

## VACANCY NOTICE

### TRAINING SPECIALIST

(Digital Finance – the EU Supervisory Digital Finance Academy)

REF: ICC DF CA 5/2022 RL

<b>Type of contract</b>	Contract Agent <sup>1</sup>
<b>Function group and grade</b>	FG IV
<b>Duration of contract</b>	3 years <sup>2</sup>
<b>Department/Unit</b>	Innovation, Conduct and Consumers Department / Digital Finance Unit
<b>Place of employment</b>	Paris, France
<b>Deadline for applications</b>	<b>19 July 2022 at 12.00 noon Paris time</b>
<b>Reserve list valid until</b>	31 December 2023

### 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 2010<sup>3</sup>.

The EBA contributes to ensuring a high quality, effective and consistent level of regulation and supervision in the European Union banking and other relevant areas of the single market under its competence. It promotes public goods 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 guarantee a level playing field, strengthen international supervisory coordination, promote supervisory convergence, prevent the use of the financial system for the purposes of money laundering and terrorist financing, and advise the Union institutions in the areas of banking, payments and e-money regulation and supervision, and related governance, auditing and financial reporting issues.

An integral part of the European System of Financial Supervision (ESFS), the EBA works closely together with the other European Supervisory Authorities (ESAs): European Insurance and Occupational Pensions Authority (EIOPA) and the European Securities Market Authorities (ESMA), as well as the European Systemic Risk Board (ESRB).

Further information on the EBA is available on the EBA website: [www.eba.europa.eu](http://www.eba.europa.eu).

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

<sup>2</sup> In accordance with Article 7(3) of the Decision of the Management Board on the general provisions for implementing Article 79(2) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff under the terms of Article 3a thereof [EBA DC 284](#) of 16 August 2019, **the duration of the contract is for a period of 3 years, non-renewable.**

<sup>3</sup> 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 EU Supervisory Digital Finance Academy

The European Commission has partnered with the ESAs and a third-party training provider to offer Member States support in building up capacity with respect to the supervision of digital finance, and notably for the establishment and implementation of the Supervisory Digital Finance Academy during its duration.

The aim of the Academy is to strengthen supervisory capacity in the area of innovative digital finance, thus supporting the objectives of the EU Digital Finance Strategy<sup>4</sup>. This initiative will ultimately inform and improve the development of supervisory tools and practices that might be implemented in many Member States, potentially reducing costs and increasing harmonisation of supervisory practices.

The Academy will be established for an initial duration of three years. During this period, the Academy will enable both the dissemination of knowledge on innovative applications of technology to financial activities to supervisors, as well as information gathering and sharing from national competent authorities' practical experience with respect to digital finance issues.

Within the Academy, the first objective will be achieved through the provision of a comprehensive training curriculum on digital finance, including seminars, lessons and self-guided study initiatives, while the second objective will be attained by establishing a series of yearly workshops on practical issues stemming from the regulation and supervision of innovative technologies used by financial entities and related service providers. These inputs will be summarised and analysed in yearly reports which would ultimately feed into the development of supervisory tools and practices, while also contributing to future regulatory developments.

The European Banking Authority is establishing a reserve list for the position of **Training Specialist in the area of Digital Finance – The EU Supervisory Digital Finance Academy** at its offices in Paris, France.

### Job description

#### Main purpose

Under the responsibility of the Head of the Digital Finance Unit, the Training Specialist will contribute to the establishment and functioning of the EU Supervisory Digital Finance Academy and play an important role in the EBA's work on technology driven innovation in financial services (including in the areas of operational resilience, crypto assets, artificial intelligence and etc.).

#### Main responsibilities:

- Organise a series of engaging and interactive workshops, training activities on digital finance supervisory practices;
- Take note of issues signalled and relevant experience provided by experts over the training cycles and especially during the workshop sessions;

<sup>4</sup>“Digital finance package” adopted by the Commission on 24 September 2020.

- Ensure a proper internal governance for the internal management of the project.
- Provide technical and administrative support for the online training platform (e.g. day-by-day maintenance, on-boarding of training participants, helpdesk function, activity reports, etc);
- Assist to Policy expert on review training materials (including slide decks, scripts, case studies and any other study support tools/products), propose measures to improve the content and structure of the training activities, revise reports provided by training provider;
- Assist to Policy expert on drafting the reports on the functioning the EU Supervisory Digital Finance Academy (e.g. steps taken to develop, tailor and update the training curriculum, overview of training activities, feedback received from training participants, functioning of the training platform, etc.);
- Collaborate with stakeholders (European Commission, ESMA, EIOPA, third-party training provider, and other stakeholders) on the progress towards meeting the objectives and deliverables of the project;
- Organise internal project meetings;
- Assist to Policy expert and Head of Digital finance unit on the EBA's work on monitoring technology driven financial innovation (digital finance) and identify areas where a regulatory and supervisory response might be needed following priorities from the Digital Finance Strategy of the European Commission (e.g. in areas related to digital operational resilience, crypto-assets, artificial intelligence, etc).
- Contribute and provide support to internal EBA committees and subgroups and their chairpersons;
- To the extent necessary, externally represent the EBA at a technical level in her/his area of expertise;
- Support and contribute to the other activities of the Digital Finance Unit.

## 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 one of the Member State of the European Union, or a national of the European Economic Area (Iceland, Liechtenstein, Norway);<sup>5</sup>
- Be entitled to his/her full rights as a citizen;<sup>6</sup>
- Have fulfilled any obligations imposed by the applicable laws on military service;

<sup>5</sup> Due to the withdrawal of the United Kingdom from the European Union on the 31/01/2020, candidates with UK nationality who do not hold the nationality of a Member State of the European Union or of the European Economic Area, are not eligible for calls for applications at the EBA due to the fact that they do not fulfil the requirements of Article 12 (2)(a) of the Conditions of Employment of Other Servants

<sup>6</sup> Prior to the appointment, the successful candidate will be asked to provide an official document showing the absence of any criminal record.

- Have a thorough knowledge<sup>7</sup> of English<sup>8</sup> and a satisfactory knowledge<sup>9</sup> of another official language<sup>10</sup> of the European Union;<sup>11</sup>
- Have the appropriate character references as to his/her suitability for the performance of his/her duties;
- Be physically fit to perform the duties linked to the post.<sup>12</sup>

## 1.2 Specific

### 1.2.1 Qualifications<sup>13</sup>

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 diploma.

**Candidates must indicate in their applications the official duration of studies and the graduation dates for all the diplomas they have obtained.**

## 2. Selection criteria

Applications will be assessed based on the Eligibility and Essential Selection Criteria specified in sections 1 and 2 of this vacancy notice. **Candidates are required to clearly indicate in their CVs how they acquired the knowledge and experience allowing them to meet the selection criteria mentioned below and give specific examples.**

### 2.1 Essential selection criteria

In addition to the eligibility criteria above, the following essential selection criteria will be used. **Please note that all essential criteria are mandatory, meaning that no application will be assessed further if a candidate obtains a zero score in any of them:**

- At least two years of relevant fulltime professional experience in designing and/or organising training activities for relevant public authorities (financial supervisory authorities, central banks, and/or finance ministries, or similar) and/or in the area of policy development on digital finance, after completing the education as mentioned in section 1.2.1 of the vacancy notice – please give specific examples in your application;
- Experience in providing information and giving presentations to management on technical subjects – please give specific examples in your application;
- Proven experience in drafting reports – please give specific examples in your application.

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<sup>7</sup> The knowledge is required at least at C1 level. The assessment at C1 level is done in accordance with the [Common European Framework of Reference for Languages \(CEFR\)](#)

<sup>8</sup> English is the working language of the EBA. [Decision EBA DC 003 of the Management Board on Internal Language Arrangements](#)

<sup>9</sup> 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 \(CEFR\)](#)

<sup>10</sup> The official languages of the European Union: 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.

<sup>11</sup> Native English speakers will be tested to prove their second language skills, in accordance with section 1.1 of the vacancy notice.

<sup>12</sup> 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).

<sup>13</sup> 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.

## 2.2 Advantageous criteria

Candidates who meet all of the essential selection criteria will be scored against the following advantageous criteria:

- Experience and knowledge of the application of innovative technologies in the EU financial sector (e.g. artificial intelligence/machine learning, advanced analytics, blockchain, cloud computing, SupTech, RegTech), gained through studies or professional experience – please give specific examples in your application.
- Knowledge of supervisory processes and different supervisory tools and methodologies; digital finance; or regulatory framework relevant for digital finance – please give specific examples in your application;
- Proven experience in management of EU funded projects – please give specific examples in your application.

## 2.3 Supplementary criteria

In addition to the above, candidates are expected to fulfil the following competencies which may be assessed during interviews:

- Ability to manage own workload and work without close supervision;
- Have a highly developed sense of responsibility and attention to detail;
- Be able to work and deliver to tight deadlines;
- Have very good communication skills;
- Have good project management skills;
- Be a good team player with strong inter-personal skills.

## 3. Equal opportunities

As a European Union Authority, the EBA is committed to providing equal opportunities to all its employees and applicants for employment. As an employer, the EBA is committed to ensuring gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds, across all abilities, without any distinction on any ground such as 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, marital status or other family situation or sexual orientation, and from the broadest possible geographical basis amongst the EU Member States.

In particular, the EBA encourages the applications of women for the positions where they are currently under-represented.

## 4. Selection procedure

### 4.1 Selection committee

A selection committee will be established for each vacancy notice whose members are of the same or higher grade than the advertised position. All candidates shall be informed of the composition of the pre-selection panel in the acknowledgement of receipt for their application.

## 4.2 Shortlisting

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. **Candidates who do not meet all of the eligibility criteria will be excluded from the selection procedure. Eligible candidates will then be scored on the essential criteria. Those who meet all of the essential selection criteria will be scored against the advantageous criteria. Those candidates who do not meet all of the essential selection criteria will not be assessed further.**

The selection committee will invite to the interview and written test phase the candidates (maximum of 8)<sup>14</sup> who best correspond to the profile sought and on condition that they have achieved a score of at least 75% during the evaluation of applications.

## 4.3 Assessments

Interviews and written tests may possibly be held remotely.

The written test will be 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 points. The minimum score to pass: 6 points.

The interview will be held in English and aim to assess the motivation and the professional knowledge of the candidates as well as their suitability to perform the duties mentioned under main responsibilities. The total mark for the interview: 10 points. The minimum score to pass: 6 points.

## 4.4 Reserve list

Successful candidates with a total score equal to and above 12 points will be placed on the reserve list, which will be valid until **31 December 2023**. It may be renewed. Inclusion on the reserve list does not guarantee recruitment. The successful candidate will be selected from the established reserve list which may also be used for the recruitment of a similar post depending on the needs of the EBA. When a vacancy becomes available, candidates on the reserve list may be contacted for additional interviews.

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.

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<sup>14</sup> In the case of equal performance, the number of candidates to be invited will be adjusted accordingly.

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 agent<sup>15</sup> fixed-term contract of three years with a probation period of nine months. The contract is not renewable

The estimated starting date is **1 October 2022**.

### 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 € 3,623.54.

Example: A contract agent with professional experience of less than 5 years (recruited in function group IV, grade 13, step 1), marital status - single, entitled to expatriation allowance earns an estimated monthly net salary of € 4,229.58.

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;
- 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;
- Leave entitlements: annual leave - 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; maternity leave; parental and family leave;
- Working arrangements: flexible working hours, teleworking arrangements, part-time working arrangements;
- EU Pension Scheme (after 10 years of service);
- EU Joint Sickness and Insurance Scheme, accident and occupational disease insurance coverage, unemployment and invalidity allowance;

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<sup>15</sup> See footnote 1

- Free Access to an Accredited European School offering European education for children (please check the conditions on the school's website: <http://www.ee-parisladefense.ac-versailles.fr/en/>);
- 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.

#### 5.5 Ethics obligations

Independence and high standards of professional conduct are crucial for ensuring high standards and excellence for the work of the EBA. The Agency also strives to ensure that its staff do not have any interests that could affect their impartiality.

The successful candidate will be required to make a declaration of commitment to act independently in the public interest and to make an annual declaration with respect to any interests which might be considered prejudicial to his/her independence. In addition, the successful candidate will be bound to professional secrecy and to confidentiality requirements while working at the EBA and after having left; he/she will have to confirm their compliance with these requirements on a specific declaration of intention.

Before recruiting a member of staff, the EBA's Executive Director will examine whether the candidate has any personal interest which may impair his/her independence or any other conflict of interest. To that end, the applicant, using a specific form, shall inform the Executive Director of any actual or potential conflict of interest.

Former staff members will be bound to seek clearance from the EBA before engaging in another activity for two years after leaving the Agency. If that activity is related to the work carried out during the last three years of service at the EBA, and it could lead to a conflict with the legitimate interests of the EBA, the Agency can give its approval subject to any conditions it sees fit or forbid the activity.

For more information on ethics obligations, please refer to the following documents:

- Decision of the Management Board EBA DC 006 of 12 January 2011 on EBA Code of Good Administrative Behaviour;<sup>16</sup>
- Decision of the Executive Director EBA DC 104rev1 of 10 May 2017 on the EBA's Policy on Independence and Decision Making Processes for avoiding Conflicts of Interest (Conflict of Interest Policy) for Staff and other Contractual Parties;<sup>17</sup>
- Commission Decision C(2018) 4048 final of 29 June 2018 on outside activities and assignments and on occupational activities after leaving the Service;<sup>18</sup>
- Decision of the Executive Director EBA DC 271 of 26 April 2019 on the Ethics Guidelines for EBA staff.<sup>19</sup>

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<sup>16</sup> EBA Code of Good Administrative Behaviour (EBA DC 006)

<sup>17</sup> EBA Conflict of Interest Policy (EBA DC 104 rev1)

<sup>18</sup> Outside activities and Occupational activities after leaving the Service

<sup>19</sup> EBA Ethics Guideline for EBA staff (EBA DC 271)



## 6. Submission of Applications

Applications including a **curriculum vitae in the Europass format<sup>20</sup>, a motivation letter, and the completed eligibility criteria grid**, should be submitted in English in **pdf format** to the following address: [eba-sdfa-ca-selection@eba.europa.eu](mailto:eba-sdfa-ca-selection@eba.europa.eu) by **19 July 2022 at 12.00 noon Paris time**.

**Please indicate the reference number of this selection, your name and surname in the subject of your email.**

The 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, completed eligibility criteria grid and copy of the document formally recognising your qualification within the EU, if applicable, (see footnote 13) 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 on the curriculum vitae is only counted from the time the candidate obtained the certificate or diploma required for the position and if it is on a paid basis (including study grants or internship grants). PhDs may be counted as professional experience if the candidate received a study grant or salary during the period of the PhD studies, – please indicate clearly on your CV if this is the case.** The maximum duration counted for a PhD is three years provided that the PhD has been successfully concluded by the closing date for applications of the selection procedure.

**Exact start and end dates of all professional experience (in the format of “dd/mm/yyyy”) and whether full time or part time work must be clearly indicated on 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 on 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.) unless it is to demonstrate the recognition of your qualification within the EU, if applicable, (see footnote 13).

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<sup>20</sup> [eba.europa.eu/about-us/careers/practical-information](http://eba.europa.eu/about-us/careers/practical-information)

## 7. Data protection

EBA will ensure that candidates' personal data are processed as required by Regulation (EU) 2018/1725<sup>21</sup> and the data protection rules of the EBA. For more information on how the EBA processes your personal information or how to exercise your rights as a data subject, please consult our [Data Protection Notice](#).

## 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 calendar 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: [EBA-vacancies@eba.europa.eu](mailto:EBA-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, to the following e-mail address: [EBA-vacancies@eba.europa.eu](mailto:EBA-vacancies@eba.europa.eu) or at the following address:

The Executive Director  
European Banking Authority  
Selection procedure: **Ref. ICC DF CA 5/2022 RL**  
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/>

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<sup>21</sup> 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)

### 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 duties<sup>22</sup>.

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.

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<sup>22</sup> OJ L 113 of 4 May 1994.