

VACANCY NOTICE
ADMINISTRATIVE ASSISTANTS

REF: EBA TA 6/2020

Type of contract	Temporary Agent ¹
Function group and grade	AST 2
Duration of contract	3 years, with possibility of extension
Department/Unit	European Banking Authority – Various departments and units
Place of employment	Paris, France
Deadline for applications	20 August 2020 at 12.00 noon Paris time
Reserve list valid until	31 December 2021

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 2010².

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

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

The European Banking Authority is seeking suitable candidates for the positions of Administrative Assistant to support the activities of the EBA at its offices in Paris, France.

Job description

Main purpose

The Administrative Assistants will provide administrative and organisational support to the teams working at the EBA and encourage their compliance with deadlines and milestones established in the EBA's Work Programme.

Main responsibilities:

- Providing administrative support and assistance in co-ordinating the professional activities of teams working in the EBA;
- Providing administrative support and assistance to the EBA teams in the on-going exchange of information between national authorities and international bodies/organisations;
- Acting as a point of contact with National Supervisory Authorities, international bodies and organisations;
- Encouraging compliance with the deadlines and milestones established in the EBA Work Programme;
- Providing administrative, financial and logistical support for the organisation of internal and external events in all areas of the EBA's activities, such as meetings, working groups, workshops, committees, seminars, training events, public events, etc.;
- Preparing (in LegisWrite if required), formatting and proofreading of documents, including the reviewing and formatting of documents prepared by other members of the team/unit;
- Entering, maintaining and extracting data from the EBA databases related to different areas of activities;
- Entering data into the project management system;
- Providing administrative support in the preparation and production of reports (including summary reports, such as Excel spread sheets, based on the source data provided by other departments), publications and online information;
- Supporting the management of allocated financial resources, in particular monitoring relevant budget lines and the preparation of financial commitments/de-commitments, carry-forward forms etc.;
- Screening, managing and filing of EBA emails and correspondence regarding the related area/s of activities;
- Registering documents in the EBA's document management system;
- Executing general office and administrative duties, in particular, managing diaries, correspondence, and assisting the Heads of Unit with their business trips in liaison with the EBA's mission's team.

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, or a national of the European Economic Area (Iceland, Liechtenstein, Norway);³
- Be entitled to his/her full rights as a citizen⁴;
- 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 Union⁵ and a satisfactory knowledge⁶ of another language of the European Union;
- Be physically fit to perform the duties linked to the post⁷.

1.2 Specific

1.2.1 Qualifications⁸

To be eligible, a candidate must have

- a) A level of post-secondary education attested by a diploma; or
- b) A level of secondary education attested by a diploma giving access to post-secondary education.

1.2.2 Professional experience

To qualify for the position a candidate must have, in addition to the above,

- a) At least three years of proven fulltime professional experience acquired after the award of the diploma when the normal duration of studies is three years. When the official duration of the post-secondary studies is less than three years, the difference in time is to be compensated by additional professional experience after the award of the diploma (on the basis of 1.2.1.a); or

³ 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, are not eligible for calls for applications at the EBA due to the fact that they do not fulfil the requirements of Article 12 (2)(a) of the Conditions of Employment of Other Servants.

⁴ Prior to the appointment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.

⁵ 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.

⁶ 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) ([CEFR language self-assessment grid](#)).

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.

b) At least six years of proven fulltime professional experience acquired after the award of the diploma for a level of secondary education giving access to post-secondary education (on the basis of 1.2.1.b).

The work experience for eligibility purposes is counted from the award of a diploma up to the closing date of applications.

1.2.3 Knowledge of languages

For working purposes, as English is the working language of the EBA⁹, an excellent knowledge of the English language, both written and spoken, is required.

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

2. Selection criteria

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

- At least three years of proven fulltime professional experience (these years are inclusive of the years of professional experience mentioned in section 1.2.2) in performing administrative support-related duties and tasks similar to those mentioned under the 'main responsibilities' section above: Candidates should specifically mention on their CV the range of tasks covered, the level of work done and their relevance to the responsibilities and duties of this vacancy notice;
- At least two years of proven fulltime professional experience (this is included in the three years mentioned above) in providing administrative support to activities in the public sector or in the finance or banking sector;
- At least one year of proven fulltime professional experience (this is included in the three years mentioned above) working in an EU body or similar international/multicultural environment: Candidates must specify on their CV how they gained this experience;
- Proven hands-on experience in working with databases: Candidates should give examples of databases used and in which capacity and their relevance to this vacancy notice;
- Thorough knowledge and professional proficiency in using email and MS Office software: Word, Excel, Powerpoint: Candidates must give examples of how they have obtained this proficiency in their CV and give descriptions of the documents/reports prepared, using these tools, that are of particular relevance to this vacancy notice.

It would be advantageous for the candidate to have:

- Professional hands-on experience in using LegisWrite;
- Working experience with project management software: Candidates should give examples of software used and in which capacity/level;
- Knowledge of French at least at B2 level.

⁹ EBA Internal language arrangements (EBA DC 003)

Applications will be assessed based on the Eligibility and Selection criteria specified in sections 1 and 2 of the vacancy notice.

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

- Good organisational skills and the ability to manage own workload and work without close supervision;
- Excellent interpersonal skills as well as the ability to deal with people tactfully;
- Ability to work under pressure and deliver to tight deadlines;
- Excellent attention to detail;
- Strong customer-focused approach to work, demonstrating responsiveness and flexibility;
- Very good communication skills;
- Be a good team player.

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. A selection committee will be established for each vacancy notice whose members are of the same or higher grade than the advertised position. Candidates invited to interviews and to sit written tests shall be informed of the composition of the selection committee in the invitation.

4.2. The selection committee will analyse the application documents (curriculum vitae, motivation letter, and eligibility criteria grid) of applicants with reference to the eligibility and selection criteria and will establish a shortlist. Shortlisted candidates may be invited to interviews and to sit written tests. Interviews and written tests may possibly be held remotely.

Written tests will be carried out in English and will be related to the job and designed to test the ability to communicate in written English, knowledge and competencies related to the job, and drafting skills. Total mark for written test: 10 points. The minimum score to pass: 6 points.

The interview will aim to assess the motivation and the professional knowledge of the candidates as well as their suitability to perform the duties mentioned under main responsibilities. The interview will be held in English. The total mark for the interview: 10 points. The minimum score to pass: 6 points.

Successful candidates with a total score equal to and above 12 points will be placed on the reserve list, which will be valid until **31 December 2021**. It may be renewed. Inclusion on the reserve list does not guarantee recruitment. The successful candidate will be selected from the established reserve list

which may also be used for the recruitment of a similar post depending on the needs of the EBA. When a vacancy becomes available, candidates on the reserve list may be contacted for additional interviews.

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 offered a temporary agent¹⁰ fixed-term contract of three years with a probation period of nine months and the possibility of extension.

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

Information reserved for candidates employed as temporary agents under Article 2 (f) of the CEOS in other EU agencies: If the successful applicant from the external selection procedure is already a member of temporary staff 2(f) in another EU Agency, the relevant provisions of the Decision of the Management Board laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the Conditions of Employment of Other Servants of the European Union (EBA/DC/2015/126)¹¹ will apply.

5.2 Function group and grade:

The successful candidates shall be recruited as a temporary agent at grade AST 2. The estimated monthly basic salary is from € 3,371.37.

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;
- 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;

¹⁰ See footnote 1

¹¹ Decision on temporary agents (EBA DC 126)

- 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 – 27, Europlaza, 20 Avenue André Prothin, 92927 Paris, La Défense, France.

5.5 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.

The successful candidate 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, the successful candidate 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 member of staff, 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.

Former staff members will be bound to seek clearance from the EBA before engaging in another activity for two years after leaving the Agency. If that activity is related to the work carried out during the last three years of service at the EBA, and it could lead to a conflict with the legitimate interests of the EBA, the Agency can give its approval subject to any conditions it sees fit or forbid the activity.

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;¹²
- 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;¹³

¹² EBA Code of Good Administrative Behaviour (EBA DC 006)

¹³ EBA Conflict of Interest Policy (EBA DC 104 rev1)

- Commission Decision C(2018) 4048 final of 29 June 2018 on outside activities and assignments and on occupational activities after leaving the Service;¹⁴
- Decision of the Executive Director EBA DC 271 of 26 April 2019 on the Ethics Guidelines for EBA staff.¹⁵

6. Submission of Applications

Applications including a **curriculum vitae in the Europass format¹⁶, a motivation letter, and a filled eligibility criteria grid**, dated and signed should be submitted in English to the following address: EBA-Applications@eba.europa.eu **by 20 August 2020 at 12.00 noon Paris time. Please indicate the reference number of this selection, your name and surname in the subject of your email.**

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. 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 documents: curriculum vitae in the Europass format, motivation letter, and eligibility criteria grid dated and signed and a copy of the document formally recognising your qualification within the EU, if applicable, (see footnote 8) 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 on the curriculum vitae is only counted from the time the candidate obtained the certificate or diploma required for the position and if it is on a paid basis (including study grants or internship grants). PhDs may be counted as professional experience if the candidate received a study grant or salary during the period of the PhD studies. The maximum duration counted for a 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 they were full time or part time must be indicated on 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 of supporting documents clearly showing duration and nature of experience upon request.

¹⁴ Outside activities and Occupational activities after leaving the Service

¹⁵ EBA Ethics Guideline for EBA staff (EBA DC 271)

¹⁶ <http://www.eba.europa.eu/about-us/careers/practical-information>

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

At this stage, please do not send supporting documents (copies of ID cards, passports, diplomas, etc.) unless it is to demonstrate the recognition of your qualification within the EU, if applicable, (see footnote 8).

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 ten 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-vacancies@eba.europa.eu.

8.2 Appeals

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:

The Executive Director
European Banking Authority
Selection procedure: **Ref. EBA TA 6/2020**
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.

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)

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.