



4 May 2012

**VACANCY NOTICE**  
**No. CLR SEC 08/2012**

**The Authority**

The European Banking Authority ("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 a position as an Administrative Assistant on secondment at its offices in London, United Kingdom.

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

**ADMINISTRATIVE ASSISTANT**

The European Banking Authority is seeking suitable candidates for the position of an Administrative Assistant on secondment.

## **Job description**

### **Main purpose**

Administrative support to the EBA regulation team responsible for ensuring transparency and compliance processes, notifications, and registration of licences.

### **Main responsibilities:**

- Providing administrative support and assistance in monitoring consultations and reports on regulation matters;
- Screening and filing of EBA emails and correspondence regarding notifications, reports and guidelines compliance;
- Providing administrative support and assistance to the EBA regulation team in the ongoing monitoring of transparency and compliance on technical standards, guidelines and recommendations;
- Encouraging respect of deadlines and milestones established in the EBA monitoring actions for transparency and compliance on regulatory matters;
- Keeping EBA supervisory disclosure databases for consultations, notifications and licensing;
- Providing administrative support to the EBA's work in internal and external working groups and in specific projects in the area of regulatory matters.

## **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, of an EFTA Member State, or a country with which the Council has decided to open accession negotiations;
- Be entitled to his/her full rights as a citizen.

#### **1.2. Specific:**

##### **1.2.1. Qualifications:**

To be eligible, a candidate must have a post-secondary education attested by a diploma, or a secondary education attested by a diploma giving access to post secondary education.

##### **1.2.2. Professional experience:**

Candidates must have, in addition to above, at least three years proven fulltime professional experience in a similar position, preferably in the field of banking regulation or banking supervision.

##### **1.2.3. Knowledge of languages:**

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

## **2. Selection criteria**

In addition to the above, the candidate must:

- Have proven experience as an administrative assistant;
- Have excellent communication skills;
- Have excellent knowledge of MS Office suite;
- Have experience in working with databases;
- Have previous relevant experience in relation to financial institutions or their supervision;
- Have experience in an EU/multicultural/international working environment.

For this position the candidates are expected to fulfil the following competencies:

- Being flexible to take over other tasks in view of a dynamic and evolving institutional environment;
- Proactive attitude;
- Being able to manage own workload and provide support to the team;
- Being a good team-player with strong interpersonal skills and ability to work efficiently under time pressure.

## **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. Appointment and conditions of engagement, duration and starting date**

The position will be offered to the successful candidate as a secondment from a national supervisory authority or a current employer for six months up to two years renewable. The home authority/current employer will remain as the employer during the period of secondment.

According to the EBA decision laying down rules on the secondment of national experts to EBA, the seconded national experts (SNEs) are staff employed by a member of the European System of Financial Supervision or by an IGO. In individual cases, SNEs may be accepted from other employers referred to in the decision.

The person to be seconded must have worked for his/her employer on a permanent or contract basis for at least 12 months before his/her secondment and shall remain in the service of that employer throughout the period of secondment. The SNE's employer shall thus undertake to continue to pay the salary, to maintain the social rights, particularly social security and pension.

The expected starting date is 16 June 2012 or 1 July 2012.

## **5. Conditions of secondment:**

In accordance with the EBA decision laying down rules on the secondment of national experts to the EBA, an SNE shall be entitled to a daily subsistence

allowance and a monthly subsistence allowance (established by the Commission each year) paid by the EBA throughout the period of secondment.

#### **6. Place of employment:**

The EBA offices in London, United Kingdom.

#### **7. Submission of applications:**

Applications including a curriculum vitae in the Europass format, eligibility and selection criteria grid, motivation letter, and a reference letter issued by the applicant's seconding authority/institution should be submitted in English to the following address: [vacancies@eba.europa.eu](mailto:vacancies@eba.europa.eu) **by 19 May 2012 at 12.00 noon GMT.**

Please, do not send supporting documents (copies of ID cards, passports, diplomas, etc.).

#### **8. 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.

#### **9. 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. CLR SEC 08/2012  
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.