



## **SINGLE RESOLUTION BOARD**

### **VACANCY NOTICE**

#### **HEAD OF UNIT**

#### **RESOURCES**

**(SRB/AD/2017/001)**

<b>Type of contract</b>	Temporary agent
<b>Function group and grade</b>	AD10
<b>Duration of contract</b>	3 years (renewable)
<b>Area</b>	Directorate E – Corporate Services
<b>Place of employment</b>	Brussels, Belgium
<b>Estimated monthly basic salary</b>	8,599.20 €
<b>Deadline for applications</b>	10 February 2017
<b>Reserve list valid until</b>	31 December 2017
<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 Head of Unit Resources.

## **1. Profile**

The Head of Unit Resources will lead an international, multi-disciplinary team with a direct responsibility for Budget and Finance, Procurement and Human Resources. He/she will be responsible for the smooth management of the Unit, contributing to the definition of its missions and work programme, allocating resources accordingly, and representing the Unit meetings in with internal and external stakeholders.

As a manager, the Head of Unit Resources will be a key player in promoting a results-oriented, open and collaborative working culture at the SRB.

### **1.1 Tasks**

The tasks of the Head of Unit will include, amongst others, the following:

#### Management and strategy

- Lead and direct the Unit and its staff;
- Coordinate the work of the team and their contribution to the objectives assigned;
- Manage the Budget and Finance, Procurement and Human Resources functions of the SRB by developing, implementing and monitoring strategies, policies, rules and processes in the Unit, in line with the SRB's mission and objectives, as well as the EU Financial and Staff Regulations;
- Provide support to the Management in the interpretation of rules as well as guidance, information and advice on the implementation of procedures and policies.

#### Budget and Finance

- Deliver budget related documents (budget requests, annual reports, programming documents etc.) and information required by the applicable financial regulations;
- Assess the implementation of sound financial management;
- Supervise and further improve the financial circuits;
- Draw up and ensure overall monitoring of the Unit's budget and the SRB's overall budget;
- Steer the development and maintenance and develop relevant guidelines and manuals of procedure for staff on financial circuits.

#### Procurement

- Supervise and manage the overall planning and reporting on procurement needs, based on Units' inputs and needs;
- 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 and support to operational Units in dealing with procurement and contract management.

#### Human Resources

- Supervise the correct and timely determination, follow up and payment of the different components of staff members' remuneration;

- Oversee the implementation of efficient recruitment procedures in relation to the strategic implementation of the Establishment Plan;
- Participate in the SRB's selection and recruitment procedures;
- Formulate training plans and ensure professional and personal development of staff in line with the needs of the SRB;
- Supervise the performance appraisal and promotion procedures;
- Support the management of staff conflicts;
- Maintain contacts with the staff and support them concerning their rights and obligations set in the Staff Regulations and implementing rules;
- Contribute to effective social dialogue with Staff Committee representatives on HR issues.

Coordination, support, planning and reporting

- Coordinate and prepare audits in the team;
- Follow up and review corrective measures taken by the management resulting from audits conducted by external bodies;
- Organise regular reporting to the Management;
- Liaise with counterparts in other institutions (European Commission, Court of Auditors, etc.) and/or other European Agencies; and
- Perform any other tasks assigned by the management of the SRB 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;
- be able to serve a full 3-year term before reaching the retirement age of 65;
- 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**

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

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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.

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

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 12 years<sup>2</sup> (in addition to the 1 year mentioned under 'Education') in a field relevant to this position. Out of the twelve (12) 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.

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

## **3. Selection criteria**

Essential:

- Suitability to perform the tasks described in Section 1.1;
- Proven ability to build and manage teams;
- At least 2 years of middle management experience, with proven track-record in building, managing and motivating teams (please indicate the size and how many years you have lead the team);
- At least five years of experience in one or more of the areas of Budget and Finance, Procurement and Human Resources, after obtaining the minimum qualification (see point 3.A);
- Experience in implementing EU financial and procurement rules;
- Excellent knowledge of the Staff Regulations and the Conditions of Employment of Other Servants of the European Union;
- Demonstrable ability to deal with confidential files, and to use tact and discretion when dealing with people;

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<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. 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).

<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.

- Proven experience in Human Resources and/or Budget and Finance and Procurement Management and in defining and implementing strategies and policies in an EU body;
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques and coordination of people and resources;
- Excellent organisational and planning skills; proven experience in planning and execution of work plans;
- Strong communication and organisational skills;
- Ability to lead and motivate staff and enhance work performance;
- Very good command of spoken and written English, with proven drafting skills.

Advantageous:

- Experience in working in multicultural teams;
- Experience in working in a new organisation or a business unit and/ or leading organisations through change processes;
- Post-graduate degree in human resources, business, finance, economics or a related field;
- Experience in managing a corporate budget;
- Experience in the management of audits, in dealing with standards compliance procedures and risk assessment;
- Previous experience in a EU agency;
- Familiarity with the financial services sector; and
- Good command of French.

## **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>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: 10 February 2017 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 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@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 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 assessment phase which will be held in Brussels. This phase will include an assessment centre run by external recruitment consultants, as well as 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 assessment phase 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, an assessment centre, 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 Chair of the SRB for approval. The adopted reserve list will be valid until 31<sup>st</sup> December 2017. 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 with senior management of the SRB).

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 in Quarter 2, 2017, with a view for the first selected candidates to take office in Q2 or Q3, 2017.

## **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 their entry into service, be placed in step 1 or step 2 of the AD 10 grade, according to the length of their professional experience. The basic monthly salaries for grade AD 10 Officers, as at 1 July 2016 in Brussels, are:

- Step 1: 8,599.20€
- Step 2: 8,960.54€

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/2017/001

Treurenberg 22 (T-22 office 01/PO59)

B-1000 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.