



## **SINGLE RESOLUTION BOARD**

### **VACANCY NOTICE**

#### **LEGAL OFFICER**

**(SRB/AD/2016/007)**

<b>Type of contract</b>	Temporary agent
<b>Function group and grade</b>	AD6
<b>Duration of contract</b>	3 years (renewable)
<b>Area</b>	Legal Counsel and Corporate Secretariat
<b>Place of employment</b>	Brussels, Belgium
<b>Estimated monthly basic salary</b>	€ 5,079.70
<b>Deadline for applications</b>	5 July 2016
<b>Reserve list valid until</b>	31 December 2016
<b>Probationary period</b>	9 months

#### **The SRB**

The **SRB** is the European resolution authority within the European Banking Union and **the second pillar of the newly created Banking Union and its "Single Resolution Mechanism" (SRM)**. It works in close cooperation with the national resolution authorities of participating Member States, the European Commission and the European Central Bank in particular.

Its mission is to ensure an orderly resolution of failing banks with minimum impact on the real economy and on public finances of the participating Member States and beyond.

The SRB is also responsible for managing the Single Resolution Fund, which is established by the Single Resolution Mechanism to ensure that medium-term funding support is available while a credit institution is being restructured and/or resolved.

The SRB is a self-financed agency of the European Union.

The SRB will carry out specific tasks to prepare for and carry out the resolution of a bank that is failing or likely to fail.

#### **The job**

The SRB is organising a call for expressions of interest with a view to establishing a reserve list of Temporary Agents for the position of Legal Officer in the Legal Unit.

The Legal Unit is responsible for liaising internally within the SRB and externally with other authorities and institutions on legal matters falling under the SRB competencies.

The Legal Unit comprises the legal team, the corporate secretariat and the compliance team, headed by the General Counsel, who is directly reporting to the Chair of the SRB. The legal officers in the Legal Unit have specific fields of expertise but also work closely together to cover all tasks and responsibilities of the Unit.

## **1. Profile**

The Legal Officer will be providing legal advice to SRB's management and colleagues with a practical, service-oriented approach and will be involved in the preparation of relevant documents and draft decisions for the SRB's decision making bodies. Where appropriate, he/she will work closely together with legal experts outside the Legal Unit or with external legal advisors.

### **1.1 Tasks**

The Legal Officer's duties will include, amongst others, the following:

- Conducting extensive legal research and providing legal advice on the interpretation of relevant legislation in respect of all tasks and responsibilities of the SRB, in particular, as regards resolution planning and preparation of resolution cases;
- Contributing to the development of proposals for draft decisions of the SRB and facilitating the decision-making process, advice on the legal basis for decision making and ensure proper follow-up;
- Providing advice on matters involving the SRB's constitution and governance structure;
- Preparing notes, memos and dossiers for the SRB's decision-making bodies and management;
- Participating in the establishment and maintenance of contacts with external lawyers where appropriate;
- Cooperating closely with experts and counterparts in EU Institutions (European Commission, European Parliament, European Council, European Central Bank), National Resolution Authorities and other stakeholders;
- Assisting and advising resolution units and management in case of litigation;
- Performing any other duties as required by line management in the interest of the SRB.

### **1.2 Competencies**

The successful candidate will need to possess the following behavioural competencies:

- Ability to examine issues critically, identify key aspects and adopt relevant approaches geared towards successful legal solutions, having an informed and balanced perspective when forming legal judgements;
- Sets objectives and establishes work schedules to achieve goals within strict deadlines and to deliver beyond expectations, even on challenging tasks;
- Strong sense of initiative, self-organisation and self-motivation, as well as a high level of commitment to keeping confidentiality;
- Ability to prioritise tasks and manage multiple assignments while paying attention to detail;
- Communicates complex issues in a clear and effective manner to varying audiences;
- Possesses a number of ways of defusing tension and coping with work pressure;

- Understands the key organisational goals and the wider context in which the SRB works.

## **Qualifications and experience required**

### **2. Eligibility criteria**

#### **2.1 General conditions**

By the closing date of this call candidates must:

- be nationals of a Member State of the European Union;
- enjoy their full rights as citizens;
- have fulfilled any obligations imposed by national laws concerning military service;
- meet the character requirements for the duties involved;
- be physically fit to perform their duties<sup>1</sup>.

#### **2.2 Education**

A level of education which corresponds to completed university studies of at least three years attested by a diploma in Law.

Only study titles that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.

#### **2.3 Experience**

Candidates must have, at the closing date for applications, professional experience of at least 3 years<sup>2</sup> in a field relevant to this position.

#### **2.4 Languages skills**

As the predominant working language of the SRB is English, candidates must therefore have an excellent command of spoken and written English (Note: native English speakers will be required to demonstrate the ability to work in a second EU language at interview

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<sup>1</sup> Before taking up his/her duties, the successful candidate will undergo a medical examination by one of the institutions' medical officers.

<sup>2</sup> Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to the profile in question to the date of closing date for applications. Only duly documented professional activity (i.e. remunerated employment or self-employment) is taken into account. Part-time work will be taken into account in proportion to the percentage of full-time hours worked. Periods of education or training and unremunerated traineeships are not taken into account. Fellowships, grants and PhDs can be counted as professional experience up to a maximum of 3 years. Any given time period can be counted only once (e.g. if the applicant had a full-time job and did freelance consultancy work in the evenings and weekends, the days spent on the latter will not be added to the period of the former).

stage). Candidates must also have a satisfactory knowledge of another official language of the European Union<sup>3</sup>.

### **3. Selection criteria**

Essential:

- Suitability with the profile as described in Section 1;
- Good knowledge of banking and financial law as well as of EU law. In particular, in-depth knowledge of the relevant EU resolution and supervisory legal frameworks e.g. SRM Regulation and BRRD; SSM Regulation and SSM Framework Regulation; CRR and CRDIV; DGS Directive;
- Professional legal experience related to bank resolution or insolvency;
- Professional legal experience in providing legal advice to senior management;
- Professional legal experience in respect of corporate decision making processes;
- Excellent communication skills.

Advantageous:

- Post-graduate degree in law;
- Professional experience in the EU or other multicultural environment;
- Knowledge of one or more additional EU languages.

### **The selection process**

#### **4. How to apply**

You may apply through the EU CV Online system<sup>4</sup>.

To be able to apply online via the EU CV online database, candidates must first create an account or sign in to an existing account. If not done already, candidates must first fill in the electronic CV. Applications shall be made in English. Once the CV is completed, candidates may choose and apply to the call of interest of their choice. Candidates are advised to fill out all relevant fields of the application. All technical questions concerning EU CV online must be sent through the Contact page of EU CV online.

**Before applying, you should carefully check whether you meet all the eligibility criteria.**

It is your responsibility to complete your online registration in time. We strongly advise you not to wait until the last few days before applying, since heavy internet traffic or a problem with the internet connection could lead to your online registration being interrupted before you complete it, thereby obliging you to repeat the whole process. Once the deadline has passed, you will no longer be able to register.

No supporting documents are required at this stage – these will be required later on in the recruitment process (see section 5.3).

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<sup>3</sup> Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish.

<sup>4</sup> EU CV Online is the tool used by the European Commission for recruitment of staff on temporary basis.

On completion of your online registration, you will receive on screen a registration number, which you must note. Once you receive this number, the registration process is finished. This will be your reference number in all matters concerning your application. If you do not receive a number, your application has not been registered!

An acknowledgement of your application will be sent to the e-mail address indicated in your application. It is your responsibility to verify that you provide the correct e-mail address.

**Deadline for applications: 05/07/2016 at midday (12:00 Brussels time)**

You may apply at:

[https://ec.europa.eu/dgs/personnel\\_administration/open\\_applications/CV\\_Cand/index.cfm?fuseaction=premierAcces](https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm?fuseaction=premierAcces)

*If you have a disability that prevents you from registering online, you may submit your application (CV and letter of motivation) on paper by registered mail<sup>5</sup>, postmarked no later than the closing date for registration. All subsequent communication between the SRB and you will be by post. In this case, you must enclose with your application a certificate attesting your disability, issued by a recognised body. You should also set out on a separate sheet of paper any special arrangements you think are needed to make it easier for you to take part in the selection.*

If you require more information and/or encounter technical problems, please send an e-mail to [SRB-RECRUITMENT@srb.europa.eu](mailto:SRB-RECRUITMENT@srb.europa.eu)

## **5. Steps of the selection procedure**

### **5.1 Admission to the selection procedure**

After the deadline for online registration, the selection committee will check the submitted applications against the eligibility criteria described in Section 2. Applications satisfying these conditions will then be assessed against the selection criteria under Section 3.

### **5.2 Initial assessment of the applications**

The selection committee will assess each eligible application according to the qualifications and training, professional experience, motivation and competencies of the candidate with respect to the profile described in Section 1.

### **5.3 Invitation to assessment phase**

Following the initial assessment of the applications, the most suitable candidates for the post will be invited to a test and an interview with the selection committee in Brussels. The selection committee may also decide to include additional tests at this stage.

*Details of the time, date and address of the interview will be communicated to candidates in due time.*

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<sup>5</sup> Single Resolution Board, Treurenberg 22, B-1049 Brussels

Candidates will be requested to submit, if successful and considered for recruitment, originals or certified copies of their diploma(s) and evidence of their professional experience, clearly indicating the starting and finishing dates, the function(s) and the exact nature of the duties carried out. Prior to contract signature, the successful candidate(s) will be required to provide original versions of documents proving the eligibility criteria.

#### **5.4 The assessment phase**

An interview and any other test(s) with the selection committee will enable it to carry out an assessment of the candidate according to the selection criteria described in Section 3.

The assessment phase will be conducted in English.

#### **5.5 Verification of documents and scrutiny**

The candidates' applications will be checked against supporting documents provided in order to confirm the accuracy and eligibility of the application.

If, at any stage in the procedure, it is established that the information in an application has been knowingly falsified, the candidate will be disqualified from the selection process.

You will also be disqualified if you:

- do not meet all the eligibility criteria;
- do not provide all the required supporting documents.

#### **5.6 Reserve list**

The selection committee will place the most suitable eligible candidates on a draft reserve list. This draft will be submitted to the Chair of the SRB for approval. The adopted reserve list will be valid until 31 December 2016. Reserve lists may be extended by decision of the SRB. Prior to being offered a post, candidates on a reserve list may be required to undergo further evaluation by the SRB (e.g. including a further interview).

Inclusion on a reserve list does not imply any entitlement to employment in the SRB.

### **Other important information**

## **6. General information**

### **6.1 Equal opportunities**

The SRB applies a policy of equal opportunities and accepts applications without discrimination on any grounds.

### **6.2 Selection committee**

A selection committee will be appointed. Please note that the selection committee's internal proceedings are strictly confidential and that any contact with its members is strictly forbidden.

### **6.3 Approximate timetable**

The selection process may take some months to be completed; no information will be released during this period. The selection panel intends to finalise the recruitment process for this vacancy by end of summer 2016, with a view for the selected candidates to take office in autumn 2016.

### **6.4 Recruitment conditions / Career**

Successful candidates may be offered a contract as a temporary agent in accordance with the Conditions of employment of other servants of the European Communities for an initial period of 3 years, renewable for another period of 3 years. After the second period, the contract may be renewed for an indefinite period.

The place of employment is Brussels (Belgium), where the SRB is based.

### **6.5 Remuneration**

Successful applicants who are offered a contract of employment will, on entry into service, be placed in step 1 or step 2 of the AD 6 grade, according to the length of their professional experience. The basic monthly salaries for grade AD 6 Officers, as at 1 July 2015 in Brussels, are:

- Step 1: € 5,079.70
- Step 2: € 5,293.16

In addition to the basic salary, staff members may be entitled to various allowances, in particular expatriation allowance, household allowance, dependent child allowance and education allowance. The salary is subject to a Community tax deducted at source and staff members are exempt of national taxation.

### **6.6 Protection of personal data**

As the body responsible for organising the competition, the SRB ensures that applicants' 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 the processing of personal data by the Community institutions and bodies and on the free movement of such data (Official Journal of the European Communities, L 8 of 12 January 2001). This applies in particular to the confidentiality and security of such data.

### **6.7 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:

Single Resolution Board  
Selection procedure: Ref. SRB/AD/2016/007  
Rue Treurenberg 22 (T22 office 01/PO59)  
B-1049 Brussels,  
BELGIUM

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure (see Staff regulation as modified by the European Parliament and the Council Regulation No 1023/2013 of 22 October 2013 published in the Official Journal of the European Union L 287 of 29 October 2013, <http://europa.eu/eur-lex>) starts to run from the time the candidate is notified of the act adversely affecting him/her.