

Call for Trainees in the Agency for the Cooperation of Energy Regulators (ACER)

REFERENCE: ACER/TRAINEE/2017/SPRING

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 creation 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;
- 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,

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)

- 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 oversight of the wholesale energy trading,
- wholesale energy markets monitoring: Regulation (EU) No 1227/2011 on Wholesale Energy Market Integrity and Transparency (REMIT) introduced new rules prohibiting abusive practices affecting wholesale energy markets. According to REMIT, the Agency has to collect both transactional and fundamental data necessary to monitor trading in wholesale energy markets in order to detect and deter market abuse.

The Agency currently employs more than 80 staff and has an approved annual budget of €13.3 million in 2017. The Agency's internal structure comprises five Departments (Electricity, Gas, Market Surveillance and Conduct, Market Integrity and Transparency and Administration) and the Director's Office.

The Agency is located in Ljubljana (Slovenia).

2. WE PROPOSE

The traineeship addresses mainly 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 selected trainees will be assigned to one of the following teams and will be involved in the activities listed under each team:

DIRECTOR'S OFFICE

- **Press and Communication Team**

- Supporting the implementation of website changes and other digital communication activities
- Supporting ACER media monitoring activities
- Assisting the planning and implementation of external and internal communication actions
- Assisting with administrative tasks related to the work of the Communications team
- Experience with Sharepoint tools will be advantageous for the selection
- Trainee may be required, at times, to assist in other areas of Director's Office

ADMINISTRATION DEPARTMENT

- **IT/ICT Team (Administration Department)**
 - Contribution to the installation, configuration and administration of computer systems and networks of the Agency
 - Local IT user support
 - Setup and maintain office automation environments (installation of workstations, printers, telephones and other peripherals)
 - Trainee may be required, at times, to assist in other areas of the Administration Department

GAS DEPARTMENT

- **Market Monitoring Team**
 - Data collection and treatment; spread sheet and modelling including use of statistical tools
 - Monitoring of the Internal Energy Market, more in particular of the gas wholesale markets
 - Monitoring of the developments of gas trading places, congestion level of gas transportation networks; use of gas storage facilities
 - Under supervision, drafting documents relating to the above mentioned activities
 - Trainee may be required, at times, to assist in other areas of the Gas Department
- **IT Profile**
 - Contribution to the development of Agency data collection tools;
 - Under supervision, taking part in design and development of machine-to-machine and user interfaces;
 - Under supervision, interactions with NRAs and other stakeholders (such as ENTSOG) on these topics;
 - Under supervision, drafting documents relating to the above-mentioned activities.
 - Trainee may be required, at times, to assist in other areas of the Gas Department

ELECTRICITY DEPARTMENT

- **Market Monitoring Team**
 - Intensive data collection and manipulation in spreadsheets (experience with this is highly recommended)
 - Performing statistical calculations and analysis
 - Presenting and drafting (with supervision) findings from the analysis
 - Reviewing relevant literature
 - Trainee may be required, at times, to assist in other areas of the Electricity Department

- **TSO Cooperation Team**

- Contribution to the preparation of the Agency's monitoring activities regarding European infrastructure developments, including planning and data collection
- Reviewing infrastructure development plans (Ten Year Network Development Plan and regional investment plans) and other relevant submitted data by project promoters and national regulatory authorities
- Using tools like Excel and SharePoint
- Performing statistical calculations and analysis
- Presenting and drafting findings from the analysis
- Trainee may be required, at times, to assist in other areas of the Electricity Department

MARKET SURVEILLANCE AND CONDUCT DEPARTMENT

- **Market Conduct Team (analyst)**

- Performing business analysis and project support of software implementation
- Performing document management activities
- Assisting with the organisation of meetings and other communication
- Preparing documents and presentations for internal use
- Reviewing literature on market abuse
- Performing statistical calculations and analysis
- Trainee may be required, at times, to assist in other areas of the Market Surveillance and Conduct Department

- **Market Conduct Team (legal)**

- Reviewing case law and literature on market abuse
- Performing a European and national legal watch
- Preparing contributions on REMIT-related documents
- Performing document management activities
- Assisting with the organisation of meetings and other events
- Supporting the project management activities of the team
- Trainee may be required, at times, to assist in other areas of the Market Surveillance and Conduct Department

- **Market Surveillance Team**

- Programming small scripts in SQL or C++
- Preparing documents, tables and presentations for internal use
- Performing statistical calculations and analysis helping to detect abnormal events in energy wholesale trading (on publically available or anonymized data)
- Assisting the preparation of the REMIT weekly report
- Conducting logic and data quality tests (on anonymized datasets)
- Trainee may be required, at times, to assist in other areas of the Market Surveillance and Conduct Department

MARKET INTEGRITY AND TRANSPARENCY DEPARTMENT

- **Policy and Market Conduct Team**

- Reviewing public Decisions and literature on Market Abuse
- Collaborating in the process of software implementation
- Preparation of contributions to policy documents
- Performing statistical calculations and analysis
- Performing document management activities
- Assisting with organisation of meetings and other communication
- Preparing documents for internal use
- Trainee may be required, at times, to assist in other areas of Market Integrity and Transparency Department

- **Market Data Management Team**

- Maintaining various logs and records (e.g. change log, action point log)
- Performing document management activities using existing ACER tools
- Consolidating stakeholders' proposals, comments and questions
- Consolidating, finalizing, and distributing various daily and weekly reports
- Assisting with organisation of meetings, webinars and other communication activities/events
- Testing/validating specific components of ARIS
- Assist with Project management of small to medium scale projects
- Assist with IT Service Management optimizations
- Trainee may be required, at times, to assist in other areas of Market Integrity and Transparency Department

Each trainee will have a traineeship advisor, who will be in charge of the trainee for the entire period of the traineeship.

3. WE ARE LOOKING FOR

A. Eligibility criteria

To be admitted to the graduate traineeship programme, applicants must:

1. Be 18 years of age or older;
2. Be nationals of a Member State of the European Union;
3. Have a thorough knowledge of one of the official European Union languages and a satisfactory knowledge of a second of these languages to the extent necessary to perform his/her duties, more specifically:

3.1 Excellent written and oral command (level C2)² of the English language and

3.2 Good written and oral command (level B2) of a second official language of the European Union, including the mother tongue;

4. Have a level of education which corresponds to completed university studies attested by a diploma, when the normal period of university education is three years or more and will have obtained a full degree by the start of the traineeship period³,

(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.

Applications will not be accepted from applicants who, for more than 6 weeks:

- Have already benefited or benefit from any kind of traineeship within a European institution or body, or
- Have had or have any kind of employment within a European institution or body.

4. SELECTION

The Selection Committee will propose to the Director a list of eligible and suitable candidates, whose applications, and in particular, educational background, qualifications, competences, motivations and preferences suit the identified needs best.

The Director will make the final selection of the trainee(s) based on the approved list of suitable applicants. Prior to the final selection decision, applicants may be contacted via telephone to confirm availability, suitability, linguistic knowledge and to discuss reciprocal expectations.

The proceedings of the Selection Committee are confidential. Decisions of the Selection Committee and of the Director are final. There is no possibility to appeal.

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.

² Knowledge of languages declared on the application form, other than the mother tongue, should be supported by appropriate justification (i.e. diplomas, certificates, proof of having studied in the language in question, etc.).

³ ECTS points are not accepted as equivalent degree. Proof of completion of the full university degree needs to be provided by the start date of the traineeship.

6. CONDITIONS OF TRAINEESHIP

Traineeship may last for a fixed period of a minimum of three to a maximum of six months.

- **Start date of the traineeship: 1 March 2017**
- **End date of the traineeship: 31 August 2017**

Trainees not receiving a salary, scholarship or other form of financial support shall be awarded a **monthly grant during the traineeship period in the amount of 500 EUR**. In addition to the monthly grant, trainees may be paid the following contributions:

A. Expatriation allowance⁴: contribution towards the costs caused by taking up duties, *if the following criteria are met:*

- trainees are not or have never been nationals of Slovenia and, during the five years ending six months before the start of the traineeship, did not habitually reside or carry their main occupation in Slovenia, and
- trainees provide evidence of incurring accommodation costs as a result of change of their place of residence to participate in their traineeship programme.

B. Travel allowance: Trainees who have completed at least a 3 months' traineeship may receive a travel allowance. The travel allowance is paid at the end of the traineeship for travel from the place of residence to Ljubljana and back. The trainees whose place of recruitment is less than 200km from Ljubljana are not entitled to a travel allowance.

C. Public transport contribution: Trainees may be entitled to a monthly pass for public transport within Ljubljana.

The place of traineeship will be **Ljubljana (Slovenia)**, where ACER is based.

7. APPLICATION PROCEDURE

For applications to be valid, candidates must submit:

- An application Form for the Traineeship Programme (available on the ACER website)
- A copy of university diploma(s), **(please do not submit any other supporting documents at this stage)**

Applications in English should be sent by email to traineeship@acer.europa.eu **quoting the reference in the subject.**

On the application form, please clearly indicate a maximum two teams for which you are applying for traineeship, expressing the preference. Applications without clear preference stated or with more than two preferences will not be considered.

⁴ For this call, the lump sum for the expatriation allowance has been set to 423 EUR.

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

Under no circumstances should candidates approach the members of the Selection Committee, directly or indirectly, concerning this traineeship selection. Any candidate who disregards this instruction may be disqualified.

Applications must be sent by e-mail by 22 January 2017 (closing time 23:59 Ljubljana time).

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.