



13 June 2012

**VACANCY NOTICE**  
**No. PAC SEC 12/2012**

**The Authority**

The European Banking Authority ("the 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 Junior Policy Coordination Expert on secondment in its offices in London, United Kingdom.

Further information on the EBA is available on the EBA website: [www.eba.europa.eu](http://www.eba.europa.eu).

**JUNIOR POLICY COORDINATION EXPERT**

The European Banking Authority is seeking suitable candidates for the position of a Junior Policy Coordination Expert on secondment in the Policy Analysis and Coordination Unit of the EBA.

Under the responsibility of the Head of the Policy Analysis and Coordination Unit, the Junior Policy Coordination Expert on secondment will assist in the coordination of EBA policy positions, both internally and with external policy makers and regulatory bodies.

**Job description**

**Main purpose**

Coordination of the alignment of EBA policy positions, both internally and with external policy makers and regulatory bodies and support to the EBA's Banking Stakeholder Group.

## **Main responsibilities:**

- Assist in the coordination and alignment of EBA policy between the EBA's Regulation, Oversight and Operations Clusters;
- Assist in the preparation and coordination of policy stances/briefings for EBA representation at meetings of external policy makers, EU political institutions and regulatory bodies, and prepare EBA responses to such meetings/policy makers/regulatory bodies/institutions;
- Provide support to the work of the ESA's Joint Committee of the European Supervisory Authorities, their subgroups and their chairpersons, and their Board of Appeal;
- Assist in EBA's work on peer review;
- Effectively cooperate with the other ESAs and the ESRB, especially with view to the development of coordinated and possible joint policy stances, guidelines and recommendations.

## **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.

#### **1.2. Specific:**

##### **1.2.1. Qualifications:**

To be eligible, a candidate must have a level of education which corresponds to completed university studies attested by a diploma, when the normal period of university education is at least three years.

##### **1.2.2. Professional experience:**

Candidates must have, in addition to the above, at least three years of proven fulltime professional experience after completing the education as mentioned under 1.2.1.

##### **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 knowledge of EU banking regulation;
- Have proven experience in drafting papers/memos/briefings on policy or regulation or supervisory issues; and
- Have proven experience in dealing with a range of relevant stakeholders.

The candidate should:

- Have experience in an EU/multicultural/international working environment;
- Be able to manage own workload and work without close supervision;
- Be flexible and be a quick learner;
- Have very good communication skills; and
- Be a good team player with strong inter-personal 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. Appointment and conditions of engagement, duration and starting date**

The position will be offered to the successful candidate as a secondment from a national supervisory authority or a current employer for **12-24 months** renewable. The home authority/current employer will remain as the employer during the period of secondment.

According to the EBA decision laying down rules on the secondment of national experts to EBA, the seconded national experts (SNEs) are staff employed by a member of the European System of Financial Supervision or by an IGO. In individual cases, SNEs may be accepted from other employers referred to in the decision.

The person to be seconded must have worked for his/her employer on a permanent or contract basis for at least 12 months before his/her secondment and shall remain in the service of that employer throughout the period of secondment. The SNE's employer shall thus undertake to continue to pay the salary, to maintain the social rights, particularly social security and pension.

**The expected starting date is 1 August 2012.**

## **5. Conditions of secondment:**

In accordance with the EBA decision laying down rules on the secondment of national experts to the EBA, a SNE shall be entitled to a daily subsistence allowance equal to the amount established by the Commission each year and a monthly subsistence allowance paid by the EBA throughout the period of secondment.

## **6. Place of employment:**

The EBA's office in London, United Kingdom.

## **7. Submission of applications:**

Applications including curriculum vitae in the Euro pass format, motivation letter, eligibility and selection criteria grid, and a reference letter issued by the applicant's seconding authority/institution should be submitted in English to the following address: [vacancies@eba.europa.eu](mailto:vacancies@eba.europa.eu) **by 28 June 2012 12.00 noon GMT.**

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, eligibility and selection criteria grid, and a reference letter issued by the applicant's seconding authority/institution 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.

At this stage, please, do not send supporting documents (copies of ID cards, passports, diplomas, etc.)

## **8. 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.

## **9. 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. PAC SEC 12/2012  
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.