



SINGLE RESOLUTION BOARD

VACANCY NOTICE

DOCUMENT MANAGEMENT OFFICER

(SRB/AST/2016/003)

Type of contract	Temporary agent
Function group and grade	AST 4
Duration of contract	3 years (renewable)
Area	Corporate Services – IT
Place of employment	Brussels, Belgium
Estimated monthly basic salary	€ 3,968.06
Deadline for applications	13/06/2016
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 be 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 Document Management Officer (DMO).

1. Profile

The jobholder will put in place policies, procedures, and tools for document management and provide information services to SRB staff. Within the SRM, the DMO function has been placed in the IT sector, which is part of the Corporate Services unit.

The DMO will act as project manager for document management- related projects such as EDRMS implementation and the implementation of security classification. In addition, the job-holder will manage a small library and subscriptions to database resources.

1.1 Tasks

In particular the DMO will perform the following tasks:

- Contributing to the development and maintenance of the SRB's document management policy and document management systems;
- Assisting in elaborating the implementing rules and procedures concerning registration, filing, archiving and retention of documents and files, taking into account relevant provisions concerning information security and protection of personal data;
- Assisting with managing the various electronic document management systems used at the SRB, including an ECB-owned and hosted system;
- Representing the Board and liaising on behalf of the Board in the different networks related to the document management policy of the SRB (i.e. towards the European Central Bank, National Authorities, etc.);
- Liaising on behalf of the Board and ensuring access on behalf of the Board to SRB staff (and, possibly, NRA staff) to the different networks where the SRB provides and exchanges data and information for document management purposes;
- Managing such networks from the side of and on behalf of the SRB;
- Managing a small physical library and establishing procedures for checking-in/out books and journals;
- Providing support and managing the commercial databases to which the Board has purchased access for SRB staff;
- Assisting, in cooperation with the facilities team, in organising and maintaining the SRB's central archives in accordance with existing regulations applicable to EU Institutions;
- Regularly testing the functioning of the SRB's document management policy, by investigating whether the security classification system works well, and by testing audit trails;
- Working together with staff from other teams to ensure the information of the SRB is managed in a secure way;
- Providing training sessions on document management;
- Providing support and assistance on document management to secretarial staff;
- Performing any other duties 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

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 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 Experience

Candidates must have, at the closing date for applications, professional experience of at least 9 years² (in addition to the 3 years mentioned under 'Education') in a field relevant to this position. Out of the nine (9) years of professional experience mentioned above, at least five (5) 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

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

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. 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).

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 Union³.

3 Selection criteria

Essential:

- Suitability to perform the tasks described in Section 1.1;
- Sound knowledge of and proven professional experience in the field of document management and document management techniques;
- Good knowledge of and experience in archiving techniques and procedures;
- Experience in classification of documents;
- Excellent organisational skills;
- Ability to manage priorities, work under pressure and meet tight deadlines;
- Developed sense of initiative and a proactive attitude;
- Experience of working in multicultural teams;
- Strong analytical skills;
- Excellent command of written and spoken English.

Advantageous:

- Experience in working during the start-up phase of an organisation;
- Experience in the use of all of the EDRMS systems the SRB is using (Sharepoint, ARES and Livelink);
- Strong command of IT tools related to the protection of sensitive data;
- Educational background and/or training relevant to the position.

The selection process

4. How to apply

You may apply through the EU CV Online system⁴.

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

³ Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish.

⁴ EU CV Online is the tool used by the European Commission for recruitment of staff on temporary basis.

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: 13/06/2016 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 mail⁵, 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.

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

⁵ Single Resolution Board, Treurenberg 22, B-1000 Brussels

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.

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' 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 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 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 grade AST 4, according to the length of their professional experience. The basic monthly salaries for grade AST 4 Officers, as at 1 July 2015 in Brussels, are:

- Step 1: € 3,968.06
- Step 2: € 4,134.80

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/AST/2016/003
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.