

VACANCY NOTICE

CALL FOR EXPRESSION OF INTEREST FOR **TRAINEES** (TR) WITHIN THE FINANCE & PROCUREMENT UNIT (F&P) AT THE EUROPEAN BANKING AUTHORITY (“THE EBA”)

Reference procedure	EBA TRAINEE 2025 F&P
Type of contract	Traineeship (TR)¹
Duration of contract	6 months with possible further extension up to 18 months
Place of traineeship	Paris, France The EBA is located at 20 avenue André Prothin, 92400, Courbevoie, France (EUROPLAZA tower), in “La Défense” area, the largest business district in Europe and the fourth largest in the world
Traineeship grant	2046.50 EUR/month
Traineeship regime	Work life balance with teleworking options
Deadline for applications	25/09/2025 12:00 (Paris time)

WHAT IS THE EBA?

The 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 2010².

The mission of the Authority is to contribute to the stability and effectiveness of the European financial system through simple, consistent, transparent, fair regulation and supervision that benefits all EU citizens.

EBA’s five strategic objectives are: to finalise and implement an effective and proportionate Single Rulebook, to foster financial stability in an economy transitioning towards sustainability, to enable an integrated reporting system for enhanced assessment and disclosure, to implement the Digital Finances package with DORA oversight and MICAR supervision, and to focus on innovation for the benefit of consumers while ensuring a smooth transition of the anti-money laundering.

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

WHAT DO WE OFFER YOU?

At the EBA, we believe that highly qualified and motivated trainees add important value to our work.

¹ EBA’s Traineeship Policy – Annex I to the EBA DC 455 available [here](#).

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).

In return, we offer you a unique hands-on experience into the heart of a European Union Agency whose mission is key in safeguarding the integrity and robustness of the banking sector to support financial stability in the EU.

You will gain valuable work experience and develop your employability skills that will help you in your future career.

You will benefit from working with a team of professionals from all over the European Union in a stimulating multicultural environment living through the **five EBA values**: Public service at our core, Excellence in everything we do, Trust in our relationships, Creativity to deal with challenges, Collaboration is our approach.

You will live in Paris. The French capital is one of the most inspiring cities in Europe. A walkable and well-connected city with close proximity to other countries in Europe, Paris offers a vivid cultural and culinary experience with its abundance of museums, architectural richness, sparkling monuments such as the Eiffel Tower, top designer shops, and beautiful parks.

At the EBA, we are all committed to diversity and inclusion. The traineeship programme is open to all eligible candidates regardless of their sex, age, race, colour, ethnic or social origin, religion or belief, disability, sexual orientation.

If you consider yourself to have a physical, mental, intellectual or sensory disability, please indicate any adjustments or arrangements needed, relating to your disability, to EBA-Traineeship-Applications@eba.europa.eu, so that the EBA can ensure your full and equal participation in the selection process.

The EBA, as an EMAS registered organisation, is committed to continuously improving its environmental performance and reducing its carbon footprint. For more information, please refer to <https://www.eba.europa.eu/about-us/sustainable-eba>.

WHAT IS THE TRAINEESHIP ASSIGNMENT?

The traineeship programme is designed to bring recent graduates with Management, Law, Administration, Business, Finance, Accounting, Audit, or other relevant to the area in question into the Finance & Procurement Unit of the Authority to contribute to various projects and topics.

The nature of your work depends on the team you are assigned to within the F&P Unit.

Your daily work may include, for example, assisting in procurement procedures, assisting in contract administration, registration of incoming invoices and credit notes, gathering documentation in response to audit report, etc. (see the profile for more details).

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.

WHAT ARE THE SELECTION REQUIREMENTS?

Eligibility criteria: to be considered eligible, candidates must satisfy all the criteria listed below when submitting applications:

- Be a national of a Member State of the European Union³ or of the European Economic Area (Iceland, Liechtenstein, Norway).
- Have a thorough knowledge⁴ of English.

³ Member States of the EU: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.

⁴ The knowledge is required at least at B2 level.

- Candidates must have completed the first cycle of a higher education course (university education) and obtained a full degree or its equivalent prior the submission of their applications⁵. For examples of the eligible diplomas in different Member States please consult the [EPSO website](#).

Selection criteria: please see the relevant profile:

- Trainee in the Finance & Procurement Unit (F&P)

For more information, please see the [EBA's internal organisational structure](#).

HOW TO APPLY?

Candidates should submit their complete applications in English to the following address: EBA-Traineeship-Applications@eba.europa.eu. Only complete applications will be considered.

Thanks to indicate F&P Unit in the eligibility criteria grid and in the title of your application email.

A complete application must include:

- A curriculum vitae in Europass format;
- A motivation letter non longer than one page;
- A completed eligibility criteria grid;
- Copies of your diplomas (or relevant certificates) of all undergraduate and post-graduate studies declared in the CV (self-certifications are not accepted).

WHAT IS THE SELECTION PROCEDURE?

The ***received applications are screened by HR against the eligibility criteria*** listed in this vacancy notice. Candidates who do not meet all the eligibility criteria are excluded from the selection procedure.

The ***eligible applications are provided to the hiring manager*** (Head of F&P Unit) for assessment against the selection criteria listed in the relevant profile, considering their areas of expertise and their competencies.

The ***hiring manager contacts the candidates*** directly, check their availability for an interview, which is held in English and remotely.

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

HR ensures that a gender and geographical balance is maintained as best as possible in the choice of candidates.

Following the interview, the ***Unit makes a recommendation*** to the Appointing Authority to Conclude Contracts (AACC) on the candidate(s) based on merit. The AACC makes the ***final decision*** on whom to offer the traineeship to. ***Selected candidates receive a letter of intent*** with a traineeship offer that includes a proposed

⁵ Candidates must have completed their studies and obtained their last education diploma no longer than three years prior the submission of their applications. The 3 years rule is not applicable for candidates undertaking PhD studies at the moment of their application for traineeship at EBA. 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) or a NARIC recognition is required: <https://www.enic-naric.net/> and a document attesting so must be uploaded with the application. If you have a diploma recognised in an EU Member State, you don't need NARIC recognition for your lower-level diploma(s). Example: If you have a Bachelor's degree from a university outside the EU, and a Master's degree from an EU university, you don't need NARIC recognition for the Bachelor's degree. Qualifications/diplomas awarded until 31/12/2020 in the United Kingdom are accepted without further recognition. For diplomas awarded after this date (from 01/01/2021), a NARIC recognition is required.

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.

Selected candidates must be able to ***provide the originals of all diplomas, or certified copies*** of all diplomas declared. Candidates 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 are responsible for ensuring that they have the correct visa, where applicable, and that they obtain all the documentation required by the French authorities.

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

Candidates, who are ***not selected after an interview remain in the EBA's pool of interested candidates*** for future traineeship opportunities within the Finance & Procurement Unit. These candidates will be considered where there is a position to fill that fits their profile and the EBA's business needs and budgetary situation.

Candidates ***will remain in the pool of eligible trainees for 1 year after the submission of their applications (Applications received during the deadline period mentioned above).***

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

EBA ensures that candidates' personal data is processed as required by Regulation (EU) 2018/1725⁶.

There is no appeal procedure against the decision taken.

⁶ 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).