

# Traineeships

## Administrative profiles

Ref. TR ADMIN 2020

(Amended Vacancy Notice on 09/11/2020)

<b>Type of contract</b>	Traineeship <sup>1</sup>
<b>Duration of contract</b>	6 months with the possibility of extension <sup>2</sup>
<b>Department/Unit</b>	Various departments/units
<b>Place of traineeship</b>	Paris, France
<b>Deadline for applications</b>	<b>Open call (without a specific deadline)</b>
<b>Reserve<sup>3</sup> list valid until</b>	Valid for one year from the date of establishment

### 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>4</sup>

### The Mission

With a view to improving the functioning of the European Union 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 European System of Financial Supervision (ESFS), the EBA works closely together with her sister authorities, the European Insurance and Occupational Pensions Authority

<sup>1</sup> Decision on paid traineeships offered by the European Banking Authority (EBA DC 263) and the Decision of the Executive Director on organisational and financial arrangements for EBA trainees in the context of the Agency’s relocation from London to Paris (EBA DC 264) available [here](#).

<sup>2</sup> Article 5.1. of the Annex 1 to the Decision on paid traineeship offered by the European Banking Authority (EBA DC 263)

<sup>3</sup> For the selection procedure and establishment of the reserve lists please refer to Annex 1 to the Decision on paid traineeships offered by the European Banking Authority (EBA DC 263).

<sup>4</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), as last amended by Regulation (EU) 2018/1717 of the European Parliament and of the Council of 14 November 2018.

(EIOPA) and the European Securities Market Authorities (ESMA), as well as the Joint Committee and 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).

The EBA is organising a call for expression of interest for various traineeship positions in various Department and Units. The aim of the traineeship programme is to provide recent graduates with a unique and first-hand experience of contributing to the day-to-day work of the EBA and understanding of the objectives and goals of financial regulation.

### Areas where trainees might be engaged

#### **Assistance to EBA Teams (TR ADMIN 2020/EBAT)**

The selected trainee(s) will assist in providing administrative support in various areas at the EBA, in particular to the EBA teams:

- Helping with providing administrative support and assistance in co-ordinating the professional activities of teams working in the EBA;
- Assisting with providing administrative support and assistance to the EBA teams:
  - In scheduling and organising meetings, workshops, and seminars and assisting with the preparation of documents and dossiers for them;
  - During internal and external working groups and in specific projects in all areas of the EBA activities;
- Assisting in the preparation of various summary reports (including Excel spread sheets) based on the source data provided by other departments and keeping relevant EBA databases up to date;
- Screening and filing of EBA emails and correspondence regarding the related area/s of activities and managing correspondence, documents filing and archiving.

#### **Personal Assistant (TR ADMIN 2020/PA)**

The selected trainee(s) will assist in providing secretarial, administrative and organisational support to the management of the EBA in their daily business tasks. In particular, they will be:

- Assisting in providing secretarial, administrative and personal assistance to the management of the EBA in their daily business and personal tasks;

- Assisting with the management of itineraries and diaries; assisting in the scheduling, coordination and preparation of meetings and dossiers, note taking and coordinating briefings when required;
- Assisting with the management of correspondence, documents, their filing and archiving;
- Acting as a point of contact for incoming enquiries;
- Assisting with the provision of support and ongoing exchange of information with external stakeholders (EU institutions, national authorities and international organizations) and interacting extensively with external visitors;
- Providing personal assistance and support to the managers' external engagements and missions;
- Covering for other administrative support and secretarial staff in their absence;
- Executing any other organisational and administrative tasks as may be required.

**Assistance to the Communications Team  
(TR ADMIN 2020/COMMS)**

The selected trainee(s) will assist the Communications Team in providing specific administrative support in the field, in particular:

- Assisting with managing and updating the public EBA website and presence of the EBA in social media;
- Supporting the Communications Team with maintaining and updating the EBA intranet and other internal communication tools;
- Assisting in monitoring the media and main stakeholders' activities as well as in maintaining social media presence;
- Helping with the organisation of press and communication events;
- Supporting the updating of databases and mailing lists;
- Executing other administrative tasks.

**Assistance to the Finance and Procurement Unit  
(TR ADMIN 2020/FP)**

The selected trainee(s) will assist the Finance and Procurement Unit in providing specific administrative support in the field, in particular:

- Assisting with the provision of administrative support to the finance team of the organisation;
- Registration and administration of incoming invoices and credit notes;
- Supporting the operational initiation of financial transactions and preparation of commitment and payment requests;

- Helping with the preparation of budget transfers and in maintaining budget files;
- Contributing to the development and implementation of homogeneous and compatible procedures, norms, and methods of processing and access to financial information and documents;
- Filing documents and correspondence according to filing rules;
- Executing other administrative tasks.

**Assistance to the Human Resources Unit  
(TR ADMIN 2020/HR)**

The selected trainee(s) will assist the Human Resources Unit in providing specific administrative support in the field, in particular:

- Supporting and contributing to HR projects, processes and policy;
- Supporting the different recruitment procedures and assisting with all aspects of recruitment, including the improvement of recruitment procedures and updating of templates;
- Assisting with dealing with leave management;
- Assisting with the on-boarding of newcomers, including the updating of welcome packs for all categories of staff;
- Assisting in the organisation of HR Learning & Development (L&D) events: supporting the preparation, delivery and evaluation of L&D activities;
- Supporting the daily management of HR records and enquiries from staff;
- Executing other administrative tasks as and when required.

**Assistance to the Information Technology Unit  
(TR ADMIN 2020/IT)**

The selected trainee(s) will assist the IT Unit in providing specific administrative support in the field, in particular:

- Supporting the IT Team in the maintenance and improvement of user interfaces, starting with but not limited to, EBA internal SharePoint websites;
- Assisting the IT team in the creation and upkeep of Knowledge Repositories;
- Assisting the IT team in the stabilization and maintenance of Nintex-based workflows;
- Assisting the IT team in documenting internal processes and requirements;
- Assisting the IT team in other administrative tasks.

## Requirements

### 1.1 Eligibility criteria

To be considered eligible, candidates must satisfy all the criteria listed below<sup>5</sup>:

- Be a national of a Member States of the European Union, or a national of the European Economic Area (Iceland, Liechtenstein, Norway), or a national of a candidate country benefiting from the pre-accession status;<sup>6</sup>
- Have completed the first cycle of a higher university education and have obtained a full degree certificate or its equivalent by the time the candidate's application is submitted;<sup>7,8</sup>
- The university education shall be completed no longer than five years prior to the date of submission of the application(s).
- Possess a thorough knowledge of one official language of the European Union and have a very good knowledge of English, the official working language of the EBA, at a level of at least B2, in accordance with the Common European Framework of Reference for Languages (CEFR)<sup>9</sup>.

### 1.2 Selection criteria

The following selection criteria will be used for the abovementioned traineeship profiles:

- A university degree:
  - Assistance to EBA teams (EBAT) - University degree in Business, Public Administration, Banking, Finance, Economics, Statistics, Law, Political Science or European Studies;
  - Personal Assistant (PA) – University degree in Business, Public Administration, Public Relations, Political Science or European Studies;
  - Assistance to the Communications Team (COMMS) – University degree in Communications, Journalism, Public Relations or European Studies;
  - Assistance to the Finance and Procurement Unit (FP) – University degree in Business, Finance, Accounting, Audit, Management or Administration;
  - Assistance to the Human Resources Unit (HR) – University degree in Human Resources Management, Public Relations, Social Sciences, Psychology or European Studies;
  - Assistance to the IT Unit (IT) – A relevant university degree in the IT field.

<sup>5</sup> As specified under section 2. Eligibility in Annex 1 to the decision of the EBA's Executive Director on paid traineeships offered by the European Banking Authority (EBA DC 218).

<sup>6</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 or of a candidate country benefiting from the pre-accession status, are not eligible for calls for applications at the EBA.

<sup>7</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.

<sup>8</sup> For details of the minimum national qualification requirements by the legislation in the country where the diploma was obtained, please see Appendix to the Annex 1 of the Decision EBA DC 263 of the Executive Director on the traineeship policy at the EBA.

<sup>9</sup> <https://www.coe.int/en/web/common-european-framework-reference-languages/level-descriptions>.

- Good drafting skills in English – please submit an example of the work that you have produced (up to a maximum of 3 pages)<sup>10</sup> together with your traineeship application;
- Working experience of using the MS package: Word, PowerPoint, Excel and Outlook – please give examples in your traineeship application;
- Experience in multicultural environments, through previous work placements or study abroad.

The following behaviour skills may be tested at interview:

- Proactive and the ability to work autonomously;
- Good communication and interpersonal skills;
- Strong sense of responsibility, commitment and cooperation;
- The ability to cooperate smoothly in a multicultural environment;
- The ability to adjust to new tasks in a demanding work environment.

In addition, it would advantageous for the candidates to have:

- An initial experience or specific expertise in the area of the traineeship position that the candidate wishes to apply for, obtained either through specialisation through their studies such as a dissertation or other research project, or through professional experience or a previous traineeship or otherwise.
- Knowledge of French;
- Knowledge of specific applications:
  - Finance & Procurement: ABAC, SI2, SAP;
  - Communications: Illustrator, InDesign, Photoshop, Premier Pro and producing visualisations and infographics;
  - IT: HTML5, SharePoint Technologies and relational databases.

## Recruitment Process

Implementation of the EBA's traineeship programme is governed by the Decision on paid traineeships offered by the European Banking Authority (EBA DC 263) and the Decision of the Executive Director on organisational and financial arrangements for EBA trainees in the context of the Agency's relocation from London to Paris (EBA DC 264).

Traineeship offers are for an initial period of 6 months, and can be extended for a further period of maximum 6 months, not exceeding a total duration of 12 months. The conditions of the extension are subject to the performance of the trainee and the further needs of the agency.

For this open call, applications are received on an ongoing basis starting from the date of publication of the call. The eligibility of the applications will be assessed by the Human Resources Unit in

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<sup>10</sup>The example of the written piece of work in English could be an extract up to maximum 3 (three) pages of a bigger piece of work that was produced by the applicant.

accordance with section 1.1 of the 'Eligibility Criteria' given in this vacancy. Further to this, a selection committee will be nominated to carry out the evaluation of eligible applications and the selection of the most suitable candidates.

The first evaluation of applications will take place approximately one month after publication of the open call. Applications will then be assessed on an ongoing basis, or as and when there is an open trainee position at the EBA, whichever is the sooner.

Following the evaluation carried out by the selection committee, the most suitable candidates may be invited for a remote interview by the selection committee, which could include other appropriate testing. A reserve list of suitable candidates will be established on an ongoing basis and whenever there is a need in one of the departments/units/teams, the reserve list will be consulted and a candidate selected from it. All trainees will have the direct supervision of a mentor.

For these trainee profiles: Assistance to EBA Teams, Personal Assistant, Communications, Finance and Procurement, Human Resources and Information Technology, the successful candidates will be recruited for a specific unit in the department, depending on their background, education and set of skills. For an overview of the departments/units please consult the [Organisation Chart](#) of the EBA.

Non-successful candidates will be notified of the outcome of their application on completion of the first evaluation and after every subsequent evaluation of applications. Exclusion in the recruitment process does not affect by any means their future participation to other open calls.

## 2. Equal opportunities

As a European Union Authority, the EBA will apply a policy of equal opportunities and will take care to avoid any form of discrimination in its recruitment procedures.

## 3. Submission of applications

Application shall be sent together with the required documents **in pdf format** to **EBA-Traineeship-Applications@eba.europa.eu**

Please make sure that you clearly indicate how you meet the abovementioned eligibility and selection criteria in your application. We advise you to keep in mind the profile you wish to apply for and give as many substantial examples as possible.

Required application documents:

- A Curriculum Vitae in the [Europass format](#)<sup>11</sup>;
- A motivation letter of not more than one page;
- Example(s) of the work that you have produced in English (up to a maximum of 3 pages)
- A completed, dated and signed eligibility criteria grid;
- Copies of diplomas (or relevant certificates) of all undergraduate and post-graduate studies declared in the CV (self-certifications are not accepted).

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<sup>11</sup> <http://www.eba.europa.eu/about-us/careers/practical-information>

**Please indicate the reference number of the technical trainee profile you are applying for, as well as your first and last name in the subject line of your email (e.g. Ref. TR ADMIN 2020/EBAT\_Surname\_Name).**

In order for an application to be considered valid, candidates will have to clearly indicate the position they wish to apply for through the given reference number as shown in the example above. **Applications without a reference number, or that contain in the subject line more than one reference, will not be considered valid.**

**If you wish to apply for more than one of the traineeship positions at the EBA, you must submit a separate application for each of them, giving a separate reference as indicated above.**

No additional documents or justifications will be accepted once the application has been submitted. Incomplete applications will be rejected automatically.

#### 4. Place of traineeship

The offices of the European Banking Authority are located on Floors 24 – 27, Europlaza, 20 Avenue André Prothin, La Défense, 92400 Courbevoie, France.

#### 5. Conditions of traineeship

##### 5.1 Traineeship maintenance grant

The traineeship maintenance grant paid to trainees monthly. As of 01/01/2020, the traineeship maintenance grant is € 1724.22 per month. Please refer to the [Decision of the Executive Director on organisational and financial arrangements for EBA trainees in the context of the Agency's relocation from London to Paris](#) for further information.

##### 5.2 Travel flat-rate allowance

Recruited trainees, who receive a maintenance grant and whose place of recruitment at the beginning of the traineeship period is other than the place where the EBA holds its seat, may receive a travel allowance to compensate for their travel expenses at the beginning and end of the traineeship period as determined under point 6.3 of the Annex I to the Decision on paid traineeship (EBA DC 263).

#### 6. 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.

Recruited trainees 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, trainees 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 trainee, 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.

Please also be reminded of your obligations in accordance with the EBA Decision on paid traineeship offered by the European Banking Authority to young university graduates and its Annex<sup>12</sup>. More in particular, you are subject to Article 70 of Regulation (EU) No 1093/2010, which provides that: "Members of the Board of Supervisors and the Management Board, the Executive Director, and members of the staff of the Authority including officials seconded by Member States on a temporary basis and all other persons carrying out tasks for the Authority on a contractual basis shall be subject to the requirements of professional secrecy pursuant to Article 339 Treaty on the Functioning of the European Union and the relevant provisions in Union legislation, even after their duties have ceased".

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>13</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>14</sup>
- Decision of the Executive Director EBA DC 271 of 26 April 2019 on the Ethics Guidelines for EBA staff.<sup>15</sup>

## 7. Data protection

The EBA will ensure that candidates' personal data are processed as required by Regulation (EU) 2018/1725<sup>16</sup>. This applies, in particular, to the confidentiality and security of such data.

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<sup>12</sup> <https://eba.europa.eu/about-us/careers/traineeships>

<sup>13</sup> EBA Code of Good Administrative Behaviour (EBA DC 006)

<sup>14</sup> EBA Conflict of Interest Policy (EBA DC 104 rev1)

<sup>15</sup> EBA Ethics Guideline for EBA staff (EBA DC 271)

<sup>16</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)

<https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32018R1725>