

## Traineeships

### Legal Unit

Ref. TR Technical 2020/Legal  
 (Amended Vacancy Notice on **30/03/2021**)

<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>	Legal Unit
<b>Place of traineeship</b>	Paris, France
<b>Deadline for applications</b>	<del>Open call (without a specific deadline)</del> <b>15 April 2021 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 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> Decision on paid traineeships offered by the European Banking Authority (EBA DC 263) and the Decision of the Executive Director on organisational and financial arrangements for EBA trainees in the context of the Agency’s relocation from London to Paris (EBA DC 264) available [here](#).

<sup>2</sup> Article 5.1. of the Annex 1 to the Decision on paid traineeship offered by the European Banking Authority (EBA DC 263)

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

The EBA is organising a call for expression of interest for a traineeship position in the Legal Unit. The aim of the traineeship programme is to provide recent graduates with a unique and first-hand experience of contributing to the day-to-day work of the EBA and understanding of the objectives and goals of financial regulation.

### Description of the activities

The Legal Unit provides legal support and input across the full range of the EBA's regulatory, oversight and operational activities, in particular coordinating breach of Union law investigations and mediations between competent authorities and giving legal advice on:

- Institutional issues on the basis of the EU Treaties and the EBA's founding regulation;
- Banking and other financial services issues on the basis of EU financial services legislation;
- Operational issues (Staff Regulations, data protection, information sharing, transparency and ethics);
- All regulatory/supervisory products to be issued by the EBA (regulatory and implementing technical standards, guidelines, recommendations, decisions and opinions).

### Areas where trainees might be engaged

Trainees selected from the reserve lists<sup>4</sup> might be engaged in supporting the activities indicated below depending on their background, education and sets of skills:

- Carrying out research on legal issues concerning any of the EBA's fields of competence;
- Investigation of complaints, including potential breaches of Union law;
- Carrying out legal review of the EBA's Q&As;
- Providing legal support on regulatory tasks, such as assisting with the review of the EBA regulatory products (guidelines and draft technical standards);
- Provision of legal assistance in other matters related to EU financial services law, supervisory law and institutional law.

### Requirements

#### 1. Eligibility criteria

To be considered eligible, candidates must satisfy all the criteria listed below<sup>5</sup>:

<sup>4</sup> For the selection procedure and establishment of the reserve lists please refer to Annex 1 to the Decision on paid traineeships offered by the European Banking Authority (EBA DC 263).

<sup>5</sup> As specified under section 2. Eligibility in Annex 1 to the decision of the EBA's Executive Director on paid traineeships offered by the European Banking Authority (EBA DC 218).

- Be a national of a Member States of the European Union, or a national of the European Economic Area (Iceland, Liechtenstein, Norway), or a national of a candidate country benefiting from the pre-accession status;<sup>6</sup>
- Have completed the first cycle of a higher university education and have obtained a full degree certificate or its equivalent by the time the candidate's application is submitted;<sup>7, 8</sup>
- The university education shall be completed no longer than five years prior to the date of submission of the application(s);
- Possess a thorough knowledge of one official language of the European Union and have a very good knowledge of English, the official working language of the EBA, at a level of at least B2, in accordance with the Common European Framework of Reference for Languages (CEFR)<sup>9</sup>.

## 2. Selection criteria

The following selection criteria will be used for the abovementioned traineeship profile:

- A bachelor degree in law, or in a discipline other than law but with post-graduate studies in EU law or financial services law;
- Knowledge of EU law;
- Knowledge of financial services law;
- Good drafting skills in English – please submit an example of the work that you have produced (up to a maximum of 3 pages)<sup>10</sup> together with your traineeship application.

The following behaviour skills may be tested at interview:

- Proactivity and the ability to work autonomously;
- Good communication and interpersonal skills;
- Have good organisation and prioritisation skills.
- Strong sense of responsibility, commitment and cooperation;
- The ability to cooperate smoothly in a multicultural environment;
- The ability to adjust to new tasks in a demanding work environment.

In addition, it would advantageous for the candidates to have:

- Be aware of and interested in the role and functioning of the EBA.
- Knowledge of French.

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<sup>6</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 or of a candidate country benefiting from the pre-accession status, are not eligible for calls for applications at the EBA.

<sup>7</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.

<sup>8</sup> For details of the minimum national qualification requirements by the legislation in the country where the diploma was obtained, please see Appendix to the Annex 1 of the Decision EBA DC 263 of the Executive Director on the traineeship policy at the EBA.

<sup>9</sup> <https://www.coe.int/en/web/common-european-framework-reference-languages/level-descriptions>

<sup>10</sup> The example of the written piece of work in English could be an extract up to maximum 3 (three) pages of a bigger piece of work that was produced by the applicant.

## Recruitment Process

Implementation of the EBA's traineeship programme is governed by the Decision on paid traineeships offered by the European Banking Authority (EBA DC 263) and the Decision of the Executive Director on organisational and financial arrangements for EBA trainees in the context of the Agency's relocation from London to Paris (EBA DC 264).

Traineeship offers are for an initial period of 6 months, and can be extended for a further period of maximum 6 months, not exceeding a total duration of 12 months. The conditions of the extension are subject to the performance of the trainee and the further needs of the agency.

For this open call, applications are received on an ongoing basis starting from the date of publication of the call. The eligibility of the applications will be assessed by the Human Resources Unit in accordance with section 1.1 of the 'Eligibility Criteria' given in this vacancy. Further to this, a selection committee will be nominated to carry out the evaluation of eligible applications and the selection of the most suitable candidates.

The first evaluation of applications will take place approximately one month after publication of the open call. Applications will then be assessed on an ongoing basis, or as and when there is an open trainee position at the EBA, whichever is the sooner.

Following the evaluation carried out by the selection committee, the most suitable candidates may be invited for a remote interview by the selection committee, which could include other appropriate testing. A reserve list of suitable candidates will be established on an ongoing basis and whenever there is a need in one of the departments/units/teams, the reserve list will be consulted and a candidate selected from it. All trainees will have the direct supervision of a mentor.

For these trainee profiles, the successful candidates will be recruited for a specific unit in the department, depending on their background, education and set of skills. For an overview of the departments/units please consult the [Organisation Chart](#) of the EBA.

Non-successful candidates will be notified of the outcome of their application on completion of the first evaluation and after every subsequent evaluation of applications. Exclusion in the recruitment process does not affect by any means their future participation to other open calls.

### 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. Submission of applications

Application shall be sent together with the required documents in **pdf format** to [\*\*EBA-Traineeship-Applications@eba.europa.eu\*\*](mailto:EBA-Traineeship-Applications@eba.europa.eu)

Please make sure that you clearly indicate how you meet the abovementioned eligibility and selection criteria in your application. We advise you to keep in mind the profile you wish to apply for and give as many substantial examples as possible.

Required application documents:

- A Curriculum Vitae in the Europass format<sup>11</sup>;
- A motivation letter of not more than one page;
- Example(s) of the work that you have produced in English (up to a maximum of 3 pages)
- A completed, dated and signed eligibility criteria grid;
- Copies of diplomas (or relevant certificates) of all undergraduate and post-graduate studies declared in the CV (self-certifications are not accepted).

**Please indicate the reference number of the technical trainee profile you are applying for, as well as your first and last name in the subject line of your email (e.g. Ref. TR LEGAL 2020\_Surname\_Name).**

In order for an application to be considered valid, candidates will have to clearly indicate the position they wish to apply for through the given reference number as shown in the example above. **Applications without a reference number, or that contain in the subject line more than one reference, will not be considered valid.**

**If you wish to apply for more than one of the traineeship positions at the EBA, you must submit a separate application for each of them, giving a separate reference as indicated above.**

No additional documents or justifications will be accepted once the application has been submitted. Incomplete applications will be rejected automatically.

## 5. Place of traineeship

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

## 6. Conditions of traineeship

### 6.1 Traineeship maintenance grant

The traineeship maintenance grant paid to trainees monthly. As of 01/01/2020, the traineeship maintenance grant is € 1724.22 per month. Please refer to the [Decision of the Executive Director on organisational and financial arrangements for EBA trainees in the context of the Agency's relocation from London to Paris](#) for further information.

### 6.2 Travel flat-rate allowance

Recruited trainees, who receive a maintenance grant and whose place of recruitment at the beginning of the traineeship period is other than the place where the EBA holds its seat, may receive a travel

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<sup>11</sup> <http://www.eba.europa.eu/about-us/careers/practical-information>

allowance to compensate for their travel expenses at the beginning and end of the traineeship period as determined under point 6.3 of the Annex I to the Decision on paid traineeship (EBA DC 263).

## 7. 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.

Recruited trainees 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, trainees 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 trainee, 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.

Please also be reminded of your obligations in accordance with the EBA Decision on paid traineeship offered by the European Banking Authority to young university graduates and its Annex<sup>12</sup>. More in particular, you are subject to Article 70 of Regulation (EU) No 1093/2010, which provides that: "Members of the Board of Supervisors and the Management Board, the Executive Director, and members of the staff of the Authority including officials seconded by Member States on a temporary basis and all other persons carrying out tasks for the Authority on a contractual basis shall be subject to the requirements of professional secrecy pursuant to Article 339 Treaty on the Functioning of the European Union and the relevant provisions in Union legislation, even after their duties have ceased".

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>13</sup>
- 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>14</sup>
- Decision of the Executive Director EBA DC 271 of 26 April 2019 on the Ethics Guidelines for EBA staff.<sup>15</sup>

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<sup>12</sup> <https://eba.europa.eu/about-us/careers/traineeships>

<sup>13</sup> EBA Code of Good Administrative Behaviour (EBA DC 006)

<sup>14</sup> EBA Conflict of Interest Policy (EBA DC 104 rev1)

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

## 8. Data protection

The EBA will ensure that candidates' personal data are processed as required by Regulation (EU) 2018/1725<sup>16</sup>. This applies, in particular, to the confidentiality and security of such data.

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<sup>16</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)  
<https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32018R1725>