

VACANCY NOTICE
PERSONAL ASSISTANT
REF: EBA CA FGIV RL 2019

Type of contract	Contract Agent ¹
Function group and grade	FG IV
Duration of contract	3 years, with possibility of extension
Department/Unit	European Banking Authority
Place of employment	Paris, France
Deadline for applications	10 November 2019 at 12.00 noon Paris time
Reserve list valid until	31 December 2020

The Authority

The European Banking Authority (“EBA”) is an independent European Union Authority established on 1 January 2011 by Regulation (EU) No. 1093/2010 of the European Parliament and of the Council of 24 November 2010².

The Mission

With a view to improving the functioning of the European Union internal market, the EBA contributes to ensuring a high quality, effective and consistent level of regulation and supervision in its areas of competence. It also promotes public values such as the stability of the financial system, the transparency of markets and financial products, and the protection of depositors and investors.

It works to prevent regulatory arbitrage and guarantee a level playing field, strengthens international supervisory coordination, promotes supervisory convergence and provides advice to the Union institutions in the areas of banking, payments and e-money regulation and supervision, and related corporate governance, auditing and financial reporting issues.

As an integral part of the European System of Financial Supervision (ESFS), the EBA works closely together with her sister authorities, the European Insurance and Occupational Pensions Authority (EIOPA) and the European Securities Market Authorities (ESMA), as well as the Joint Committee and the European Systemic Risk Board (ESRB).

Further information on the EBA is available on the EBA website: www.eba.europa.eu.

¹ According to the Article 3(a) of the Conditions of Employment of Other Servants of the European Union (CEOS)

² Regulation (EU) No 1093/2010 of the European Parliament and of the Council of 24 November 2010 establishing a European Supervisory Authority (European Banking Authority), amending Decision No 716/2009/EC and repealing Commission Decision 2009/78/EC (OJ L 331, 15.12.2010, p. 1).

The European Banking Authority is seeking suitable candidate(s) for the position of Personal Assistant to provide support to the management at the EBA.

Job description

Main purpose

Provision of personal, administrative and organisational support to the management of the EBA in their daily business tasks.

Main responsibilities:

- Providing personal and administrative assistance to the managers in their daily business tasks;
- Providing administrative and organisational support to teams/units;
- Managing time, itineraries and diaries;
- Scheduling, coordinating and preparing meetings, note taking and coordinating briefings when required;
- Coordinating the preparation of dossiers for meetings with external stakeholders (EU institutions, national authorities and international organizations), seminars, workshops and ensuring their timely finalisation and distribution;
- Providing support and ensuring the ongoing exchange of information with external stakeholders and interacting extensively with external visitors;
- Managing correspondence, documents, their filing and archiving;
- Acting as a point of contact for incoming enquiries;
- Providing personal assistance and supporting the coordination of the managers' external engagements and missions;
- Executing other general office and administrative duties;
- Covering for other administrative support staff in their absence;
- Ensuring flexibility in the provision of the above in the interest of the service;
- Executing any other organisational and administrative tasks as may be required.

Requirements

1. Eligibility Criteria

To be considered eligible, candidates must satisfy all the criteria listed below, by the deadline for submitting applications.

1.1 General

- Be a national of a Member State of the European Union, or a national of the European Economic Area (Iceland, Liechtenstein, Norway);

- Be entitled to his/her full rights as a citizen³;
- Have fulfilled any obligations imposed by the applicable laws on military service;
- Have a thorough knowledge of one of the official languages of the European Union⁴ and a satisfactory knowledge⁵ of another language of the European Union;
- Be physically fit to perform the duties linked to the post⁶.

1.2 Specific

1.2.1 Qualifications

To be eligible, a candidate must have a level of education, which corresponds to completed university studies of at least three years attested by a diploma⁷.

1.2.2 Knowledge of languages

For working purposes, as English is the working language of the EBA⁸, an excellent knowledge of the English language, both written and spoken, is required.

Native English speakers will be tested to prove their second language skills, in accordance with section 1.1.

2. Selection criteria

In addition to the above, the following selection criteria will be used:

- At least 5 years of relevant proven fulltime professional experience as a personal or administrative assistant to management after completing the education as mentioned under 1.2.1.;
- Proven experience in coordinating the meetings with external stakeholders, seminars, and/or workshops (please give clear examples of the meetings organised);
- Proven experience in the preparation of dossiers for the meetings with external stakeholders, seminars, and/or workshops (please give clear examples of the dossiers prepared);
- Proven experience in an EU or multicultural/ international working environment;
- Proven experience in managing diary, organising meetings involving many stakeholders including taking minutes;
- Proven experience in working with databases (please give examples of databases used and in which capacity);

³ Prior to the appointment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.

⁴ The official languages of the European Union are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, and Swedish.

⁵ The knowledge is required at least at B2 level. The assessment at B2 level is done in accordance with the Common European Framework of Reference for Languages (CEFR) (<http://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>)

⁶ Before the appointment, the successful candidate will be examined by one of the European Union medical centres in order to confirm that the candidate fulfils the requirements of Article 12(2)(d) of the Conditions of Employment of Other Servants of the European Union (CEOS).

⁷ Only qualifications awarded by EU Member State authorities or European Economic Area (EEA) authorities or qualifications recognised as equivalent by the relevant authorities will be taken into consideration. If the main studies took place outside the European Union, the candidate's qualification must have been recognised by a body delegated officially for the purpose by one of the European Union Members States (such as a national Ministry of Education) and a document attesting so must be submitted with the application by the closing date.

⁸ Decision EBA DC 003 of the Management Board on Internal Language Arrangements.

- Proven experience in working with a document management system (please give example of document management system/s used and in what capacity);
- Proven experience and excellent skills in using MS Office applications, such as Word, PowerPoint, Excel and Outlook.

It would be advantageous for the candidates to

- Have knowledge of French language at least B2 level;
- Be familiar with the decision-making processes in the EU institutions.

Applications will be assessed based on the Eligibility and Selection criteria specified in parts 1 and 2.

For this position, the candidates are expected to fulfil the following competencies to be assessed during interviews:

- Strong sense of diplomacy, responsibility, commitment and co-operation;
- Strong sense of discretion and confidentiality;
- Excellent organisational skills, and capacity to prioritise work effectively, dealing with multiple tasks and meeting tight deadlines;
- Flexibility to take over other tasks in view of a dynamic and evolving institutional environment;
- Proactive attitude;
- Ability to manage own workload and work without close supervision.

3. Equal opportunities

As a European Union Authority, the EBA will apply a policy of equal opportunities and will take care to avoid any form of discrimination in its recruitment procedures.

4. Selection procedure

The selection procedure will include the following:

4.1. The selection committee will be established. All the candidates invited to interviews shall be informed on the composition of the selection committee in the invitation to the interview.

4.2. The selection committee will analyse application documents (curriculum vitae, motivation letter, and eligibility criteria grid) of applicants with reference to the eligibility and selection criteria and will establish a shortlist. Short listed candidates may be invited to sit written tests.

Written tests will be done in English and will be related to the job and designed to test the ability to communicate in written English, knowledge and competencies related to the job, and drafting skills. Total mark for written test: 10. The minimum score to pass: 6.

Only the candidates successful in written tests will be invited to interviews.

Successful candidates with the total score equal to and above 12 will be placed on the reserve list, which will be valid until **31 December 2020**. It may be renewed. Inclusion in the reserve list does not guarantee recruitment. The successful candidate will be selected from the established reserve list which may also be used depending on the needs of the EBA.

In accordance with Articles 11 and 11a of the Staff Regulations (SR) and Articles 11 and 81 of the Conditions of Employment of Other Servants of the European Union (CEOS) the successful candidate will be required to make a declaration of the conflict of interest before recruitment. The EBA's Executive Director will examine whether the successful candidate has any personal interest which may impair his/her independence or any other conflict of interest in relation to the position offered and will adopt appropriate measures. To that end, the successful candidate, using a specific form shall inform the Executive Director of any actual or potential conflict of interest.

Please note that the selection committee's work and deliberations are strictly confidential and that any contact with its members is strictly forbidden. Any contact made by the candidates or third parties in order to influence the members of the selection committee in relation to the selection constitutes grounds for disqualification from the selection procedure.

5. Appointment and conditions of employment

5.1 Contract type, duration and starting date:

The successful candidate will be offered a contract agent⁹ fixed-term contract of three years with a probation period of nine months and the possibility of extension.

The estimated starting date is **16 January 2020** and further offers to be made in the first half of 2020

5.2 Function group and grade:

The successful candidates shall be recruited as a contract agent in function group IV. The estimated monthly basic salary is from € 3,462.02.

Example: A contract agent with experience of less than 8 years (recruited at grade of FG), marital status - single, entitled to expatriation allowance earns an estimated monthly net salary of € 3,936.83.

The details of the whole remuneration package are provided in Articles 62 – 70 and Annex VII to the Staff Regulations. For more information, please refer to Careers page of the EBA: <http://www.eba.europa.eu/about-us/careers>

5.3 Summary of the conditions of employment

- Salaries are exempted from national tax; instead a Union tax at source is paid;
- The correction coefficient applicable to the remuneration of officials and other servants under Article 64 of the Staff Regulations for France shall apply;

⁹ See footnote 1

- Depending on the individual family situation and the place of origin, staff members may be entitled to the following: expatriation allowance, household allowance, dependent child allowance, education allowance, installation allowance and reimbursement of removal costs, initial temporary daily subsistence allowance, and other benefits;
- Annual leave entitlement - two days per calendar month plus additional days for age, grade, and 2.5 days of supplementary home leave granted to staff entitled to the expatriation allowance or foreign residence allowance;
- EU Pension Scheme (after 10 years of service);
- EU Joint Sickness and Insurance Scheme, accident and occupational disease insurance coverage, unemployment and invalidity allowance;
- Travel insurance when travelling on missions.

5.4 Place of employment

The offices of the European Banking Authority are located on Floors 24 to 27, Europlaza, 20 Avenue André Prothin, La Défense 4 – 92400 Courbevoie, France.

6. Submission of Applications

Applications including a **curriculum vitae in the Europass format¹⁰, a motivation letter, and a filled eligibility criteria grid**, dated and signed should be submitted in English to the following address: EBA-Applications@eba.europa.eu **by 10 November 2019 at 12.00 noon Paris time. Please indicate the reference number of this selection, your name and surname in the subject of your email.**

EBA will disregard any application received after deadline. Applicants are strongly advised not to wait until the last day to submit their applications, since heavy internet traffic or fault with the internet connection could lead to difficulties in submission. The EBA cannot be held responsible for any delay due to such difficulties.

Only complete applications will be accepted and considered. In order for the application to be considered complete candidates must send all documents: curriculum vitae in the Europass format, motivation letter, eligibility criteria grid dated and signed and copy of the document formally recognising your qualification within the EU, if applicable, (see footnote 7) before the deadline.

Candidates should assess and check before submitting their application whether they fulfil all the requirements as specified in the vacancy notice, particularly in terms of qualifications and relevant professional experience.

Professional experience indicated in the curriculum vitae are counted only from the time the candidate obtained the certificate or diploma required for the position and if it is on paid basis (including study grants or internship grants). PhDs may be counted as professional experience if the candidates received a study grant or salary during the time of PhD studies. The maximum duration counted for

¹⁰ <http://www.eba.europa.eu/about-us/careers/practical-information>

PhD is three years provided that the PhD has been successfully concluded by the closing date for applications of the selection procedure.

Start and end dates of all previous positions and whether full time or part time work should be indicated in the curriculum vitae. Freelance or self-employed candidates must provide either a copy of the entry in the relevant trade register, or any official document (for example a tax return document) showing clearly the length of the relevant professional experience. Details of any professional experience, training, research or studies must be given on the application form. Candidates must be able to provide supporting documents clearly showing duration and nature of experience upon request.

The address indicated in the curriculum vitae will be used as the location from which the candidates invited to interviews travel.

At this stage, please do not send supporting documents (copies of ID cards, passports, diplomas, etc.)

7. Data protection

EBA will ensure that candidates' personal data are processed as required by Regulation (EU) 2018/1725¹¹. This applies in particular to the confidentiality and security of such data.

8. Appeal Procedure

Candidates who consider that their interests have been prejudiced by any decision related to the selection procedure can take the following actions:

8.1 Request for review of the decisions taken by the Selection Committee

Within ten days of the date of the letter notifying the candidate of a decision taken by the Selection Committee, he/she may submit a written request for a review of such a decision, setting out the reasons for the request, to the following e-mail address: vacancies@eba.europa.eu.

8.2 Appeals

a) The candidate may lodge a complaint under Article 90(2) of the Staff Regulations within the time limits provided for, at the following address:

The Executive Director
European Banking Authority
Selection procedure: **Ref: EBA CA FGIV RL 2019**

¹¹ 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 (OJ L 295, 21.11.2018, p. 39)

DEFENSE 4 – EUROPLAZA
20 Avenue André Prothin
CS 30154
92927 Paris La Défense CEDEX
France

b) The candidate can submit a judicial appeal to the General Court under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations.

For details of how to submit an appeal, please consult the website of the General Court:
<http://curia.europa.eu/>

8.3 Complaint to the European Ombudsman

It is also possible to lodge a complaint to the European Ombudsman pursuant to Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the Staff Regulations and the general conditions governing the performance of the European Ombudsman's duties¹².

For details of how to lodge a complaint, please consult the website of the European Ombudsman:
<http://www.ombudsman.europa.eu/>

Please note that complaints made to the European Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging, respectively, a complaint or an appeal with the General Court. Furthermore under Article 2(4) of the general conditions governing the performance of the European Ombudsman's duties, any complaint lodged with the European Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

¹² OJ L 113 of 4 May 1994.