



SINGLE RESOLUTION BOARD

VACANCY NOTICE

INTERNAL CONTROL OFFICER

(SRB/AD/2016/002)

Type of contract	Temporary agent
Function group and grade	AD 7
Duration of contract	3 years (renewable)
Area	Internal Audit Capability
Place of employment	Brussels, Belgium
Estimated monthly basic salary	€ 5,747.35
Deadline for applications	02/03/2016
Reserve list valid until	31 December 2016

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 Internal Control Officer.

1. Profile

Reporting to the Head of the Corporate and Administrative Services of the SRB, the Internal Control Officer will develop, facilitate and monitor the implementation of the Agency's framework for internal control and risk assessment systems; she/he will provide guidance, promote best practices and recommend improvements to the Agency's overall internal control system and to the standards which underpin the basic control framework. The Internal Control Officer will coordinate the relations with and prepare responses to requests and reports from the Court of Auditors and the Agency's internal audit. She/he will coordinate the design of processes, procedures and working instructions within a quality standardisation framework. She/he will contribute in achieving efficiency and effectiveness of the operations.

1.1 Tasks

The Internal Control Officer's duties will include:

- **Internal control including the follow-up of internal control and risk assessment systems in the Agency**
 - Supporting the Agency in setting up internal control and risk assessment systems;
 - Contributing to conceptual reflections and the development of new approaches to internal control and risk assessment systems in the Agency;
 - Advising SRB's management in continuous efficiency improvement of organisational, financial and other resources as well as organisational and process design;
 - Advising SRB's management in the measurement of the organisation's deliverables with the objective of continuous improvement of efficiency and effectiveness;
 - Facilitating the execution of auto-evaluation exercises such as the annual risk assessment exercise and the internal control self-assessment exercise;
 - Assisting and supporting the Agency in compiling and using process handbooks/manual of procedures (administrative, financial, accounting) and other tools developed in this framework;
 - Contributing to the development of training sessions in the Agency relating to internal control and risk assessment issues;
 - Ensuring the overall coordination of the regular reporting to be provided by the Agency on the implementation of internal control standards, for example in quarterly reports and in the Annual Activity Report (AAR) ;
 - Participating and/or representing the Agency in inter-service networks and/or working groups on issues relating to internal control and risk assessment system;
 - Performing any other task as required by line management in the interest of the service.

- **Audit correspondent: relations with the European Court of Auditors and other auditors/evaluators internal or external to the Agency**
 - Ensuring a contact point within the Agency for the internal and external auditors and organising the logistics for audit visits and audit interviews with staff in a timely manner;

- Coordinating, consolidating and drafting the replies to auditors' reports supported by documents if needed; assuring good quality of communications with the auditors;
- Coordinating and consolidating planned actions to implement audit recommendations addressed to the Agency; providing guidance and assistance to develop appropriate action plans;
- Organising Agency files and records related to the audits and evaluations of internal and external auditors;
- Document the procedure for the management of the relations with internal and external auditors;
- Performing any other task as required by line management in the interest of the service.

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

Candidates are required to have:

A level of education that corresponds to completed university studies of at least 3 years attested by a diploma, together with an additional year of relevant professional experience.

OR

A level of education that corresponds to completed university studies of at least 4 years attested by a diploma.

Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted. At least one of the university studies mentioned above must be in a field relevant to the position (Management, Business Administration, Economics, Finance or another relevant discipline).

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

2.3 Experience

Candidates must have, at the closing date for applications, professional experience directly relevant to the tasks of at least 6 years² (in addition to the 1 year mentioned under 'Education'), including professional experience directly relevant to the tasks of at least 5 years³.

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 knowledge of a second EU language at interview stage). Candidates must also have a satisfactory knowledge of another official language of the European Union⁴.

3 Selection criteria

Essential

- Suitability to perform the tasks described in Section 1;
- By the closing date for applications candidates must, after obtaining the qualifications mentioned in point 2.2, have acquired at least 5 years of professional experience in positions with tasks closely related to those described above, such as auditing, controlling, quality assurance, project management or similar responsibilities;
- Very good written and oral command of English;
- Ability to work in a team as well as independently;
- Ability to work under pressure and manage his/her responsibilities within tight deadlines;
- Proficiency in electronic office equipment (word processing, spread sheets, presentations, electronic communication, use of internet, etc.);
- High degree of resilience and self-motivation.

Advantageous

- Familiarity with EC internal control procedures and terminology, as well as software applications used in the Commission;
- Knowledge of the organisation, structure, working procedures and policies of Commission services and agencies;

² 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 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. 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).

³ Professional experience is counted only from the time you obtained the diploma required for being eligible. At a later stage, you will be asked to provide supporting documents confirming the length and the level of your professional experience.

⁴ Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish.

- Knowledge and experience in programme management, planning and control, performance and quality management instruments (please specify in application form);
- Familiarity with the European Union and its institutions;
- Experience with Quality Management Systems (e.g. ISO);
- Previous experience within an international and multicultural environment.

The selection process

4. How to apply

You may apply through the EU CV Online system⁵.

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).

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: 02 03 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 mail⁶, postmarked no

⁵ EU CV Online is the tool used by the European Commission for recruitment of staff on temporary basis.

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 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 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. Apart from the interview, the assessment of candidates at this stage will involve additional tests, which may include a written part and an oral presentation.

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

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.

⁶ Single Resolution Board, rue de la Science 27, B-1049 Brussels

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 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 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 during the first half of 2016, with a view for the selected candidates to take office Spring-Summer 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 AD7 grade, according to the length of their professional experience. The basic monthly salaries for grade AD7 Officers, as at 1 January 2014 in Brussels, are:

- Step 1: € 5,747.35
- Step 2: € 5,988.86

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:

SRB
Selection procedure: Ref. SRB/AD/2016/002
Rue de la Science 27
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.