



## SINGLE RESOLUTION BOARD

### VACANCY NOTICE

#### SENIOR FINANCE AND PROCUREMENT OFFICER TEMPORARY AGENT, AD8 (SRB/AD/2017/003)

<b>Type of contract</b>	Temporary agent
<b>Function group and grade</b>	AD8
<b>Duration of contract</b>	3 years (renewable)
<b>Area / Unit</b>	Unit.E.2 Resources
<b>Place of employment</b>	Brussels, Belgium
<b>Estimated monthly basic salary</b>	€ 6, 717.35
<b>Deadline for applications</b>	11/09/2017 at 12:00, Brussels time
<b>Reserve list valid until</b>	31/12/2018

#### **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 *Senior Finance and Procurement Officer*.

## **1. Profile**

The Senior Finance and Procurement Officer will lead a multi-disciplinary team and will manage the finance and procurement function of the SRB by developing, implementing and monitoring strategies, policies, rules and processes in the Finance and Procurement team, in line with the SRB's mission and objectives, as well as the EU Financial Regulations.

The jobholder will be responsible for the day-to-day management of the team, and act as the main technical expert in the various lines of work. The Senior Finance and Procurement Officer will report to the Head of the Resources Unit. He/she will be a key player in promoting a results-oriented, open and collaborative working culture within the team, and more generally, at the SRB.

### **1.1 Tasks**

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

#### *Budget and Finance*

- Deliver to the concerned EU actors (namely the European Commission, the European Court of Auditors and the Internal Audit Service) budget-related documents and information required by the applicable financial regulations;
- Assess the implementation of sound financial management and provide advice to the Management on the application of Internal Control Standards;
- Supervise and improve further the financial circuits at SRB;
- Draft and develop relevant guidelines and manuals of procedure for staff and provide training in that respect;
- Perform other duties related to finance and internal control/risk assessment, as required, in co-operation with the Internal Control Officer.

#### *Procurement*

- Coordinate, monitor and report on the implementation of the annual procurement plan, based on the SRB's procurement needs and Units' input;
- Foster the development of common tools and procedures, including guidelines of procedures, templates, etc.;
- Carry out ex ante checks before contract notices are published;
- Provide support and advice on procedures to the various Units and to the Management;
- Provide training activities and support to operational Units in dealing with procurement and contract management.
- Perform any other duties in the area of finance and procurement, as deemed necessary in the interest of the service.

#### *Internal control and risk assessment*

- Draw up, review and assess control procedures and policies related to finance and procurement;
- Coordinate and prepare audits in the team;
- Follow up and review corrective measures taken by the management resulting from audits conducted by external bodies;

### *Coordination, support, planning and reporting*

- Coordinate the work of the finance and procurement team members and their contribution to the objectives assigned;
- Organise regular reporting to the Head of Resource, the Management and the Chair;
- Liaise with counterparts in other institutions (European Commission, Court of Auditors, etc.) and/or other EU Agencies;
- Carrying out any other tasks requested by the Head of Unit in the interest of the SRB.

## **Qualifications and Other requirements**

### **2. Eligibility criteria**

Only complete applications registered via EU CV ONLINE and before the deadline for applications as mentioned in this document will be considered. Applications must include a motivation letter and a CV, both submitted in English to be considered; applications received in other languages than English will not be considered eligible.

#### **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<sup>1</sup>;
- be able to complete the full three-year mandate before reaching retirement age (for temporary staff of the European Union, retirement age is defined as being the last day of the month in which the person reaches the age of 66);
- 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>2</sup>.

#### **2.2 Education**

- a) a level of education which corresponds to completed university studies attested by a diploma when the normal period of university of education is at least four years;

OR

- b) a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year<sup>3</sup> when the normal period of university education is at least three years.

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<sup>1</sup> Prior to the appointment, the successful candidate will be asked to provide a certificate of good conduct, confirming the absence of any criminal record.

<sup>2</sup> Before taking up his/her duties, the successful candidate will undergo a medical examination by one of the institutions' medical officers.

<sup>3</sup> Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to the profile in question. Only duly documented professional activity (i.e. remunerated employment or self-employment) is taken into account. Part-time work will be considered in proportion to the percentage of

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. In case of qualifications issued by authorities outside EU Member States, the proof of recognition of equivalence by the relevant EU Member State authorities must be specifically mentioned in the online application form under 'Additional information'.

## **2.3 Experience**

Candidates must have, at the closing date for applications, professional experience of at least nine (9) years<sup>3</sup> (in addition to the 1 year mentioned under 'Education') in a field relevant to this position.

Out of the nine (9) years of professional experience mentioned above, at least six (6) years of proven professional experience must be in some, or all, of the fields linked to the tasks described in Section 1 above.

Such professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to the profile in question.

## **2.4 Languages skills**

Candidates must have a thorough knowledge of one of the languages of the EU and a satisfactory knowledge of another official language of the European Union<sup>4</sup> to the extent necessary for the performance of her/his duties.

## **3 Selection criteria**

### **Essential:**

- Suitability to perform the tasks described in Section 1.1;
- University degree in economics, business administration, finance and related subjects;
- After obtaining the qualifications mentioned in point 2.2 and above, candidates must have acquired at least six (6) years of relevant experience in a position with similar duties i.e. in the field of finance and procurement;
- Proven experience in the planning, preparation and management of finance and procurement procedures in the EU Institutions or bodies or in other international public organisations;
- Established ability to advise on policy issues and formulate plans and procedures demonstrating resourcefulness, initiative and maturity of judgement as well as excellent analytical skills, negotiation and decision making skills;
- Ability to establish and maintain effective working relationships with people of different national and cultural backgrounds whilst remaining impartial and objective;

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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).

<sup>4</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.

- Strong sense of responsibility, ability to react flexibly and prioritise between a wide variety of tasks;
- As the predominant working language of the SRB is English, candidates must therefore have a very good command (equivalent to level C1 or higher) of spoken and written English<sup>5</sup> (Note: Native English speakers will be required to demonstrate the ability to work in a second EU language at interview stage);
- Computer literacy, with practical experience in the use of Microsoft Office and familiarity with major EU accounting, budget and finance computer systems.

#### **Advantageous:**

- Experience in coordinating or managing small teams;
- Proven work experience in an EU Agency in procurement, finance or audit;
- Knowledge of the EU budgetary, financial, accounting and procurement rules and procedures;
- Experience with public procurements and contract management.

#### **The selection process**

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

Candidates should apply through the EU CV Online system<sup>6</sup> via this link:

[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)

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

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, write the motivation letter and apply to the call for expressions of interest. **Applications shall be made in English to be considered. It is the sole responsibility of each applicant to complete ALL relevant fields of his/her online application and to submit it before the deadline for submission.** All technical questions concerning EU CV online must be sent through the Contact page of EU CV online.

It is strongly advised not to wait until the last few days before the deadline for applying, since heavy internet traffic or connection difficulties could lead to problems.

Once the deadline has passed, candidates will no longer be able to register.

**Deadline for applications: 11/09/2017 at midday (12:00 Brussels time)**

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<sup>5</sup> This criterion will be tested in the interview/written test

<sup>6</sup> EU CV Online is the tool used by the European Commission for recruitment of staff on temporary basis.

No supporting documents are required at this stage – these will be required at a later stage

On completion of the online registration, candidates will receive on screen a registration number, which they must note. This will be the reference number of the candidate in all matters concerning his/her application. If the candidate does not receive a number, the application has not been registered!

After a correct submission of an application, candidates will receive an automated acknowledgement of receipt of their application to the email account indicated in their application. It is the candidate's responsibility to verify that he/she provided the correct e-mail address.

Candidates are invited to indicate any special arrangements that may be required if invited to attend a written test/interview.

If the candidate requires more information, he/she will have to 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 Panel will verify the submitted applications against the eligibility criteria described in Section 2 "**Eligibility criteria**". Applications satisfying these conditions will then be assessed against the "**Selection criteria**" under Section 3.

### **5.2 Assessment of the eligible applications**

The Selection Panel will analyse the motivation letters and CVs of eligible applicants with reference to:

- The **Selection Criteria** ("**Essential**" and "**Advantageous**")
- The overall assessment of the quality & suitability of the application based on the requirements of the post.

Upon completion of the assessment, the Selection Panel will establish a shortlist of candidates matching best the needs of the Agency for the functions and duties mentioned in this vacancy notice and non-retained candidates will be notified of the status of their application.

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

Following the 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 written test and an interview with the Selection Panel.

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

## **5.4 The assessment phase**

An interview and a written test(s) with the Selection Panel 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.

The candidate will be disqualified from the selection process if at any stage of the procedure it is established that the information provided in the application has been knowingly falsified or incorrect.

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 Panel 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 31/12/2018. The validity of the reserve list may be extended by decision of the Chair of the Board.

Candidates should note that inclusion on a reserve list does not imply any entitlement to employment in 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).

## **Other important information**

### **6. General information**

#### **6.1 Equal opportunities**

The SRB applies a policy of equal opportunities and accepts applications without discrimination on the ground of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

#### **6.2 Selection Panel**

A Selection Panel will be appointed for this selection procedure and will be composed of at least 3 members, including a member designated by the Staff Committee of the SRB and at least 3 alternate members.

The names of the Selection Panel members will be communicated upon notification of the outcome of the assessment of eligible applications.

Under no circumstances should candidates approach the Selection Panel, either directly or indirectly, concerning the selection procedure. The Selection Panel's internal proceedings are strictly confidential and any contact with its members is strictly forbidden. The SRB's Chair reserves the right to disqualify any candidate who disregards these instructions.

### **6.3 Approximate timetable**

The selection process may take some months to be completed; no information will be released during this period.

### **6.4 Appointment and conditions of employment**

On the basis of the reserve list, successful candidates may be offered a contract as a Temporary Agent in Function Group AD and grade 8 in accordance with the SRB's Implementing Provisions on the employment of Temporary staff under Article 2f of the Conditions of employment of other servants of the European Union for an initial period of 3 years (including a probationary period of **nine** months).

The contract may be renewed for a further period of three years. After the second period, the contract may be renewed for an indefinite period.

The place of employment is Brussels (Belgium), where the SRB has its premises.

Temporary Agents will be required to demonstrate before their first promotion the ability to work in a third official language of the EU.

### **6.5 Remuneration**

Successful candidates who are offered a contract of employment will, on entry into service, be placed in step 1 or step 2 of the relevant grade, according to the length of their professional experience. The basic monthly salary for grade AD8, as at 1 July 2016 in Brussels, is:

- Step 1: € 6, 717.35
- Step 2: € 6, 999.62

In addition to the basic salary, staff members may be entitled to various allowances depending on their personal situation, such as expatriation allowance, household allowance, dependent child allowance education allowance, etc... 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**

The purpose of processing the data submitted by candidates is to evaluate applications in view of possible recruitment at the SRB. The personal information requested by the SRB from candidates will be 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. In this regard, please see the Privacy statement which is published on the SRB website.

## **6.7 Appeal procedure**

Pursuant to Article 90(2) of the Staff Regulations of Officials of the European Union, any candidate may submit to the SRB a complaint against an act adversely affecting him/her. Any such complaint should be made to:

### **SRB Single Resolution Board**

For the attention of the Chair of the SRB  
Selection procedure: Ref. SRB/AD /2017/003  
Treurenberg 22 (T-22 Office 01/PO59)  
B-1000 Brussels  
BELGIUM

The complaint must be lodged within 3 months from the date on which the candidate is notified of the act adversely affecting him/her.

Should the complaint be rejected, the candidate may request judicial review of the act adversely affecting him/her pursuant to Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations, before:

### **The European Union Civil Service Tribunal**

Rue du Fort Niedergrünwald  
L-2925 Luxembourg  
Luxembourg  
[http://curia.europa.eu/jcms/jcms/Jo1\\_6308/](http://curia.europa.eu/jcms/jcms/Jo1_6308/)

Any citizen of the European Union or any natural or legal person residing in a Member State may direct a complaint concerning instances of maladministration to the European Ombudsman pursuant to Article 228(1) of the Treaty on the Functioning of the European Union:

### **The European Ombudsman**

1 avenue du Président Robert Schuman  
CS 30403  
F-67001 Strasbourg Cedex  
<http://www.ombudsman.europa.eu/start.faces>

Please note that complaints to the European Ombudsman do not have the effect of suspending the period mentioned in Articles 90 and 91 of the Staff Regulations for lodging complaints or submitting an appeal before the European Union Civil Service Tribunal according to Article 270 of the Treaty on the Functioning of the European Union.

*Date of publication: 25/ 07/ 2017*