



SINGLE RESOLUTION BOARD

VACANCY NOTICE

SECRETARY

(SRB/AST-SC/2016/001)

Type of contract	Temporary agent
Function group and grade	AST/SC1
Duration of contract	3 years (renewable)
Area	All SRB Directorates/Units
Place of employment	Brussels, Belgium
Estimated monthly basic salary	€ 2,402.14
Deadline for applications	11 May 2016
Reserve list valid until	31 December 2016
Probationary period	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 (NRAs) 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 Secretary.

1. Profile

The Secretary will coordinate the administrative procedures and processes of his/her unit. The post consists of a wide range of duties, in an international environment, including some basic financial support. The jobholder is expected to demonstrate a high level of service orientation, discretion and multi-tasking ability.

1.1 Tasks

In particular the jobholder will be asked to perform the following tasks:

Office management and coordination

- Providing secretarial support for the planning, management and follow-up of the daily activities of a unit/division of the SRB: maintaining the diary, archiving documents, answering the phone, filtering calls and taking messages, responding to general inquiries, filling (physical and electronic) and order office supplies;
- Organising internal and external meetings/missions and contacts with external stakeholders and organisations, including invitation of participants, organisation of meeting facilities, verifying/sending agenda, compilation of hand-outs, formatting documents / letters, reception of visitors, security arrangements, processing mission orders and expense claims, booking travel arrangements, providing route planning, etc.;
- Managing absences and leave requests;
- Contributing to a productive and harmonious working environment;
- Welcoming new staff and offer mentoring as appropriate.

Information, document and file management

- Facilitating internal communication within the SRB as well as with outside stakeholders;
- Coordinating the creation and retrieval of documents and data in the appropriate files or electronic archives, and keeping these up-to-date;
- Recording and routing incoming correspondence, finalising and transmitting outgoing correspondence, ensuring follow-up and meeting of deadlines;
- Maintaining an up to date register of incoming and outgoing mail;
- Performing other tasks requested by the line management in the interest of the service.

Basic financial support

- Registering and checking invoices;
- Recording and monitoring validation of transactions (commitment proposals, payment orders, recovery orders, data relating to contracts and contractors, etc.);
- Handling financial files, including correspondence, filing and archiving.

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 duties¹.

2.2 Education

a) a level of post-secondary education attested by a diploma;

OR

b) a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three (3) years.

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 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 stage). Candidates must also have a satisfactory knowledge of another official language of the European Union².

3 Selection criteria

Essential:

- Suitability to perform the tasks described in Section 1.1;
- Relevant experience in providing administrative/secretarial support to middle management and staff;
- Proven experience in document management;
- Excellent knowledge of standard computer applications (e.g. Microsoft Word, Excel, PowerPoint);
- Excellent planning and organisational skills;
- Ability to work both independently and as part of a team, and show proactive attitude;

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

² Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish.

- High level of service attitude and discretion, capability to handle confidential matters;
- Accuracy and attention to detail;
- Ability to work well under pressure and to respond quickly to new demands;
- Flexibility to perform a range of different tasks simultaneously and ability to set priorities;
- Very good command of oral and written English.

Advantageous:

- More than 3 years of proven experience in a secretarial role supporting middle management;
- Basic knowledge and/or experience in the field of financial services;
- Basic knowledge of the EU Staff regulations, CEOS and Financial Regulation;
- Working experience in a multicultural environment;
- Experience of working during the start-up phase of an organisation;
- Working knowledge of French.

The selection process

4. How to apply

You may apply through the EU CV Online system³.

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 in 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).

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!

³ EU CV Online is the tool used by the European Commission for recruitment of staff on temporary basis.

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: 11/05/2016 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

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 mail⁴, postmarked no later than the closing date for registration. All subsequent communication between the Commission 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 further information and/or encounter technical problems, please send an e-mail to 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 verify 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 and motivation of the candidate with respect to the profile described in Section 1.1.

5.3 Invitation to assessment phase

Following the initial assessment of the applications, the most suitable candidates for the post will be invited to an interview which will be held in Brussels. This phase will include a test and an interview with the selection committee. 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.

⁴ Single Resolution Board, Treurenberg 22, B-1000 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

Candidates' applications will be checked against supporting documents provided in order to confirm eligibility and accuracy 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 31st 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 at 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 during Quarter 1, 2016, with the aim of ensuring the entry into service of selected candidates in Quarter 2 or Quarter 3, 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 Union 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 grade AST/SC1, according to the length of their professional experience. The basic monthly salaries for grade AST/SC1 Officers, as at 1 July 2015 in Brussels, are:

- Step 1: € 2,402.14
- Step 2: € 2,503.08

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 from 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 and Conditions of Employment of Other Servants of the European Union, at the following address:

SRB

Selection procedure: Ref. SRB/AST-SC/2016/001

Treurenberg 22 (T-22 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.