Computer Sciences, Data Science, Statistics, Economics, Mathematics, Engineering, Energy or similar.	We are seeking candidates with a deep interest in energy markets, capable of analyzing large datasets related to EU energy markets, including specific focus areas of gas, hydrogen, and retail markets. The role involves working alongside experts on evolving topics and contributing to areas at the forefront of EU debate. Moreover, you will be able to contribute to topics that are currently at the heart of the debate in the EU. Specifically, we are looking for candidates that are at ease in processing different types of information and who can link this to an understanding of at least one of the following domains: - Data quality assurance - Electricity and gas market data analysis - Electricity and gas fundamental data analysis - LNG market analysis You will be involved in the department's daily tasks in one of the above domains by analysing the relevant information in order to extract meaningful conclusions, which can support the drafting of report, decisions, recommendations or opinions. To this end, experience with data analytics tools will be of great help.

HUMAN RESOURCES AND FACILITIES TEAM	Human Resources Profile	Degree in Social Sciences (preferably in Human Resources Management), Business Administration, and Management, IT or similar. Education or practical experience linked to IT (HR Tools, MS Office, SharePoint, experience in programming, experience in document management and digital tools), project management as advantageous.	We are looking for a person with keen interest in Human Resources who can help us achieve our HR Digital Transformational Plan. The purpose of this plan is the implementation of HR Digital Tools in the areas of Recruitment, Performance Management, and Learning & Development. By doing this, you will support us in increasing the efficiency of our operations, elevating the digital HR experience of our candidates and staff, securing important information, and enhancing productivity across the team and the organization as a whole. - Facilitate the implementation of HR software such as Totara, Moodle, Workday, and SAP Success Factors - Contributing to the drafting, project management and implementation of the HR projects related with digitalization - Be a digital HR ambassador across the organization in order to support the HR Digital Transformation at ACER - Design and implementation of the digitalization of Learning & Development (L&D) processes and procedures; - Development, testing and implementation of HRM Tools related with Selection of Candidates, Performance & Talent Management of employees - Support with other organizational programmes (such as the Leadership Pipeline) and Activities (such as Trainings & Recruitment)

HUMAN RESOURCES AND FACILITIES TEAM	Environmental Management – Facility Profile	Degree in Environmental Sciences or Environmental Management, Environmental Health, Environmental Engineering or Engineering with a focus on sustainability, Ecology, Renewable Energy or Renewable Energy Engineering, or similar.	We are looking for a highly motivated person with a keen interest in climate change, environmental protection and environmental project management. More specifically, we are looking for candidates that are familiar with the EU Green Deal, environmental policies and regulations, the process of calculation of carbon footprint, monitoring and systematically improving the environmental performance, and obtaining EMAS certification (Eco-Management and Audit Scheme). The candidate would be supporting the Agency's Facility Management team in daily operations related to the greening efforts of the Agency and would have the opportunity to facilitate the Agency in: - Project management and implementation of the process of acquiring EMAS certification throughout a one year-long project in close cooperation with external consultants; - Coordinating the decision-making process between internal and external stakeholders; - Awareness raising, information sharing and increasing ownership among the Agency's staff; and - The knowledge sharing exercise among the interinstitutional network of Agencies

| STRATEGY, DELIVERY, AND COMMUNICATIONS TEAM | Communications Profile | Master's degree in communications, multi-media, journalism or similar OR International/general Master's degree (or similar) with solid (digital) communications element in either the Bachelor's or Master's programme. | *Communications*

- Provide graphic design support and multimedia content (e.g. social media banners, infographics, videos and podcasts);

- Support the implementation of website changes to improve design and web user experience;

- Assist in the planning and implementation of external and internal communication actions;

- Review and improve communications texts (for web & social media) for publication.

Coordination and meetings

- Help conduct the stakeholder survey;

- Support media monitoring, data collection and Key Performance Indicators (KPIs), presentations, and contribute to monitoring projects;

- Assist in the planning and organisation of meetings and events and track follow up actions;

- Contribute to other tasks of the team and/or the Agency, according to needs and priorities. |

Everyone working at ACER share the following core competencies:

- Cooperating: working with others towards achieving work goals;

- Delivering quality results: focusing on achieving results while applying relevant processes and procedures to meet quality standards;

- Communicating: sharing relevant information clearly and concisely, sharing useful information with others as appropriate;

- Problem solving: having the ability to identify and raise issues or concerns and seeking to anticipate problems a positive and helpful manner;

- Being service oriented: complying with ACER's rules and procedures, providing support and delivering services with a view to provide added value;

- Self-development and knowledge sharing: ability to share knowledge to support team effectiveness, while seeking feedback to enhance own performance;

- Valuing diversity: welcoming and working respectfully, inclusively and effectively with people from diverse backgrounds, while demonstrating respect and understanding of different points of view.

3. WE ARE LOOKING FOR

A. Eligibility criteria

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

1. Be 18 years of age or older;

2. Be nationals of a Member State of the European Union, Norway, Iceland or Liechtenstein;

3. Have language skills at level C1 for the first language (thorough knowledge) and at level B2 for the second language (satisfactory knowledge), these levels being defined by the Common European Framework of Reference for Languages (CEFR). A minimum level C1 for English language (thorough knowledge) is required.

4. Have a level of education which corresponds to completed postgraduate university studies (at least at Master level) attested by a diploma, when the normal period of undergraduate university education is (at least three years or more),

   (Only study titles that have been awarded in 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.).

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

B.   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 the graduate positions:

1. University degree and/or PhD studies in a field relevant to the graduate profile.

2. Good written and oral command (level C1[1]) 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 graduate profiles.

3. Adherence to ACER core competencies, values and mission.

4. SELECTION

The applications received will be evaluated on a regular basis, with the aim to fill the available graduate positions.

The eligibility of the applications will be assessed by the Human Resources Management Team against the criteria defined in Article 3.A.

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

---

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

Based on the results of the assessment by the Head(s) of the recruiting Department(s), the Human Resources Team will propose the list of short-listed applicants to the Director who authorises the proposed list taking into account the number of graduate positions available.

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 or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

6. CONDITIONS OF GRADUATE PROGRAMME

The conditions of the Graduate Programme are governed by the Agency's Director Decision 2023-08.

The graduate programme has no fixed start or end date, unless otherwise provided for in the published call, and it shall run for a fixed period of twelve months. The starting date is the 1st or 16th calendar day of the month and the programme runs until the end of the relevant period. The graduate programme agreement may not be renewed.

Graduates not receiving any salary, scholarship or other form of financial support from other sources for the completion of the Graduate Programme shall be awarded a monthly grant during the entire duration of the graduate programme period.

For the Graduate Programme related to this call for expression of interest, the monthly grant is set at the 35 % of the basic salary of a Temporary Staff member in grade AD 5 step 1 corrected to country correction coefficient[2].For 2023, this corresponds to roughly 1,635 EUR a month.

Graduates 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, graduates 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 the Graduate Programme

-   Graduates completing at least a 3-month period shall be entitled to receive reimbursement of their travel expenses incurred at the beginning and end of their programme.

-   Travel expenses are paid half at the beginning and half at the end of the 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.

-   Graduates whose place of recruitment is less than 200 km from the place of engagement arenot entitled to the reimbursement of travel expenses.

B. Public transport travel contribution:
- Graduates will be entitled to a monthly pass for public transport within Ljubljana.

---

[2] The grant is adjusted to the new correction coefficient as of January of each year.

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

7. DATA PROTECTION

The applications for the Graduate Programme 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. APPLICATION PROCEDURE

For applications to be valid, applicants must submit:

- An application Form for the Graduate Programme (available on the ACER website)
- A copy of the university diploma(s), at least of Master level

Please do not submit any other supporting documents at this stage of the procedure.

Applications should be sent in English and by email to the following functional mailbox: graduate@acer.europa.eu quoting the reference of this call in the subject of the notice.

On the application form, please clearly indicate a maximum of two profiles for which you are applying for.

In order to facilitate the selection process, all communication to applicants concerning this vacancy will be in English.

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

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