

GOVERNANCE AND EXTERNAL AFFAIRS (GEA) UNIT

The mission of the GEA Unit is to provide support to the EBA Governing bodies, to prepare and monitor the execution of the EBA work programme, to engage with EU and non-EU institutions and stakeholders, to manage the EBA internal and external communication and to provide training to competent authorities.

The activities of the Governance and External Affairs unit are related to:

- Providing support to the EBA's governing bodies;
- Engaging with EU and international institutions and stakeholders from public, private sector and academia;
- Assessing non-EU jurisdictions for equivalence with EU financial regulation;
- Leading the planning and control of the EBA's multi-annual work programme;
- Maintaining the EBA's document management policy and system;
- Coordinating the EBA's training activities to supervisors;
- Managing the EBA's external and internal communication.

Assignment: the selected trainee(s) will assist in providing administrative and technical support to the GEA unit as follows:

- Contribute to the coordination with EU and international institutions and external stakeholders;
- Provide support to the EBA's governing bodies;
- Participate to the planning and control of the EBA's multi-annual work programme;
- Assist with general administrative matters to support the unit.

Assessment Profile:

- University degree in the field of relevance to the GEA's activities (e.g.: Law, Economics, Communications, Journalism, Public relations, European Studies, Political Sciences, etc).
- Working experience of using the MS package: Word, PowerPoint, Excel and Outlook.
- Experience in multicultural environments, through previous work placements or study abroad.