

VACANCY NOTICE
HEAD OF UNIT
HUMAN RESOURCES

REF: OPER HR TA 06/2019 Repl

Type of contract	Temporary Agent ¹
Function group and grade	AD 10
Duration of contract	3 years, with possibility of extension
Department/Unit	Operations Department/Human Resources Unit
Place of employment	Paris, France
Deadline for applications	19 October 2019 at 12.00 noon Paris time
Reserve list valid until	31 December 2020

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 2010.²

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.

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

² 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).

The European Banking Authority is seeking a suitable candidate for the position of Head of Human Resources Unit. The Head of Human Resources Unit works closely with the Director of Operations and the Executive Director and contributes to achievement of the EBA's objectives.

Job description

Main purpose

Leading and managing a team of professionals in the provision of strategic and operational support in all areas of employment cycle to maximise staff performance, development and support achievement of the EBA Work Programme. Ensuring correct application of the Staff Regulations and the Conditions of Employment of Other Servants of the European Union and their Implementing Rules.

Main responsibilities:

- Planning, managing and controlling the activities in the areas of competence of the Unit and supporting implementation of the EBA's Annual Work Program;
- Personnel budget planning and monitoring its execution in compliance with the approved budget and related financial and procurement rules;
- Managing human and financial resources of the Unit;
- Managing all tasks related to HR activities: administration of payroll and individual entitlements, establishment plan execution, recruitment and employment cycle, personnel and HR administration, learning and development;
- Managing annual performance appraisal and reclassification procedures;
- Managing provision of support to all staff in all areas of HR activities;
- Developing HR strategy and HR policies and ensuring their implementation;
- Supporting line managers in their function and establishing good working partnership;
- Liaising with the Staff Committee as and when necessary;
- Promoting well-being of staff and their families in the area of health care, education and employment;
- Managing all tasks assigned to the Unit enhancing positive and proactive working atmosphere across EBA and ensuring that internal policies and procedures are known to and applied by all staff assigned to the Unit and to all EBA staff;
- Representing the Unit and the EBA at internal and external meetings under the competence of the Unit.

Requirements

1. Eligibility Criteria

Candidates will be considered eligible for selection based on the following criteria to be fulfilled by the deadline for 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);
- Be entitled to his/her full rights as a citizen;³
- 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 Union⁴ and a satisfactory knowledge of another language of the European Union;
- Be physically fit to perform the duties linked to the post.⁵

1.2 Specific

1.2.1 Qualifications

To be eligible, a candidate must have

a) A level of education which corresponds to completed university studies attested by a diploma⁶ ~~and appropriate professional experience of at least one year~~ when the normal period of university education is at least three years, or

b) A level of education, which corresponds to completed university studies attested by a diploma⁶ when the normal period of university education is four years or more.

1.2.2 Professional experience

To qualify for the position a candidate must have at least 13 years (on the basis of 1.2.1 a)), or at least 12 years (on the basis of 1.2.1 b)) of relevant proven fulltime professional experience in some or all the fields covered by the job description after completing education.

1.2.3 Knowledge of languages

For working purposes, as English is the working language of the EBA,⁷ an excellent knowledge of the English language, both written and spoken, is required.⁸

Native English speakers will be tested to prove their second language skills, in accordance with section 1.1.

³ Prior to the appointment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.

⁴ 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.

⁵ 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).

⁶ 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.

⁷ Decision EBA DC 003 of the Management Board on Internal Language Arrangements.

⁸ 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) (<http://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>)

2. Selection criteria

In addition to the above, the following selection criteria will be used:

- Proven experience of at least 5 years in management role (Head of Unit, Head of Sector, Team leader or equivalent) and proven track record in building and managing teams (please indicate the size and the number of years during which you lead the team/s);
- Proven knowledge and experience in implementing the EU Staff Regulations and their Implementing rules;
- Proven experience in the development of HR related guidelines and policies and coordination of all processes related to their implementation;
- Proven experience in the planning, management, control and supervision of budget execution of staff related expenditure;
- Experience in engaging with management at all levels of the organisation.

Applications will be assessed based on the Eligibility and Selection criteria specified in parts 1 and 2.

For this position, the candidates are expected to fulfil the following competencies to be assessed during interviews:

- General management skills (ability to: set and revise objectives; determine and focus on priorities; organise Unit' s work; empower members of the team; choose members of the team; motivate, develop and support career development of the team members);
- Proven experience in building, managing and motivating teams;
- Excellent communication and interpersonal skills;
- Excellent negotiation skills including ability to steer discussions and generate the best possible results without compromising productive working relationships with the other parties involved.

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. The pre-selection panel will be established. All the candidates invited to interviews shall be informed of the composition of the pre-selection panel in the invitation to the interview.

4.2. In order to establish a short list, the pre-selection panel will consider all applications (curriculum vitae, motivation letter, and eligibility criteria grid) received having regard to the eligibility and selection criteria as indicated in the vacancy notice. In addition, the pre-selection panel will invite the

applicants who most correspond to the profile sought to written test and interview with the pre-selection panel.

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. In order to be included in the short list, the minimum score to obtain is 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. In order to be included in the short list, the minimum score to obtain is 6.

4.3. Short listed candidates will be invited to an interview with the Executive Director and other member(s) of management.

4.4. All short listed applicants invited to the interview with the Executive Director and other member (s) of management shall take part in an assessment centre, unless they have already taken part in such an assessment centre in the course of the two years preceding the closing date for the receipt of applications. If an applicant has taken part in an assessment centre within this two-year period, but not within the 18 months preceding the closing date for the receipt of applications, she/he may at her/his request, be admitted to the assessment centre.

The assessment centre shall evaluate the applicants' potential and shall provide an in-depth analysis of managerial skills, adaptability and other core competencies. It shall comprise individual and/or group exercises as well as in-depth interviews focussed on management skills. The result of the assessment centre shall be taken into consideration by the Executive Director.

Following the interview with the Executive Director and considering the results of the written test and interview with the pre-selection panel as well as the results of the assessment centre, the reserve list of successful candidates who most correspond to the profile sought will be established. The reserve list will be valid until **31 December 2020**. It may be renewed. Inclusion in 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.

In accordance with Articles 11 and 11a of the Staff Regulations (SR) and Articles 11 and 81 of the Conditions of Employment of Other Servants of the European Union (CEOS) **the successful candidate will be required to make a declaration of the conflict of interest before recruitment.** The EBA's Executive Director will examine whether the successful candidate has any personal interest which may impair his/her independence or any other conflict of interest in relation to the position offered and will adopt appropriate measures. To that end, the successful candidate, using a specific form shall inform the Executive Director of any actual or potential conflict of interest.

Please note that the pre-selection panel'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 pre-selection panel 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 agent⁹ fixed-term contract of three years with a probation period of nine months and the possibility of extension.

The estimated starting date is **1 January 2020**.

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)¹⁰ will apply.

5.2 Function group and grade:

The successful candidates shall be recruited as a temporary agent at grade AD 10. The estimated monthly basic salary is from € 8,876.57

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 Paris, 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, 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 2.5 days of supplementary home leave granted to staff entitled to the expatriation allowance or foreign residence allowance;
- EU Pension Scheme (after 10 years of service);
- EU Joint Sickness and Insurance Scheme, accident and occupational disease insurance coverage, unemployment and invalidity allowance;
- Travel insurance when travelling on missions.

⁹ See footnote 1

¹⁰ <https://www.eba.europa.eu/documents/10180/15766/Decision+on+temporary+agents+%28EBA+DC+126%29.pdf/21960254-0f33-4631-8ed4-b5dc2a501fb3>

5.4 Place of employment

The offices of the European Banking Authority are located on Floors 24 to 27, Europlaza, 20 avenue André Prothin, La Défense 4 – 92400 Courbevoie, France.

6. Submission of Applications

Applications including **a curriculum vitae in the Europass format,¹¹ a motivation letter, and a filled eligibility criteria grid**, dated and signed before the deadline should be submitted in English to the following address: EBA-Applications@eba.europa.eu **by 19 October 2019 at 12.00 noon London 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 before the deadline.

At this stage, please do not send supporting documents (copies of ID cards, passports, diplomas, etc.) unless expressly stated in this notice. Supporting documents must be submitted at a later stage of the procedure when requested.

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 and if it is on paid basis (including study grants or internship grants). PhDs may be counted as professional experience if the candidates received a study grant or salary during the time of PhD studies. The maximum duration counted for 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 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 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

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

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

The address indicated in the curriculum vitae will be used as the location from which the candidates invited to interviews travel.

7. Data protection

EBA will ensure that candidates' personal data are processed as required by Regulation (EU) 2018/1725¹². 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: 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 HR TA 06/2019 Repl**
CS 30154, 92827 Paris
La Défense Cedex – France

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

¹² 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)

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 duties¹³.

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.

¹³ OJ L 113 of 4 May 1994.