



The Authority

The European Banking Authority (“EBA”) is an independent EU Authority established on 1 January 2011 by Regulation (EC) No. 1093/2010 of the European Parliament and of the Council of 24 November 2010, and published in the Official Journal of the European Union (L 331/12) on 15 December, 2010.

The Mission

With a view to improving the functioning of the EU 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 ESFS, the EBA works closely together with her sister authorities, EIOPA and ESMA, as well as the Joint Committee and the ESRB.

The EBA is currently inviting applications for a position as an Administrative Assistant at its offices in London, United Kingdom.

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

ADMINISTRATIVE ASSISTANT

Job description

The European Banking Authority is seeking suitable candidates for the position of Administrative Assistant providing administrative and organisational support to the teams working in the fields of regulation, home-host support, risk analysis, policy analysis and coordination, consumer protection, and operations of the EBA encouraging their compliance with deadlines and milestones established in the EBA Work Program

Main purpose

Administrative and organisational support to the teams working across the EBA.

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 ongoing exchange of information amongst national authorities and international bodies/organisations;
- Encouraging compliance with deadlines and milestones established in the EBA Work Program;
- Providing administrative support to the EBA's work in internal and external working groups and in specific projects in all areas of the EBA activities;
- Acting as a point of contact with National Supervisory Authorities, international bodies and organisations;
- Scheduling, organisation and providing administrative assistance in meetings, workshops, and seminars;
- Organising internal training and administration of contracts with training providers;
- Providing administrative support in preparation of documents and dossiers for the meetings;
- Preparing various summary reports (incl. Excel spreadsheets) based on the source data provided by other departments and keeping EBA databases related to different areas of activities up to date;
- Screening and filing of EBA emails and correspondence regarding the related area/s of activities and managing correspondence, documents filing and archiving;
- Executing general office and administrative duties.

Requirements

1. Eligibility Criteria

Candidates will be considered eligible for selection on the basis of the following criteria to be fulfilled by the deadline for applications:

1.1 General

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

Prior to the appointment, the successful candidate will be asked to provide a certificate confirming the absence of any criminal record and shall be medically examined in order to fulfil the requirements of Article 12 (2)(d) of the Conditions of Employment of Other Servants of the European Communities.

1.2 Specific

1.2.1 Qualifications

To be eligible, a candidate must have a post-secondary education attested by a diploma, or a secondary education attested by a diploma giving access to post secondary education and appropriate professional experience of at least one year.

1.2.2 Professional experience

Candidates must have, in addition to above, at least three years proven fulltime professional experience in a similar position.

Only qualifications issued by EU Member State authorities or EEA authorities and qualifications recognised as equivalent by the relevant EU or EEA Member State authorities will be accepted.

1.2.3 Knowledge of languages

For working purposes an excellent knowledge of English language (written and spoken) is required. Knowledge of other official languages of the European Union will be taken into account.

2. Selection criteria

In addition to the above, the candidate must:

- Have proven experience as an administrative assistant;
- Have excellent communication skills;
- Have excellent knowledge of MS Office suite;
- Have experience in working with databases;
- Have experience in an EU/multicultural/international working environment;

It would be advantageous for the candidate to have:

- Experience in organising training activities for internal staff and at international level and maintaining relevant databases;
- Experience in administration of contracts and establishment and development of contacts with external service providers;

For this position the candidates are expected to fulfil the following competencies:

- Being flexible to take over other tasks in view of a dynamic and evolving institutional environment;
- Proactive attitude;
- Being able to manage own workload and provide support to the team;
- Being a good team-player with strong interpersonal skills and ability to work efficiently under time pressure.

3. Equal opportunities

As a European Union agency, 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.

4.2. The selection committee will analyse application documents (CV, motivations letter, and eligibility criteria grid) of applicants with reference to the eligibility and selection criteria and will establish a shortlist. Short listed candidates may be invited to sit written tests and interviews.

Written tests will be done 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. The minimum score to pass: 6.

The interview will aim to assess the suitability of the candidate to perform the duties, professional knowledge and motivation. The interview will be held in English. Total mark for interview: 10. The minimum score to pass: 6.

Successful candidates will be listed in order of merit. Suitable candidates who obtain the best score will be recruited and the candidates with the total score equal to and above 12 will be placed on the reserve list, which will be valid until 31/12/2013. Inclusion in the reserve list does not guarantee recruitment.

Please note that the selection committee's work and deliberations are strictly confidential and that any contact with its members is strictly forbidden.

5. Appointment and conditions of employment

5.1 Contract type, duration and starting date:

The successful candidate can be offered a contract agent fixed-term contract of two years with a probation period of nine months and the possibility of extension.

The expected starting date is 1 December 2012 /1 January 2013.

The selected candidate may be invited to take up the position at a short notice.

5.2 Function group and grade:

The successful candidate recruited under a fixed term contract shall be appointed at grade FG III.

The estimated monthly basic salary is from € 2,457.08

5.3 Summary of the conditions of employment

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

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- The correction coefficient (currently on the date of publication of the vacancy notice: 34.4%) applicable to the remuneration of officials and other servants under Article 64 of the Staff Regulations for the United Kingdom 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 distance from the place of origin;
 - EU Pension Scheme (after 10 years of service);
 - EU Joint Sickness and Insurance Scheme, accident and occupational disease insurance coverage, unemployment and invalidity allowance; and
 - Travel insurance when travelling on missions.

5.4 Place of employment

EBA offices in London, United Kingdom.

6. Submission of Applications

Applications including **a curriculum vitae in the Europass format, motivation letter, and eligibility criteria grid** should be submitted in English to the following address: vacancies@eba.europa.eu by **19 October 2012 at 12:00 noon London time**.

Only complete applications will be accepted and considered.

In order for the application to be considered complete candidates must send all documents: a curriculum vitae in the Europass format, motivation letter, and eligibility criteria grid 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. 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 revenue) 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 photocopies of 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.)

7. Data protection

EBA will ensure that candidates' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to processing of personal data by the Community institutions and bodies and on the free movement of such data. This applies in particular to the confidentiality and security of such data.

8. Appeal Procedure

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Communities, at the following address:

The Executive Director
European Banking Authority
Selection procedure: Ref. **EBA CA 07/2012**
Floor 18 Tower 42
London EC2N 1HQ
United Kingdom

The complaint must be lodged within three 3 months. The time limit for initiating this type of procedure starts to run from the time the completion of the selection procedure is published on the website.