

Vacancy Notice **HEAD OF UNIT** **Human Resources**

REF: OPER HR TA 2/2022 Repl

Type of contract	Temporary Agent ¹
Function group and grade	AD 9
Duration of contract	3 years, with the possibility of extension
Department/Unit	Operations Department / Human Resources Unit
Place of employment	Paris, France
Deadline for applications	7 March 2022 at 12.00 noon Paris time
Reserve list valid until	31 December 2023

The European Banking Authority is seeking a suitable candidate for the position of **Head of the Human Resources Unit** at its offices in Paris, France.

The Authority

The European Banking Authority 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 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 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 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.

¹ According to the Article 2(f) 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).

Job description

Main purpose

Working closely with the Director of the Operations Department and the Executive Director, the Head of the Human Resources Unit is responsible for sound and efficient management of the human, financial and technical resources of the Human Resources Unit and will contribute to the strategies of the department, the unit and the achievement of the EBA's objectives.

The Head of the Human Resources Unit will lead and manage a team of professionals in the provision of strategic and operational support in all areas of the employment cycle at the EBA to maximise staff performance, staff development and to support the achievement of the EBA's Work Programme, whilst ensuring the correct application of the Staff Regulations and the Conditions of Employment of Other Servants of the European Union (CEOS) and their implementing rules.

Main responsibilities:

- Plan, organise and manage the Human Resources Management (HRM) activities of the unit, ensuring the optimum deployment of resources and sound financial management of the unit;
- Lead, motivate and support the Human Resources Unit's staff to realise their potential, attain set objectives and to deliver comprehensive human resources services at the EBA;
- Provide guidance, strategic advice and support on HRM matters in the Authority to staff and management;
- Develop, implement and manage HRM strategies, policies, processes and procedures, ensuring compliance with the EU legal framework (Staff Regulations, CEOS, implementing rules, etc.): Recruitment and selection; performance management; learning and development; staff wellbeing; diversity and inclusion; administration of payroll and individual entitlements; working conditions, conditions of service and personnel administration;
- Support senior management in staff planning on a multi-annual basis and monitor its implementation at the EBA;
- Contribute to the drafting of strategic and planning documents, ensuring accuracy of reporting: Work Programme, Single Programming Document, Consolidated Annual Report, Financial Statement and similar documentation;
- Contribute to personnel budget planning and the monitoring of its execution in compliance with the approved budget and related financial and procurement rules;
- Collaborate with line managers in their function, establishing good working partnerships to ensure effective organisational cooperation;
- Liaise with the Staff Committee and facilitate social dialogue on HRM and staff matters;
- Promote a positive, proactive, respectful and healthy working atmosphere at the EBA, ensuring a culture of excellence, cultural diversity and empowerment for its staff.
- Represent the unit and the EBA at internal and external meetings under the competence of the unit;
- Liaise and maintain relations with other European Institutions and Agencies on human resources related matters (e.g. The European Commission, The Court of Auditors, other Agencies);
- Any other tasks identified by the Director of Operations Department and the Executive Director.

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);³
- Be entitled to his/her full rights as a citizen;⁴
- 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 Union⁵ and a satisfactory knowledge⁶ of another language of the European Union;
- Be physically fit to perform the duties linked to the post.⁷

1.2 Specific

1.2.1 Qualifications⁸

To be eligible, a candidate must have

- a) A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or;
- b) A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is at least three years.

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

1.2.2 Professional experience

To qualify for the position a candidate must have, in addition to the above, at least twelve years (on the basis of 1.2.1 a), or at least thirteen years (on the basis of 1.2.1 b) of proven fulltime professional experience after completing the education as mentioned above.

The work experience for eligibility purposes is counted from the award of the corresponding diploma (mentioned in section 1.2.1 of the vacancy notice) up to the closing date of applications.

³ 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

⁴ Prior to the appointment, the successful candidate will be asked to provide an official document showing the absence of any criminal record.

⁵ 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.

⁶ 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 \(CEFR\)](#)

⁷ 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).

⁸ 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.

Knowledge of languages

For working purposes, as English is the working language of the EBA⁹, an excellent knowledge¹⁰ 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 of the vacancy notice.

2. Selection criteria

Applications will be assessed based on the Eligibility and Selection Criteria specified in sections 1 and 2 of this vacancy notice. **Candidates are required to clearly indicate in their curricula vitae 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 six years of full-time relevant professional experience in Human Resources Management (HRM) (these years are included in the required years of professional experience indicated in section 1.2.2). Please give detailed examples of your professional experience, the areas of HRM covered and human resources strategies, policies and procedures that you have developed and implemented;
- A minimum of two years of proven professional experience in coordinating the work of a team: Please indicate the size of the team and the number of years you coordinated their work (these years are included in the required years of professional experience indicated in section 1.2.2);
- A minimum of two years of proven professional experience in staff planning and the preparation of HR programming/planning documents;
- Proven knowledge and experience in implementing the EU Staff Regulations, Conditions of Employment of Other Servants and their implementing rules;
- Proven experience in financial management, control and supervision of budget execution of staff related expenditure.

2.2 Advantageous criteria

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

- Knowledge of French at B2 level;
- A university degree or equivalent qualification in human resources;
- Professional experience in the implementation and use of HRM IT tools.

⁹ Decision EBA DC 003 of the Management Board on Internal Language Arrangements.

¹⁰ See footnote 6

2.3 Supplementary criteria

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

- General management skills (ability to: set and revise objectives; determine and focus on priorities; organise the Unit's work; recruit, empower, motivate, and develop the team members);
- Excellent communication and interpersonal skills, including engaging with management at all levels in the organisation;
- Excellent analytical skills;
- The ability to be resilient in challenging situations and to adapt quickly to changes;
- The ability to work under tight deadlines and to prioritise tasks;
- Excellent negotiation skills including ability to steer discussions and generate the best possible results without compromising productive working relationships with the other parties involved.

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

The selection procedure will include the following:

4.1. A pre-selection panel will be established whose members will be of a grade and management function equal or superior to that of 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. The pre-selection panel will analyse the application documents (curriculum vitae, motivation letter, and eligibility criteria grid) of applicants with reference to the eligibility and selection criteria. The pre-selection panel will invite to the interview and test phase the candidates (maximum of 10) who best correspond to the profile sought and on condition that they have achieved a score of at least 60% during the evaluation of applications¹¹. Interviews and written tests may possibly be held remotely.

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

¹¹ In the case of equal performance, the number of candidates to be invited will be adjusted accordingly.

responsibilities. 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.

Following the interview and written test, the pre-selection panel will subsequently draw up a shortlist of up to the five¹² most suitable candidates who most correspond to the profile sought and who receive at least 60% of the maximum points of the combined interview and written test.

4.3. Shortlisted candidates will be invited to an interview with a selection panel chaired by the Executive Director.

4.4. All shortlisted applicants invited to the interview with the selection panel shall take part in an assessment centre, unless they have already taken part in such an assessment centre in the context of an application to a management position at an EU Institutions/Agencies in the course of the two years preceding the closing date for the receipt of applications. If an applicant has taken part in an assessment centre within this two-year period, but not within the 18 months preceding the closing date for the receipt of applications, she/he may at her/his request, be admitted to the assessment centre.

The assessment centre shall evaluate the applicants' potential and shall provide an in-depth analysis of managerial skills, adaptability and other core competencies. It shall comprise individual and/or group exercises as well as in-depth interviews focussed on management skills. The result of the assessment centre shall be taken into consideration by the Executive Director.

4.5. Following the interview with the selection panel and considering the results of the written test and interview with the pre-selection panel as well as the results of the assessment centre, the reserve list of successful candidates who most correspond to the profile sought will be established. The reserve list 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 that 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 an additional interview.

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.

The pre-selection panel's work and deliberations are strictly confidential and 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 procedure 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:

¹² See footnote 11

The successful candidate will be offered a temporary agent¹³ fixed-term contract of three years with a probation period and management probation of nine months and the possibility of extension.

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

Information reserved for candidates employed as temporary agents under Article 2 (f) of the CEOS in other EU agencies: If the successful applicant from the external selection procedure is already a member of temporary staff 2(f) in another EU Agency, the relevant provisions of the Decision of the Management Board laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the Conditions of Employment of Other Servants of the European Union(EBA/DC/2015/126)¹⁴ will apply.

5.2 Function group and grade:

The successful candidates shall be recruited as a temporary agent at grade AD 9. The estimated monthly basic salary is from € 8,211.43.

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 exempt 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;
- 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 - 27, Europlaza, 20 Avenue André Prothin, 92927 Paris, La Défense, France.

¹³ See footnote 1

¹⁴ Decision on Temporary agents (EBA DC 126)

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;¹⁵
- 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;¹⁶
- Commission Decision C(2018) 4048 final of 29 June 2018 on outside activities and assignments and on occupational activities after leaving the Service;¹⁷
- Decision of the Executive Director EBA DC 271 of 26 April 2019 on the Ethics Guidelines for EBA staff.¹⁸

6. Submission of Applications

Applications including a **curriculum vitae in the Europass format¹⁹, a motivation letter, and the completed eligibility criteria grid** should be submitted in English in **pdf format** to the following address: eba-hr-hou@eba.europa.eu **by 7 March 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

¹⁵ EBA Code of Good Administrative Behaviour (EBA DC 006)

¹⁶ EBA Conflict of Interest Policy (EBA DC 104 rev1)

¹⁷ Outside activities and Occupational activities after leaving the Service

¹⁸ EBA Ethics Guideline for EBA staff (EBA DC 271)

¹⁹ <http://www.eba.europa.eu/about-us/careers/practical-information>

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, and the completed eligibility criteria grid and a copy of the document formally recognising your qualification within the EU, if applicable, (see footnote 8) 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 format 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 of 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 8).

7. Data protection

EBA will ensure that candidates' personal data are processed as required by Regulation (EU) 2018/1725²⁰. 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:

²⁰ 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)

8.1 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.

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. OPER HR TA 2/2022 Repl**
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 duties²¹.

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.

²¹ OJ L 113 of 4 May 1994.