



2 July 2012

**VACANCY NOTICE
No. CLOP TA 19/2012**

The Authority

The European Banking Authority ("the EBA") is an independent EU Authority established on 1 January 2011 by Regulation (EC) No. 1093/2010 of the European Parliament and of the Council of 24 November 2010, and published in the Official Journal of the European Union (L 331/12) on 15 December, 2010.

The Mission

With a view to improving the functioning of the EU 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 ESFS, the EBA works closely together with her sister authorities, EIOPA and ESMA, as well as the Joint Committee and the ESRB.

The EBA is currently inviting applications for position as Operations Support Assistant at its offices in London, United Kingdom.

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

OPERATIONS SUPPORT ASSISTANT

The Operations Support Assistant we are looking for will play an important role in supporting the activities of the EBA and managing all operational aspects of the EBA 's office under the responsibility of the Director of Operations.

Job description

Main purpose

Provision of efficient and effective operations support to the EBA, its managers and staff in delivering their core business function effectively.

Main responsibilities:

- Acting as the point of contact for the EBA' s external service providers and partners answering or referring incoming inquiries and providing accurate and timely answers;
- Providing assistance and support to staff in operational matters;
- Acting as the point of contact for the EBA service providers and administering orders;
- Handling effectively all administration issues related to the EBA premises;
- Maintaining a record of contracts and supporting tender exercises;
- Administration, monitoring and forecasting of the budget related to operations support activities;
- Acting as operational initiator for all financial transactions related to the operations support activities;
- Undertaking variety of administration activities to ensure that operational targets are met and continuous improvement is achieved.

Requirements

1. Eligibility Criteria

Candidates will be considered eligible for selection on the basis of the following criteria to be fulfilled by the deadline for applications:

1.1. General:

- Thorough knowledge of one of the languages of the European Union and a satisfactory knowledge of another language of the European Union;
- Be a national of a Member State of the European Union, Iceland, Lichtenstein, Norway;
- Be entitled to his/her full rights as a citizen;
- Have fulfilled any obligations imposed by the applicable laws on military service;
- Be physically fit to perform the duties linked to the post.

Prior to the appointment, the successful candidate will be asked to provide a certificate confirming the absence of any criminal record and shall be medically examined in order to fulfil the requirements of Article 12 (2)(d) of the Conditions of Employment of Other Servants of the European Communities.

1.2. Specific:

1.2.1. Qualifications:

To be eligible, a candidate must have

- a) a level of post-secondary education attested by a diploma, or
- b) a level of secondary education attested by a diploma giving access to post-secondary education , and appropriate professional experience of at least three years.

Only qualifications issued by EU Member State authorities or EEA authorities and qualifications recognised as equivalent by the relevant EU or EEA Member State authorities will be accepted.

1.2.2. Professional experience:

To qualify for this position a candidate must have at least 3 years (on the basis of 1.2.1 a), or at least 6 years (on the basis of 1.2.1 b) of relevant proven fulltime professional experience in supporting the operations of a business or an organisation after completing the education as mentioned under 1.2.1.

1.2.3. Knowledge of languages:

For working purposes an excellent knowledge of English language (written and spoken) is required. Knowledge of other official languages of the European Union will be taken into account.

2. Selection criteria

In addition to the above, the candidate must have:

- Proven practical hands-on administrative and operational support experience at EU/international level;
- Excellent organisational skills;
- Experience as an operational initiator for financial transactions related to operational support activities;
- Experience in dealing with external service providers, incl. preparation of specifications for tenders or competitive procurements;
- Proven IT skills including excellent knowledge of standard MS Office applications and database management.

The candidate should:

- Be flexible, have proactive attitude and sense for accuracy;
- Be well organised and able to manage own workload and work without close supervision;
- Have excellent communication skills and the ability to interact professionally with a diverse group of colleagues, visitors, partners;
- Be able to handle sensitive information in a discreet and confidential manner;
- Be an excellent team-player sharing relevant information in timely manner and have positive attitude;
- Have excellent time management skills;
- Have pleasant and effective telephone manner.

3. Equal opportunities

As a European Union agency, 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.

4.2. The selection committee will analyse application documents (CV, motivation letter, and eligibility and selection 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 and interviews.

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.

The interview will aim to assess the suitability of the candidate to perform the duties, professional knowledge and motivation. The interview will be held in English. Total mark for interview: 10. The minimum score to pass: 6.

Successful candidates will be listed in order of merit. Suitable candidates who obtain the best score will be recruited and the candidates with the total score equal to and above 12 will be placed on the reserve list, which will be valid until 31/12/2012. Inclusion in the reserve list does not guarantee recruitment.

Please note that the selection committee's work and deliberations are strictly confidential and that any contact with its members is strictly forbidden.

5. Appointment and conditions of employment

5.1. Contract type, duration and starting date:

The successful candidate can be offered a temporary agent fixed-term contract of three years with a probation period of six months and the possibility of extension.

The expected starting date is 1 September 2012.

5.2. Function group and grade:

The successful candidates shall be recruited at grade AST 3. The estimated monthly basic salary is from € 3397.73.

5.3. Summary of the conditions of employment

- Salaries are exempted from national tax; instead a Community tax at source is paid;
- The correction coefficient (currently on the date of publication of the vacancy notice: 34.4%) applicable to the remuneration of officials and other servants under Article 64 of the Staff Regulations for the United Kingdom 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;
- Annual leave entitlement - two days per calendar month plus additional days for age, grade, and distance from the place of origin;
- EU Pension Scheme (after 10 years of service);
- EU Joint Sickness and Insurance Scheme, accident and occupational disease insurance coverage, unemployment and invalidity allowance; and
- Travel insurance when travelling on missions.

5.4. Place of employment

EBA offices in London, United Kingdom.

6. Submission of Applications

Applications including **a curriculum vitae in the Europass format, motivation letter, and eligibility and selection criteria grid** should be submitted in English to the following address: vacancies@eba.europa.eu **by 17 July 2012 at 12.00 noon GMT.**

Only complete applications will be accepted and considered.

In order for the application to be considered complete candidates must send all documents: a curriculum vitae in the Europass format, motivation letter, and eligibility and selection criteria grid 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 is counted only from the time the candidate obtained the certificate or diploma required for the position. 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 revenue) 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 photocopies of supporting documents clearly showing duration and nature of experience upon request.

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 (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to processing of personal data by the Community institutions and bodies and on the free movement of such data. This applies in particular to the confidentiality and security of such data.

8. Appeal Procedure

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Communities, at the following address:

The Executive Director
European Banking Authority
Selection procedure: Ref. **CLOP TA 19/2012**
Floor 18 Tower 42
London EC2N 1HQ
United Kingdom

The complaint must be lodged within three 3 months. The time limit for initiating this type of procedure starts to run from the time the completion of the selection procedure is published on the website.