

VACANCY NOTICE¹
EXECUTIVE DIRECTOR
REF: EBA TA 05/2019

Type of contract	Temporary Agent ²
Function group and grade	AD 14
Duration of contract	5 years, with possibility of extension once
Department/Unit	European Banking Authority
Place of employment	Paris, France
Deadline for applications	2 November 2019 at 12.00 noon Paris time
Reserve list valid until	31 December 2020

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 2010.³

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 (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.

¹ This vacancy notice is available in the official languages of the European Union. In the event of any inconsistency, the English version is the original language and prevails, the other languages are translations for information purposes only.

² According to Article 2(a) of the Conditions of Employment of Other Servants of the European Union (CEOS).

³ 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).

We propose

The position of Executive Director of the European Banking Authority (EBA). The Executive Director is a full-time independent professional, member of EBA staff, based in Paris, France. He/she will manage on a day-to-day basis the EBA activities ensuring the achievement of the EBA objectives.

He/she shall be responsible for the implementation of the annual work programme and take the necessary measures to ensure the functioning of EBA.

He/she will be accountable to the EBA Board of Supervisors and its Chair in particular, and report to the Board of Supervisors on an on-going basis on the development of the EBA activities.

The Executive Director may be removed from office only upon decision of the Board of Supervisors.

The Executive Director's term of office shall be five years and may be extended once.

Job description

Main responsibilities:

The Executive Director will be responsible for the day-to-day management of EBA. He/she shall be responsible for the tasks laid down in section IV of the regulation establishing the EBA, in particular:

- The management of the Authority and preparing the work of the Management Board;
- Implementing the annual work programme of the Authority under the guidance of the Board of Supervisors and under the control of the Management Board;
- Taking the necessary measures, notably the adoption of internal administrative instructions and the publication of notices, to ensure the functioning of the Authority, in accordance with this Regulation;
- Preparing a multi-annual work programme;
- Preparing, each year, a work programme for the following year;
- Drawing up a preliminary draft budget of the Authority and implementing the budget of the Authority, in full compliance with EU financial regulations;
- Preparing each year, a draft annual report with a section on the regulatory and supervisory activities of the Authority and a section on financial and administrative matters;
- Exercising in respect to the Authority's staff the powers laid down in the Regulation and managing staff matters.

Requirements

1. Eligibility Criteria

To be considered eligible, candidates must satisfy all the criteria listed below, by the deadline for submitting applications.

1.1 General

- Be a national of a Member State of the European Union;⁴
- Be entitled to his/her full rights as a citizen;⁵
- Have fulfilled any obligations imposed by the applicable laws on military service;
- Have a thorough knowledge of one of the official languages of the European Union⁶ and a satisfactory knowledge of another language of the European Union;
- Be physically fit to perform the duties linked to the post.⁷

1.2 Specific

1.2.1 Qualifications

To be considered for the pre-selection phase, the applicants must meet the following formal eligibility criteria by the closing date of applications and have:

- a) A level of education which corresponds to completed university studies attested by a diploma⁸ when the normal period of university education is four years or more, or
- b) A level of education which corresponds to completed university studies attested by a diploma⁸ and appropriate professional experience of at least one year when the normal period of university education is at least three years (this one year's professional experience cannot be included in the post graduate professional experience required below).

1.2.2 Professional experience

To qualify for the position a candidate must have at least 15 years of proven fulltime professional experience, after completing the education as mentioned under 1.2.1., of which

- At least 5 years must be relevant senior experience in the banking sector or the supervision thereof;

⁴ Candidates must satisfy the requirements set out in Article 12 of the Conditions of Employment of Other Servants of the European Union (CEOS), which include being a national of a Member State of the European Union.

⁵ Prior to the appointment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.

⁶ The official languages of the European Union are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, and Swedish.

⁷ Before the appointment, the successful candidate will be examined by one of the European Union medical centres in order to confirm that the candidate fulfils the requirements of Article 12(2)(d) of the Conditions of Employment of Other Servants of the European Union (CEOS).

⁸ 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.

- At least 5 years of management experience which must have been acquired managing staff and budgets at a high level or working in management structures with a high level of responsibility⁹.

1.2.3 Knowledge of languages

For working purposes, as English is the working language of the EBA,¹⁰ an excellent knowledge of the English language, both written and spoken, is required.¹¹

Native English speakers will be tested to prove their second language skills, in accordance with section 1.1.

1.2.4 Age limit

To qualify for the position the candidate must be able to complete the full five-year mandate before reaching retirement age. For temporary staff of the European Union, retirement age is defined as being the end of the month in which the person reaches the age of 66¹².

2. Selection criteria

In addition to the above, the following selection criteria will be used:

- Thorough knowledge of the sectors relevant for the activities of EBA and proven expertise in these areas;
- Proven experience in financial regulation and/or supervision at national, European or international level of relevance to the activities of EBA;
- Thorough understanding of the EU institutions and EU decision-making process, European and international activities of relevance to the activities of EBA;
- Extensive experience of budgetary, financial and/or human resources management in a national, European and/or international context;
- Ability to lead and motivate a team including both technical, administrative and support staff;

It would be advantageous for the candidate to have direct supervisory experience.

Applications will be assessed based on the Eligibility and Selection criteria specified in parts 1 and 2.

For this position, the candidates are expected to fulfil the following competencies which will be assessed during interviews:

- Proven capacity to take decisions at strategic and political levels;

⁹ Applicants must describe all their high level management experiences acquired by indicating on their Curriculum Vitae:

1) Title and role of management positions held; 2) number of staff overseen in these positions; 3) the size of the budget managed; and 4) number of hierarchical layers above and below, as well as number of peers in the organization

¹⁰ Decision EBA DC 003 of the Management Board on Internal Language Arrangements.

¹¹ The knowledge is required at least at B2 level. The assessment at B2 level is done in accordance with the Common European Framework of Reference for Languages (CEFR) (<http://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>)

¹² Article 47 of the Conditions of Employment of other Servants of the European Union (CEOS)

- Excellent networking abilities, communication and interpersonal skills, including the capacity to deal and negotiate with high level legislative and governmental representatives as well as stakeholders and financial industry representatives within and outside the EU;
- Strong sense of responsibility, strong commitment, initiative and self-motivation.

3. 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.

4. Selection procedure

The selection procedure will include the following:

4.1. The selection committee will be established for this selection process. All the eligible candidates invited to pre-selection interviews shall be informed on the composition of the selection committee in the invitation to the pre-selection interview.

4.2. The selection committee will analyse application documents¹³ (curriculum vitae, motivation letter and declaration form) of applicants with reference to the eligibility and selection criteria and will draw up a list of up to six candidates based on their merits and criteria set above. The candidates included in this list will be invited by the selection committee to the pre-selection interviews.

Following the pre-selection interviews, the selection committee will establish a shortlist of the three most suitable candidates who will undergo a full day assessment centre.

This call for applications is the basis for the establishment of the shortlist. Inclusion on the shortlist is no guarantee of appointment. **Applicants should note that the shortlist may be made public, once it has been adopted by the selection committee.**

Following the receipt of the results of the assessment centre, and considering the results of the pre-selection interviews, the selection committee will submit the final shortlist to the EBA Board of Supervisors.

The competent committee of the European Parliament will be informed of the composition of the pool of applicants for the position of Executive Director (number of applications, mix of professional skills, gender and nationality balance, etc.) and provided with the shortlist of candidates.

The shortlisted candidates will then be invited to give a presentation on a pre-defined topic and will be interviewed by the EBA Board of Supervisors. The presentations and the interviews will take place

¹³ 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.

on the same day. The topic of the presentation will be communicated in the invitation to presentation and interview with the EBA Board of Supervisors.

Candidates may be required to undergo further interviews and/or tests in addition to those indicated above.

Before appointment, the candidate selected by the EBA Board of Supervisors shall be subject to confirmation by the European Parliament.

In accordance with Articles 11 and 11a of the Staff Regulations (SR) and Articles 11 and 81 of the Conditions of Employment of Other Servants of the European Union (CEOS) **the successful candidate will be required to make a declaration of the conflict of interest before recruitment.** In particular, the selected candidate will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in respect of any interests which might be considered prejudicial to his/her independence which will be examined in accordance with the EBA's conflict of interest policy. Applicants must confirm their willingness to do so in their declaration submitted with their application.

Please note that the selection committee's work and deliberations are strictly confidential and that any contact with its members is strictly forbidden. Any contact made by the candidates or third parties in order to influence the members of the selection committee in relation to the selection constitutes grounds for disqualification from the selection procedure.

5. Appointment and conditions of employment

5.1 Contract type, duration and starting date:

The successful candidate will be appointed as a temporary agent¹⁴ on a fixed-term contract of five years with a probation period of nine months and the possibility of extension as provided for in Regulation (EU) No 1093/2010.

The estimated starting date is **1 February 2020**.

5.2 Function group and grade:

The successful candidate shall be appointed as a temporary agent at grade AD 14. The estimated monthly basic salary is from € 14,546.67.

The details of the whole remuneration package are provided in Articles 62 – 70 and Annex VII to the Staff Regulations. For more information, please refer to Careers page of the EBA: <http://www.eba.europa.eu/about-us/careers>

5.3 Summary of the conditions of employment

- Salaries are exempted from national tax; instead a Union tax at source is paid;

¹⁴ See footnote 2

- The correction coefficient applicable to the remuneration of officials and other servants under Article 64 of the Staff Regulations for France 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 2.5 days of supplementary home leave granted to staff entitled to the expatriation allowance or foreign residence allowance;
- EU Pension Scheme (after 10 years of service);
- EU Joint Sickness and Insurance Scheme, accident and occupational disease insurance coverage, unemployment and invalidity allowance;
- Travel insurance when travelling on missions.

5.4 Place of employment

The offices of the European Banking Authority are located on Floors 24 to 27, Europalaza, 20 avenue André Prothin, La Défense 4 – 92400 Courbevoie, France.

6. Submission of Applications

Applications including a **curriculum vitae in the Europass format¹⁵, a motivation letter and a filled declaration form**, dated and signed, must be submitted in **English** to the following address: EBA-ExecutiveDirector-Applications@eba.europa.eu **by 2 November 2019 at 12.00 noon Paris time.**

EBA will disregard any application received after the 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. The EBA cannot be held responsible for any delay due to such difficulties.

Only complete applications will be accepted and considered. In order for the application to be considered complete candidates must send all documents¹⁶: curriculum vitae, motivation letter and declaration form dated and signed 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 are counted only from the time the candidate obtained the certificate or diploma required for the position and only if it is on paid basis (including study grants or internship grants). PhDs may be counted as professional experience if the

¹⁵ <http://www.eba.europa.eu/about-us/careers/practical-information>

¹⁶ 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.

candidates received a study grant or salary during the time of PhD studies. The maximum duration counted for PhD is three years provided that the PhD has been successfully concluded by the closing date for applications of the selection procedure.

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 return document) 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 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.) unless expressly stated in this notice. Supporting documents must be submitted at a later stage of the procedure when requested.

The address indicated in the curriculum vitae will be used as the location from which the candidates invited to interviews travel.

In order to facilitate the selection process, all communication with applicants concerning this vacancy notice will be in English.

7. Data protection

EBA will ensure that candidates' personal data are processed as required by Regulation (EU) 2018/1725¹⁷. This applies in particular to the confidentiality and security of such data.

8. Appeal Procedure

Candidates who consider that their interests have been prejudiced by any decision related to the selection procedure can take the following actions:

8.1 Request for review of the decisions taken by the Selection Committee

Within five days of the date of the letter notifying the candidate of a decision taken by the Selection Committee, he/she may submit a written request for a review of such a decision, setting out the reasons for the request, to the following e-mail address:
EBA-ExecutiveDirector-Applications@eba.europa.eu

8.2 Appeals

¹⁷ 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)

a) The candidate may lodge a complaint under Article 90(2) of the Staff Regulations within the time limits provided for, at the following address:

Head of Human Resources Unit
European Banking Authority
CONFIDENTIAL
Selection procedure: **Ref. EBA TA 05/2019**
DEFENSE 4 – EUROPLAZA
20 Avenue André Prothin
CS 30154
92927 Paris La Défense CEDEX
France

b) The candidate can submit a judicial appeal to the General Court under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations.

For details of how to submit an appeal, please consult the website of the General Court:
<http://curia.europa.eu/>

8.3 Complaint to the European Ombudsman

It is also possible to lodge a complaint to the European Ombudsman pursuant to Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the Staff Regulations and the general conditions governing the performance of the European Ombudsman's duties¹⁸.

For details of how to lodge a complaint, please consult the website of the European Ombudsman:
<http://www.ombudsman.europa.eu/>

Please note that complaints made to the European Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging, respectively, a complaint or an appeal with the General Court. Furthermore under Article 2(4) of the general conditions governing the performance of the European Ombudsman's duties, any complaint lodged with the European Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

¹⁸ OJ L 113 of 4 May 1994.