

## Traineeships

### Administrative profiles

#### Ref. TR ADMINISTRATIVE 2022

<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>17 August 2022, at 12.00 noon Paris time</b>
<b>Reserve 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>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 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> Decision of the European Banking Authority concerning the traineeship programme at the EBA (EBA DC455) and its annex available [here](#).

<sup>2</sup> Article 4.1 of the Annex to the Decision of the European Banking Authority concerning the traineeship programme at the EBA ([EBA DC455](#)).

<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).

## Recruitment Process

The EBA is organising a call for expression of interest for various traineeship positions. The aim of the traineeship programme is to provide recent graduates with a unique and first-hand experience of the workings of the EBA, an understanding of the objectives and goals of financial regulation and oversight generally, and specifically of the objectives of the EBA. Implementation of the EBA's traineeship programme is governed by the Decision of the European Banking Authority concerning the traineeship programme at the EBA (EBA DC 455) and its annex available [here](#).

Traineeship at the EBA is offered for an initial period of 6 (six) months and can be extended for a further period of up to 12 (twelve) months, not exceeding a total duration of 18 (eighteen) months. The conditions of the extension are subject to the performance of the trainee and the further needs of the agency.

For more details regarding selection procedure please refer to section 3 of the EBA's decision ref. [EBA DC 455](#).

The eligibility of the applications will be assessed by a selection committee (SC) composed of a member from the recruiting Departments/Units, a staff committee representative and a member of the Human Resources Unit (HR), in accordance with section 2.1. 'Eligibility Criteria' given in this vacancy.

Candidates that meet the eligibility criteria will be placed on a reserve list that is approved by the Appointing Authority to conclude contracts (AACC). The reserve list will be valid for one year and may be extended should there be an interest in the needs of service to do so.

The Department/Unit that wishes to recruit a trainee will examine and assess the applications from the candidates on the reserve list, and shortlist those best matching the selection criteria as listed for every profile under Section 'Traineeship profiles and requirements' of this Vacancy notice. These candidates will be contacted by HR to determine if they have continued interest in the traineeship. Those who confirm their interest and availability will be invited for video interviews with the Department/Unit. HR will ensure that a gender and geographical balance is maintained as best as possible in the choice of candidates.

The selection process is confidential, and candidates must refrain from contacting the SC members or the members of the Department/Unit, during the selection procedure at any given time.

The interview will aim to assess compliance with the selection criteria, motivation, the ability to communicate in English and the availability of the candidate.

Following the interview, the Department/Unit will make a recommendation to the Appointing Authority to Conclude Contracts (AACC) on the candidate(s) based on merit. The AACC will make the final decision on whom to offer the traineeship to. Selected candidates will be sent a letter of intent with a traineeship offer that includes a proposed start date for the traineeship. This traineeship offer is subject to the candidate providing supporting documents confirming their eligibility, in addition to the already provided diploma or relevant certificates.

The trainee must also be able to provide the originals of all diplomas, or certified copies of all diplomas declared. Official certified translations, if the documents are not in an EU language, will be required when

starting the traineeship.

Candidates that accept the offer for one traineeship placement will be excluded from selection for other traineeship placements.

The applications of all eligible candidates, including those shortlisted for an interview but not offered a traineeship position, shall be available for future traineeship recruitments and shall remain on the reserve list for the period of its validity, unless the applicant requests to withdraw their application.

At any stage of the application process, applicants may withdraw their application by informing the Authority by email to the address stated in the relevant vacancy notice published on the EBA's website.

There is no appeal procedure against the decision taken.

All candidates will be informed about the outcome of their application.

If an application is unsuccessful, the candidate may re-apply for another traineeship period under a new vacancy notice. It is however necessary to submit a new application together with all the supporting documents within the new deadline.

Candidates may not be recruited to any EBA Department/Unit where a conflict of interest might occur, irrespective of their academic and professional qualifications.

Trainees are responsible for ensuring that they have the correct visa, where applicable, and that they obtain all the documentation required by the French authorities.

## Traineeship profiles and requirements

### 1.1. Assistance to EBA Teams – Profile ref: TR ADMIN 2022/EBAT

#### **Tasks and duties of the trainee:**

The selected trainee(s) will assist in providing administrative support to [EBA departments/units](#) as follows:

- 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.

**Diploma required:** University degree in Business, Public Administration, Banking, Finance, Economics, Statistics, Law, Political Science or European Studies.

**Selection Criteria – assessed during interviews:**

- Good drafting skills in English;
- Working experience of using the MS package: Word, PowerPoint, Adobe Acrobat, Excel and Outlook;
- Experience in multicultural environments, through previous work placements or study abroad;

1.2. [Assistance to the Communications \(Coms\) Unit – Profile ref: TR ADMIN 2022/COMMS](#)

**Tasks and duties of the trainee:**

The selected trainee(s) will assist in providing administrative support to the Coms unit as follows:

- 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.

**Diploma required:** University degree in Communications, Journalism, Public Relations or European Studies.

**Selection Criteria – assessed during interviews:**

- Experience in using Illustrator, InDesign, Photoshop, Premier Pro and producing visualisations and infographics;
- Good drafting skills in English;
- Working experience of using the MS package: Word, PowerPoint, Excel, Adobe Acrobat and Outlook;
- Experience in multicultural environments, through previous work placements or study abroad;

1.3. [Assistance to the Finance and Procurement \(FP\) Unit – Profile ref: TR ADMIN 2022/FP](#)

**Tasks and duties of the trainee:**

The selected trainee(s) will assist in providing administrative support to the FP unit as follows:

- Assisting with the provision of administrative support to the finance team of the organisation;
- Registration of incoming invoices and credit notes;
- Financial initiation of financial transactions including commitments, payments, recovery orders, and budget transfers;
- 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;
- Contributing to the development and implementation of finance systems;
- Assisting in procurement procedures;
- Filing documents and correspondence according to filing rules;
- Executing other administrative tasks.

**Diploma required:** University degree in Business, Finance, Accounting, Audit, Management, or Administration.

**Selection Criteria – assessed during interviews:**

- Working experience of using the Microsoft Office package: Word, PowerPoint, Excel, and Outlook;
- Working experience of using Microsoft PowerBI, PowerApps, and SharePoint;
- Experience in using ABAC, SI2, SAP;
- Experience in multicultural environments, through previous work placements or study abroad;

### 1.4. Assistance to the Human Resources (HR) Unit – Profile ref: TR ADMIN 2022/HR

**Tasks and duties of the trainee:**

The selected trainee(s) will assist in providing administrative support to the HR unit as follows:

- 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;
- Assisting in the implementation of the EBA's traineeship programme;
- Supporting the daily management of HR records and enquiries from staff;
- Executing other administrative tasks as and when required.

**Diploma required:** University degree in Human Resources Management, Public Relations, Social Sciences, Psychology or European Studies.

**Selection Criteria – assessed during interviews:**

- Good drafting skills in English;
- Working experience of using the MS package: Word, Excel, PowerPoint, Adobe Acrobat, and Outlook;
- Experience in multicultural environments, through previous work placements or study abroad;

### 1.5. Assistance to the Information Technology (IT) Unit – Profile ref: TR ADMIN 2022/IT

**Tasks and duties of the trainee:**

The selected trainee(s) will assist in providing administrative support to the IT unit as follows:

- 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 Product Managers to organize collaboration spaces, document and knowledge repositories and other artefacts needed by the Product Team;
- Assisting the IT team in documenting internal processes and requirements;
- Assisting the IT team in other administrative tasks.

**Diploma required:** University degree in the field of IT, Mathematics or Sciences.

**Selection Criteria – assessed during interviews:**

- Experience in using HTML5, SharePoint Technologies and relational databases;
- Experience working in agile teams in software delivery or support;
- Working experience of using the MS package: Word, PowerPoint, Excel and Outlook;
- Experience in multicultural environments, through previous work placements or study abroad;

1.6. Assistance to the Corporate Support (CS) Unit – Profile ref: TR ADMIN 2022/CS

**Tasks and duties of the trainee:**

The selected trainee(s) will assist in providing administrative support to the CS unit as follows:

1. To provide the Operational Support in the areas of: Data Protection, Internal Control Standards and Risk Management.

Operational support on data protection coordination:

- to provide administrative support related to data protection.

Operational support in Internal Control Standards (ICS):

- to provide administrative support related to the audits conducted by Internal Audit Service (IAS) and European Court of Auditors (ECA);
- to assist in gathering data related to Agency's Annual Assessment;
- to assist in creation and updating of the Book of Policies and Procedures.

Operational support in Risk Management:

- to take part in training, implementation, monitoring of the Operational Risk Management;
- to provide administrative support in relation to Operational Risk Management including risk inventory;
- to assist in monitoring, follow up of the actions taken to mitigate the identified risks.

2. To provide the Operational Support in the area of Project Management (PM2/Agile).

The activities you will be involved in will depend on the project you're working on, but examples include:

- to support wider project lifecycle;
- to support project related activities within the CS Unit;
- to assist in collecting, storing and analysing data relevant for the projects;
- to assist in implementation and monitoring of the project management processes;
- to provide administrative support in relation to project management tasks including project documentation, presentations, reports, organisation of meeting etc.

**Diploma required:** University degree in Economics, Law, Business equivalents.

**Selection Criteria – assessed during interviews:**

- Good communication skills;
- Working experience of using the MS package: Word, PowerPoint, Adobe Acrobat, Excel and Outlook;
- Experience in multicultural environments, through previous work placements or study abroad;
- Knowledge of Project Management methodologies such as PM2, Agile;

### 1.7. Selection criteria for all of the above Profiles:

All candidates must have good communication and drafting skills in English (will be assessed during the interview).

In addition, it would be 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.

## Requirements

### 2.1. Eligibility criteria

To be considered eligible, candidates must satisfy all the eligibility criteria listed below:

- **Criterion 1: Nationality**
  - Be a national of the Member States of the European Union or a national of the European Economic Area (Iceland, Liechtenstein, Norway)<sup>4</sup>.
- **Criterion 2: Education**<sup>5</sup>
  - Candidates must have completed the first cycle of a higher education course (university education) and obtained a full degree or its equivalent by the closing date for applications. For examples of the eligible diplomas in different Member States please consult the [EPSO website](#);
  - A University degree in the area relevant to the selected preferred profiles:
    - **EBA Teams:** University degree in Business, Public Administration, Banking, Finance, Economics, Statistics, Law, Political Science or European Studies;
    - **Communications Team:** University degree in Communications, Journalism, Public Relations or European Studies;
    - **Finance and Procurement Team:** University degree in Business, Finance, Accounting, Audit, Management, or Administration.
    - **Human Resources Team:** University degree in Human Resources Management,

<sup>4</sup> Due to the withdrawal of the United Kingdom from the European Union, 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 a traineeship at the EBA.

<sup>5</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 delegated authority for the purpose by one of the European Union Member States (such as a national Ministry of Education) and a document attesting so must be submitted with the application by the closing date

- Public Relations, Social Sciences, Psychology or European Studies;
- IT Team: University degree in the field of IT, Mathematics or Sciences.
- Corporate Support: University degree in Economics, Law, Business equivalents.

Applicants whose university or post-graduate diplomas are not issued in one of the official EU languages must provide a certified translation of these documents in English.

Candidates must have completed their studies and obtained their last education diploma no longer than three years prior to the deadline for applications. The 3 years rule is not applicable for candidates undertaking PhD studies at the moment of application.

Candidates must provide copies of diplomas or the relevant official certificates (self-certifications will not be accepted) of all university or post-university studies declared in their application.

- **Criterion 3: Language**
  - Knowledge of English at a minimum [B.2 level](#)<sup>5</sup>

## 2.2. Selection criteria

Please refer to the specific selection criteria requirements for each respective profile under Traineeship Profiles and Requirements Section of this vacancy notice.

The following behaviour skills may also be tested at the interview:

- Ability to establish and maintain effective working relationships in a multicultural environment;
- Good general communication and interpersonal skills with a service-oriented attitude;
- Ability to take initiative and to multitask with the interest to learn and gain knowledge on various areas;
- Strong sense of integrity and discretion.

## 2.3. Submission of applications

Excited and interested in working with us? Then please ensure that you read the decision of the European Banking Authority ref. [EBA DC 455](#) concerning the traineeship programme at the EBA before applying.

Please then send the following documents to **[EBA-Traineeship-Applications@eba.europa.eu](mailto:EBA-Traineeship-Applications@eba.europa.eu)** and make sure that you clearly indicate how you meet the abovementioned eligibility and selection criteria in your application documents. We advise you to keep in mind the profiles you wish to apply for and give as many substantial examples as possible.

### **Required application documents:**

- **A Curriculum Vitae in the Europass format**<sup>6</sup>; Exact start and end dates of all education and professional experience (if any) should be provided in the format of “dd/mm/yyyy”;
- **A motivation letter no longer than one page**; Please indicate in your motivation letter how you meet the Selection criteria as specified in the vacancy for the profile(s) of your choice (refer to: Traineeship Profiles and Requirements);
- **A completed, dated and signed Eligibility criteria grid and Selection of preferred profiles form**;

<sup>6</sup> [Create your Europass CV | Europass](#)



- **Copies of diplomas** (or relevant certificates) of all undergraduate and post-graduate studies declared in the CV (self-certifications are not accepted).

**Only complete applications will be accepted and considered.** No additional documents or justifications will be accepted once the application has been submitted. Incomplete applications will be rejected.

In the Eligibility criteria grid and Selection of preferred profiles form, ***you may select, in order of your preference, a maximum of three (a minimum of one) different profiles as listed above under Traineeship Profiles and Requirements Section.***

**Please make sure to submit your application by the deadline: [17 August 2022, at 12.00 noon Paris time.](#)**  
**In the subject line of your application email, please only indicate: TR\_ADMIN\_YourName-Surname**

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 of the application within the deadline. The EBA cannot be held responsible for any delay due to such difficulties.

## Information on the traineeship

### 3.1. Place of traineeship

The official working place of the European Banking Authority is in Paris, France under the following address: Floors 24 to 27, Europlaza, 20 Avenue André Prothin, La Défense 4, 92400, Courbevoie, France.

### 3.2. Traineeship maintenance grant

The traineeship maintenance grant paid to trainees as of 01/07/2022 is 1827.14 EUR/month.

### 3.3. Data protection

EBA will ensure that candidates' personal data are processed as required by the Regulation (EU) 2018/1725. This applies in particular to the confidentiality and security of such data. Please refer to the [EBA's privacy statement on the recruitment of trainees](#) for the retention periods of applications.

### 3.4. Appeal procedure

There is no appeal procedure against the decision taken.

If an application is unsuccessful, the candidate may re-apply for another traineeship period under a new vacancy notice. It is however necessary to submit a new application together with all the supporting documents within the new deadline, once the new call for applications is published.