



13 January 2012

VACANCY NOTICE

No. CLOV/ SEC 04/2012

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 guarantees 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.

EBA is currently inviting applications for a position as a Human Resources Assistant on secondment in its offices in London, United Kingdom.

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

HUMAN RESOURCES ASSISTANT

The EBA is seeking suitable candidates for the position of Human Resources Assistant on secondment in the operations area of the EBA.

Job description

Main responsibilities:

Providing administrative and organizational support in:

- All recruitment related activities: registration and screening of applications, invitations to interviews, organization of interviews, organization of medical examinations

- Performance appraisal
- Training needs analysis and related activities
- Procurement activities related to HR

Performing tasks as a key user of the HR IT system in the EBA:

- Ensuring its smooth introduction
- Ensuring the quality of HR data and processes

Performing tasks related to:

- Administration of interview and medical examination related expenses
- Provision of administrative support in all financial matters related to HR activities

Executing any other administrative tasks as decided by and under the responsibility of the Director Operations and/or the Principal Human Resources Officer.

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, of an EFTA Member State or a country with which the Council has decided to open accession negotiations;
- Be entitled to his/her full rights as a citizen.

1.2. Specific:

1.2.1. Qualifications:

To be eligible, the successful candidate must have secondary education attested by a diploma, or specific training, or professional experience in the field of human resources, namely HR administration, recruitment, performance appraisal, training, and procurement related to HR activities.

1.2.2. Professional experience:

The successful candidate must have at least 15 years of proven full time experience in the field of human resources.

1.2.3. Knowledge of languages:

For working purposes, an excellent knowledge of the English language, both 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:

- Experience in providing administrative support to recruitment activities;
- Experience in supporting performance appraisal;
- Experience in organization of and administration related to training;
- Experience in supporting procurement related to HR activities;
- Excellent IT skills at a user level combined with willingness to experiment new approaches for improving efficiency;
- Experience in administration of reimbursement claims;
- Experience in an EU/multicultural/international working environment.

The candidate should:

- Be flexible in taking over operational tasks at the EBA and be a quick learner;
- Have a proactive attitude and sense for accuracy;
- Be able to manage own workload and work without close supervision;
- Have excellent communication skills and the ability to interact professionally with a diverse group of colleagues;
- Be able to handle sensitive information in a discreet and confidential manner;
- Be good team-player sharing relevant information in timely manner and have positive attitude.

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 3-24 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 February 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 offices 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 should be submitted in English to the following address: vacancies@eba.europa.eu **by 28 January 2012 at 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 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. CLOPSEC 04/2012
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.

