

**VACANCY NOTICE**  
**FINANCE AND PROCUREMENT ASSISTANT**

REF: OPER FP TA 8/2020

<b>Type of contract</b>	Temporary Agent <sup>1</sup>
<b>Function group and grade</b>	AST 3
<b>Duration of contract</b>	3 years, with possibility of extension
<b>Department/Unit</b>	Operations Department / Finance and Procurement Unit
<b>Place of employment</b>	Paris, France
<b>Deadline for applications</b>	<b>19 November 2020</b> at 12.00 noon Paris time
<b>Reserve list valid until</b>	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 2010<sup>2</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 (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).

<sup>1</sup> According to the Article 2(f) of the Conditions of Employment of Other Servants of the European Union (CEOS)

<sup>2</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.

The European Banking Authority is seeking a suitable candidate for the position of Finance and Procurement Assistant at its offices in Paris, France.

## Job description

### Main purpose

The successful candidate will provide support in the execution of financial transactions and in the conduct of procurement procedures under the guidance of the Head of Finance and Procurement Unit.

### Main responsibilities:

#### Finance

- Registering third party invoices and credit notes in the EBA's financial system;
- Initiating financial transactions in the EBA's financial system (commitments, payments, recovery orders, appropriations transfers, etc.);
- Obtaining, checking and processing all documentation required to execute the aforementioned transactions;
- Verifying the legality and regularity of the aforementioned financial transactions;
- Assisting in the planning, monitoring, reporting and follow-up of the budget;
- Contributing to the development, implementation and improvement of financial procedures, templates and guidelines.

#### Procurement

- Assisting with the preparation, launching and management of procurement procedures, in compliance with the applicable financial regulation and procurement rules;
- Assisting with the preparation of all procurement-related documents and with the management of procurement procedures, including administrative assistance for opening and evaluation meetings;
- Assisting with contract management, including preparing amendments, termination letters and any other relevant documents, and contributing to the regular update of the contract database;
- Providing support to the management in preparing procurement planning and reporting and follow-up;
- Assisting with updating templates, guidelines, checklists and any other documents related to the procurement cycle, and contributing to the continual improvement of procurement-related practices at the EBA.

#### Cross-functional

- Assisting in preparation for and support of external and internal audits;
- Providing administrative support (e.g. copying, scanning, archiving) to ensure that the finance and procurement files are maintained appropriately;
- Acting as a back-up for any other staff members;
- Carrying out any other tasks requested by line management in the interest of the service.

## 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);<sup>3</sup>
- Be entitled to his/her full rights as a citizen<sup>4</sup>;
- 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 Union<sup>5</sup> and a satisfactory knowledge<sup>6</sup> of another language of the European Union;
- Be physically fit to perform the duties linked to the post<sup>7</sup>.

#### 1.2 Specific

##### 1.2.1 Qualifications<sup>8</sup>

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 six 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

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<sup>3</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, 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.

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

<sup>5</sup> 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.

<sup>6</sup> 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](#)).

<sup>7</sup> 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).

<sup>8</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.

b) At least nine 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 EBA<sup>9</sup>, 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 four years of proven full-time professional experience (these years are inclusive of the years of professional experience mentioned in section 1.2.2) carrying out similar tasks mentioned under the Finance heading of 'Main responsibilities'. Candidates must clearly indicate on their CV how this experience was acquired, the range of tasks covered and their relevance to the functions and duties of this vacancy notice;
- At least one years of proven full-time professional experience (these years are inclusive of the years of professional experience mentioned in section 1.2.2) carrying out similar tasks mentioned under the Procurement heading of 'Main responsibilities'. Candidates must clearly indicate on their CV how this experience was acquired, the range of tasks covered and their relevance to the functions and duties of this vacancy notice;
- At least three years of hands-on experience working with financial management systems (MS Dynamics, SAP, or similar) (these years are inclusive of the years of professional experience mentioned in section 1.2.2). Candidates should indicate how they acquired this experience, the range of tasks covered using these systems and their relevance to this vacancy notice;
- Very good drafting skills in English: on their CV, candidates should give examples of the documents/communications etc. that they have prepared and for which types of audiences;
- Professional proficiency in using Microsoft Excel and Microsoft Word: Candidates must give examples of this proficiency in their CV, and of how they have obtained it, and give descriptions of documents/reports prepared, using these tools, that are of particular relevance to this vacancy notice.

It would be advantageous for the candidate to have:

- Knowledge of French language at least at B2 level;
- University degree in an area relevant to the position (Business Administration, Accounting, Financial Management, Procurement and Supply, or similar).

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<sup>9</sup> EBA Internal language arrangements (EBA DC 003)

Candidates are required to clearly demonstrate through specific examples how they meet the above-mentioned selection criteria.

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 that may be assessed during interviews:

- Ability to work under pressure and to deliver to high standards under tight deadlines;
- Be well-organised and able to prioritise;
- Have an eye for detail;
- Have a high level of confidentiality, discretion and integrity;
- Excellent client/service orientation;
- Good sense of initiative and problem solving skills;
- Ability to deal with people tactfully and confidentially;
- Excellent communication skills;
- Ability to work well in a team as well as autonomously.

### 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 agent<sup>10</sup> fixed-term contract of three years with a probation period of nine months and the possibility of extension.

The estimated starting date is **1 February 2021**.

**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)<sup>11</sup> will apply.

### 5.2 Function group and grade:

The successful candidates shall be recruited as a temporary agent at grade AST 3. The estimated monthly basic salary is from € 3,814.47.

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,

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<sup>10</sup> See footnote 1

<sup>11</sup> Decision on temporary agents (EBA DC 126)

education allowance, installation allowance and reimbursement of removal costs, initial temporary daily subsistence allowance, and other benefits;

- Leave entitlements: annual leave - 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; maternity leave; parental and family leave;
- Working arrangements: flexible working hours, teleworking arrangements, part-time working arrangements;
- EU Pension Scheme (after 10 years of service);
- EU Joint Sickness and Insurance Scheme, accident and occupational disease insurance coverage, unemployment and invalidity allowance;
- Free Access to an Accredited European School offering European education for children (please check the conditions on the school's website: <http://www.ee-parisladefense.ac-versailles.fr/en/>);
- 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;<sup>12</sup>

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<sup>12</sup> EBA Code of Good Administrative Behaviour (EBA DC 006)

- 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>13</sup>
- Commission Decision C(2018) 4048 final of 29 June 2018 on outside activities and assignments and on occupational activities after leaving the Service;<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>

## 6. Submission of Applications

Applications including a **curriculum vitae in the Europass format<sup>16</sup>**, a **motivation letter**, and a **filled eligibility criteria grid**, dated and signed should be submitted in English in **pdf format** to the following address: [EBA-Applications@eba.europa.eu](mailto:EBA-Applications@eba.europa.eu) by **19 November 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

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<sup>13</sup> EBA Conflict of Interest Policy (EBA DC 104 rev1)

<sup>14</sup> Outside activities and Occupational activities after leaving the Service

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

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



able to provide of supporting documents clearly showing duration and nature of experience upon request.

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) 2018/1725<sup>17</sup>. 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](mailto: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. OPER FP TA 8/2020**  
DEFENSE 4 – EUROPLAZA  
20 Avenue André Prothin  
CS 30154  
92927 Paris La Défense CEDEX  
France

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<sup>17</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)

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 duties<sup>18</sup>.

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.

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<sup>18</sup> OJ L 113 of 4 May 1994.