

Traineeship Notice – Administrative profile

Ref. TR ADMIN 2019

Type of contract	Traineeship ¹
Duration of contract	6 months with possibility for extension ²
Department/Unit	Various units
Place of traineeship	Paris, France
Deadline for applications	16 April 2019 30 April 2019 at 12.00 noon London 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, as amended.³

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 Decision on paid traineeships offered by the European Banking Authority (EBA DC 263) and the Decision of the Executive Director on organisational and financial arrangements for EBA trainees in the context of the Agency’s relocation from London to Paris (EBA DC 264) available [here](#).

² Article 5.1. of the Annex 1 to the Decision on paid traineeship offered by the European Banking Authority (EBA DC 263)

³ OJ L 56, 4.3.1968, p. 1, as last amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013, OJ L 287, 29.10.2013, p.15.

Description of the activities

The EBA is organising a call for expression of interest for various traineeship positions. The aim of the traineeship programme is to provide recent graduates with a unique and first-hand experience of the workings of the EBA, an understanding of the objectives and goals of financial regulation and oversight generally, and specifically of the objectives of the EBA.

The traineeships offer 6 -12 months of applied training in an EU environment, contributing to different projects.

From this call, the EBA wishes to establish a reserve list of candidates for potential traineeships.

Traineeship positions, where candidates could be placed, will be available in different departments/units across the EBA. For an overview of the departments/units please consult the [Organisation Chart](#) of the EBA.

Areas where trainees might be engaged

Trainees selected from the reserve lists⁴ could be engaged in the activities indicated below, under the direct supervision of a mentor, depending on their background, education and skill set.

Personal Assistant/Secretary: The selected trainee(s) will assist in providing secretarial, administrative and organisational support to the management of the EBA in their daily business tasks. In particular, they will be:

- Assisting in providing secretarial, administrative and personal assistance to the management of the EBA in their daily business and personal tasks;
- Managing time, itineraries and diaries;
- Assisting in the scheduling, coordination and preparation of meetings and appointments;
- Preparing dossiers, note taking and helping with the coordination briefings when required;
- Handling correspondence: Helping with ensuring the quality control of outgoing and internal correspondence and ensuring the appropriate follow-up;
- Assisting with documents, including their filing and archiving;
- Acting as a point of contact for incoming enquiries: answering and filtering calls received;
- Assisting with providing support and ensuring the ongoing exchange of information with external stakeholders (EU institutions, national authorities and international organizations) and interacting extensively with external visitors;

⁴ For the selection procedure and establishment of the reserve lists please refer to Annex 1 of the EBA's Executive Director on paid traineeships offered by the European Banking Authority (EBA DC 263).

- Assisting with the provision of personal assistance and support to the managers' external engagements and missions;
- Executing other general office and administrative duties;
- Covering for other administrative support and secretarial staff in their absence.

Administrative Assistant: The selected trainee(s) will assist in providing administrative support in various areas at the EBA:

Assistance to EBA Teams:

- Helping with providing administrative support and assistance in co-ordinating the professional activities of teams working in the EBA;
- Assisting with providing administrative support and assistance to the EBA teams:
 - In scheduling and organising meetings, workshops, and seminars and assisting with the preparation of documents and dossiers for them;
 - During internal and external working groups and in specific projects in all areas of the EBA activities;
- Assisting in the preparation of various summary reports (including Excel spread sheets) based on the source data provided by other departments and keeping relevant EBA databases 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.

Assistance to the Communications Team:

- Assisting with managing and updating the public EBA website and presence of the EBA in social media;
- Supporting the Communications Team with maintaining and updating the EBA intranet and other internal communication tools;
- Assisting in monitoring the media and main stakeholders' activities as well as in maintaining social media presence;
- Helping with the organisation of press and communication events;
- Supporting the updating of databases and mailing lists;
- Executing other administrative tasks.

Assistance to the Finance team:

- Assisting with the provision of administrative support to the finance team of the organization;
- Supporting the operational initiation of financial transactions and preparation of commitment and payment requests;
- Collection, verification and processing of all documentation required to support the commitment and payment requests;

- Assisting in the follow up of the financial implementation of projects, checking cost statements, preparation of de-commitments, and ensuring timely closure of contracts and administrative commitments;
- Helping with the preparation of budget transfers;
- Contributing to the development and implementation of homogeneous and compatible procedures, norms, and methods of processing and access to financial information and documents;
- Filing documents and correspondence according to filing rules;
- Registration and administration of incoming invoices;
- Executing other administrative tasks.

Requirements

1.1 Eligibility criteria

To be considered eligible, candidates must satisfy all the criteria listed below, by the deadline for submitting applications⁵:

1. To be a national of the Member States of the European Union, Iceland, Liechtenstein, Norway, and candidate countries benefiting from their pre-accession status.
2. Have completed the first cycle of a higher university education and have obtained a full degree certificate or its equivalent by the closing date for applications.
3. Have very good knowledge of English, the official working language of the EBA, at least at B2 level in accordance with the Common European Framework of Reference for Languages (CEFR) (<http://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>)

1.2 Selection criteria

The following selection criteria will be used for all of the abovementioned traineeship profiles:

- A university degree in business or public administration, economics, finance, banking, public relations or communication science;
- Good drafting skills in English – please give examples in your traineeship application;
- Knowledge of other official language/s of the European Union;
- Working experience of using the MS package: Word, PowerPoint, Excel and Outlook– please give examples in your traineeship application.

It would advantageous for the candidates to have:

⁵ As specified under section 2. Eligibility in Annex 1 to the decision of the EBA's Executive Director on paid traineeships offered by the European Banking Authority (EBA DC 263)

- Experience in a multicultural/European/international working environment;
- Knowledge of French;
- Knowledge of specific applications (e.g. in the area of Finance: ABAC, SI2, SAP).

Behavioural competences for the profiles:

- Strong sense of diplomacy, discretion and confidentiality;
- Proactive attitude with a good sense of initiative;
- Good organisational skills and the ability to manage a high workload;
- Very good communication skills;
- Strong motivation and flexibility.

1.3 Submission of applications

Before applying for traineeship, the candidates shall read the Decision on paid traineeship offered by the European Banking Authority (EBA DC 263) and the Decision of the Executive Director on organisational and financial arrangements for EBA trainees in the context of the Agency's relocation from London to Paris (EBA DC 264) available here.

Deadline for applications: **30 April 2019 at 12.00 noon London time**

Applications shall be sent in English before the deadline to the following address EBA-Traineeship-Applications@eba.europa.eu and shall include the following documents:

- Curriculum vitae in the Europass format⁶,
- A motivation letter
- Filled eligibility criteria grid, dated and signed
- Copies of diplomas (or relevant certificates) of all undergraduate and post-graduate studies declared in the CV

Please clearly indicate how you meet the abovementioned selection criteria and behavioural competences in your application.

Please indicate the reference number of the selection you are applying for and your first and last name in the subject line of your email (for example: Ref. TR ADMIN 2019_First Name, Last name)

No additional documents or justifications will be accepted after the deadline for applications. Incomplete applications and applications received after the closing date will be rejected automatically.

1.4 Data protection

EBA will ensure that candidates' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons

⁶ <http://www.eba.europa.eu/about-us/careers/practical-information>

with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. This applies in particular to the confidentiality and security of such data.

1.5 Place of traineeship

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