

**EUROPEAN COMMISSION
ON BEHALF OF THE
SINGLE RESOLUTION BOARD**

VACANCY NOTICE

SECRETARY

(SRB/AST/2014/001)

Type of contract	Temporary agent
Function group and grade	AST/SC 1
Duration of contract	3 years (renewable)
Area	Corporate services
Place of employment	Brussels, Belgium
Estimated monthly basic salary	€ 2,675.40
Deadline for applications	18 July 2014
Reserve list valid until	30 June 2015

The Board

The Single Resolution Board (“the Board”), as part of the Single Resolution Mechanism (SRM), will be one of the key elements of Europe's new Banking Union, along with the Single Supervisory Mechanism. The Banking Union is essential to make Europe’s banking markets work better and to break the link between banks and national finances.

The SRM is designed to provide Europe with an efficient and effective framework for the resolution of banks and ensure that resolution rules are applied consistently in the euro area and other Member States participating in the Banking Union.

The Board will carry out specific tasks to prepare for and carry out the resolution of a bank that is failing or likely to fail. A Single Resolution Fund will be set up under the control of the Board to ensure that medium-term funding support is available while a credit institution is being restructured and/or resolved.

The Board operating costs will be funded from the contributions of the banks participating to the SRM.

The job

The European Commission, acting on behalf of the Board, is organising a call for expressions of interest with a view to establishing a reserve list of Temporary Agents for the position of Secretary.

This selection procedure is subject to the adoption and entry into force of the SRM Regulation, expected in the third quarter of 2014.

1. Profile

The Secretary will coordinate the administrative procedures and processes. The post consists of a wide range of duties, including tasks of both internal and external characteristics, in an international setting. The work is distinguished by a high level of service attitude, discretion and multi-tasking ability.

1.1 Tasks

The Secretary will support the work of the Board by performing the following tasks:

Office management and coordination

- provide secretarial support for the planning, management and follow-up of the daily activities of a unit/division of the Board: maintain the diary, archive documents, answer the phone, filter calls and take messages, respond to general inquiries, fill (physical and electronic) and order office supplies;
- organise internal and external meetings/missions and contacts with external stakeholders and organisations including invitation of participants, organisation of meeting facilities, checking/sending agenda, compilation of hand-outs, formatting documents / letters, reception of visitors, security arrangements, preparation of mission orders and expenses claims, booking flights, providing route planning;
- manage absences and leave requests;
- contribute to a productive and harmonious working environment;
- welcome new staff and offer mentoring as appropriate.

Information, document and file management

- facilitate internal communication within the Board as well as with outside services;
- coordinate the creation, keeping up-to-date and retrieval of documents and data in the appropriate files or electronic archives;
- record and route incoming correspondence, finalise and transmit outgoing correspondence, ensure follow-up and respect of deadlines;
- Register incoming and outgoing mail;

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 / experience

Candidates must have completed secondary education giving access to post-secondary education.

2.3 Languages skills

As the predominant working language of the Board is English, candidates must therefore have an excellent command of spoken and written English. 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;
- very good command of oral and written English;
- excellent organisational skills;
- ability to work in autonomous way and show proactive attitude;
- high level of service attitude and discretion, capability to handle confidential matters;
- excellent knowledge of standard computer applications (e.g. Microsoft Word, Excel, PowerPoint);
- relevant experience in providing administrative/secretarial support to middle management and staff;
- ability to work well under pressure and to respond quickly to new demands;
- proven experience in document management.

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.

Advantageous:

- have more than 3 years' experience in a secretarial role in support to middle management;
- experience of working in a multicultural environment;
- flexibility to perform a range of different tasks simultaneously and ability to set priorities;
- elementary knowledge and/or experience in the field of financial services.

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 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 from candidates invited to interview (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!

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: 18th of July 2014 at midday (12:00 Brussels time)

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

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 more information and/or encounter technical problems, please send an e-mail to MARKT-SRB-RECRUITMENT@ec.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 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. Apart from the interview, the assessment of candidates at this stage may also involve additional tests.

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

Candidates invited will be requested to submit, on the day of the interview, a non-certified copy 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.

⁴ European Commission, Directorate General for Internal Market and Services, Taskforce for the creation of the Single Resolution Board, SPA2 09/29, B-1049 Brussels

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' application 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 acting Chair of the Board for approval. The adopted reserve list will be valid until 30th of June 2015. Reserve lists may be extended by decision of the Board. Prior to being offered a post, candidates on a reserve list may be required to undergo further evaluation by the Board (e.g. including a further interview).

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

Other important information

6. General information

6.1 Equal opportunities

The European Commission, on behalf of the Board, 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 autumn 2014, with a view for the selected candidates to take office in January 2015.

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 Board will be 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 AST/SC 1 grade, according to the length of their professional experience. The basic monthly salaries for grade AST/SC 1 Officers, as at 1 January 2014 in Brussels, are:

- Step 1: € 2,675.40
- Step 2: € 2,787.82

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 Board 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:

European Commission
DG Internal Market and Services
Taskforce for the creation of the Single Resolution Board
Selection procedure: Ref. SRB/AST/2014/001
Rue de Spa 2, Office 09/029
1049, Brussels,
Belgium

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure (see Staff Regulations as modified by Council Regulation No 723/2004 of 22 March 2004 published in the Official Journal of the European Union L 124 of 27 April 2004 – <http://europa.eu/eur-lex>) starts to run from the time the candidate is notified of the act adversely affecting him/her.