



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 as amended by Regulation (EU) No 1022/2013 of the European Parliament and of the Council of 23 October 2013 regarding the conferral of specific tasks on the European Central Bank pursuant to Council Regulation (EU) No 1024/2013 and published in the Official Journal of the European Union (L 287/6) on 29 October 2013.

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 a 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.

POLICY COORDINATION EXPERT

The European Banking Authority is seeking suitable candidates for the position of a 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 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 and the EBA's work on peer reviews of competent authorities.

Main responsibilities:

- Assisting in the EBA's work on peer review;
- Providing support to the EBA's Banking Stakeholder Group;
- Assisting in the coordination and alignment of EBA policy between the EBA's various departments and units;
- Assisting 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 preparing EBA responses to such meetings/policy makers/regulatory bodies/institutions;
- Effectively cooperating 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, 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, a candidate must have a level of education which corresponds to completed university studies of at least three years attested by a diploma.

Only qualifications awarded by EU Member State authorities or EEA authorities or qualifications recognised as equivalent by the relevant EU or EEA Member State 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.

1.2.2 Professional experience

Candidates must have, in addition to above, at least three years proven fulltime professional experience in some or all the fields covered by the job description after completing education.

The work experience for eligibility purposes is counted from the award of diploma up to the closing date of applications.

1.2.3 Knowledge of languages

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

Native English speakers will be tested to prove their second language skills.

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.
- Have experience in an EU/multicultural/international working environment;

The successful candidate is expected to have experience in an EU/multicultural/international working environment.

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

- Ability to manage own workload and work without close supervision;
- Flexibility and being a quick learner;
- Have very good communication skills; and
- 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 for a minimum period of **twelve to twenty-four months renewable**. The home authority 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 September 2014**.

5. Conditions of secondment

In accordance with the EBA decision laying down rules on the secondment of national experts to the EBA, an SNE shall be entitled to a daily subsistence allowance and a monthly subsistence allowance (established by the Commission each year) paid by the EBA throughout the period of secondment. Starting date: as soon as possible.

6. Place of employment

The EBA offices in London, United Kingdom.

7. Submission of Applications

Applications including a curriculum vitae in the Europass format, motivation letter, eligibility criteria grid, motivation letter, and a statement of the employer issued by the applicant's seconding authority/institution (member of the European System of Financial Supervision or an IGO) supporting his/her application for a position on secondment should be submitted in English to the following address: vacancies@eba.europa.eu **by 17 July 2014 at 12:00 noon London time**. Only complete applications will be accepted and considered.

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.

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). PhD s 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 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.

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

Please 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 11/2014**
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.