



Single  
Resolution Board

**SINGLE RESOLUTION BOARD**

**VACANCY NOTICE**

**FINANCIAL ASSISTANT IN:  
SINGLE RESOLUTION FUND (SRF)  
BUDGET AND FINANCE  
PROCUREMENT**

**(SRB/AST/2016/002)**

<b>Type of contract</b>	Temporary agent
<b>Function group and grade</b>	AST 3
<b>Duration of contract</b>	3 years (renewable)
<b>Area(s)</b>	SRF Corporate Services – Budget, Finance and Procurement
<b>Place of employment</b>	Brussels, Belgium
<b>Estimated monthly basic salary</b>	€ 3,507.10
<b>Deadline for applications</b>	13 August 2016
<b>Reserve list valid until</b>	31 December 2017
<b>Probationary period</b>	9 months

**The Single Resolution Board**

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 positions of Financial Assistants in 1) the Single Resolution Fund, 2) Budget and Finance and 3) Procurement.

**NB:** Applicants should clearly mention in their motivation letter in the application form the organisational area(s) for which they wish to apply. The SRB will recruit based on the immediate organisational needs.

### **1. Profile**

Depending on the area of interest, the jobholder will provide support in the activities of the areas specified below.

Single Resolution Fund:

- a) Support to the teams of the SRF in performing its daily tasks in order to achieve the SRB objectives as laid down in the SRM Regulation and other relevant legislative and non-legislative acts. The jobholder will be part of the multi-disciplinary and multinational teams of the SRF (the contributions team, the funding team and the investment team)

Budget, Finance and Procurement:

- b) Support the SRB in a range of activities and services related to budget and finance or procurement at the SRB, though his/her technical knowledge and solid experience in the field.

### **1.1 Tasks**

In particular the jobholder will be asked to perform the following tasks in one of the indicated areas:

#### **a) Single Resolution Fund**

- From the (daily) operations point of view, keeping oversight, identifying the SRF's needs and taking action to obtain the necessary tools and resources for the SRF to continue its daily activities;
- Helping handle data related to the SRF (contributions collection and invoicing processes; investment and funding operations)
- Improving internal and external SRF processes
- Taking care and improving the document management system
- Identifying independently and investigating the nature of any challenges arising at the SRF with regard to administrative processes, procedures and workflows and proposing effective feasible solutions;
- Ensuring the accurate and timely recording of decisions and actions taken by SRF
- Contributing towards the preparation of information in differing formats for relevant key stakeholders including SRB Management;
- Monitor the financial administration of the SRF, in particular the working budget and liaise with the dedicated SRB departments in this regard on behalf of the SRF;

- Being responsible for the keeping of the physical and electronic documents in the SRF archives, according to the EU filing rules and relevant regulations.

#### **b) Budget and Finance**

- Ensuring legality and regularity of financial transactions by verifying the respect of the SRB's financial rules, internal rules on budget execution, financing decision and other related rules and budgetary dispositions;
- Initiating financial transactions in the ABAC accounting system including commitments, de-commitments, payment requests, recovery orders and credit operations, as well as verifying payroll files;
- Supporting the Finance and Budget sector in budget reporting, especially with ABAC Data warehouse; in particular, maintaining an overview of the budget commitments, their consumption, related invoices and produce reports and other documentation needed for the supervision of the budget implementation;
- Contributing to the SRB's financial reporting and prepare replies to queries from the hierarchy and other services within the SRB;
- Providing assistance for the opening and closing of the financial year;
- Contributing to the development and implementation of financial procedures and the elaboration and updating of model documents;
- Contributing to the on-going improvement of financial and administrative practices at the SRB;
- Contributing to the definition of internal control measures specifically in finance and accounting;
- Verifying operational and financial aspects of missions, drafting guidance documents for travels;
- Facilitating the conditions necessary for the promotion of excellent service orientation;
- Acting as a back-up for any other staff member as appropriate (e.g. for MIPS and procurement) and
- Performing any other tasks requested by line management.

#### **c) Procurement**

- Assisting the Procurement Officers with updating templates, guidelines, checklists, procedures and any other procurement related documents;
- Assisting in ensuring that the SRB procurement procedures are compliant with the financial regulation, rules of application and the SRB internal procedures.
- Assisting the SRB directorates with the preparation, launching and administration of procurement procedures, including but not limited to drafting contract notices, contract award notices and other procurement related documents;
- Providing administrative assistance for tender opening and evaluation sessions;
- Assisting with the preparation of the evaluation and award procurement documents and other related documents;
- Assisting the Procurement Officers with contract management by monitoring inter alia contract ceilings expiration, renewals etc. and preparing amendments, termination letters any other relevant documents;
- Contributing to the regular update of the contract database;
- Assisting with updating templates, guidelines, checklists and any other documents related to the procurement cycle also on the basis of best practices;

- Initiating procurement actions (creation of purchase order, recording good receipt, etc.) in the ABAC Assets system;
- Assisting in the preparation of the contracts with the selected contractors;
- Providing administrative and clerical support (copying, scanning, archiving and maintaining project files in a structured way);
- Providing support with drafting contract notices and contract award notices
- Facilitating the conditions necessary for the promotion of excellent service orientation;
- Acting as a back-up for any other staff member as appropriate (e.g. for budget and finance) and
- Performing any other tasks requested by line management.

## **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 duties<sup>1</sup>.

#### **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 6 years<sup>2</sup> (in addition to the 3 years mentioned under 'Education') in a field relevant

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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.

<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

to this position. Out of the six (6) years of professional experience mentioned above, at least three (3) 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 their 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**

#### **Common to all areas:**

- Suitability to perform the tasks described in Section 1.1;
- Good knowledge of standard computer applications (MS Office);
- Excellent organisational, problem solving and troubleshooting skills;
- Ability to manage priorities, work under pressure and meet tight deadlines;
- Ability to work well with others as well as independently;
- Excellent oral and written communication skills and customer-oriented attitude;
- Sense of confidentiality and discretion.

#### **Single Resolution Fund:**

- Proven experience of at least 3 years working in an office management or executive assistant position (in the EU or a multicultural environment);
- Knowledge of EU financial and administrative rules;

#### **Budget and Finance**

- Experience and knowledge of financial, accounting budgetary, and cost-control principles and practices;
- Experience in using financial, budgetary and reporting tools (please clearly indicate the reporting tools you have used, e.g. SAP, ABAC, Oracle, etc.).

#### **Procurement:**

- Knowledge of EU procurement law and procedures and contract law;

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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.

- Experience and knowledge of financial, accounting budgetary, and cost-control principles and practices;
- Experience in using financial, budgetary and reporting tools (please clearly indicate the reporting tools you have used, e.g. SAP, ABAC, Oracle, etc.).

**Advantageous:**

Depending on the organisational area, one or more of the following criteria will be considered assets:

- Educational background and/or training in areas relevant to the position;
- Knowledge of EU Financial Regulation, EU Staff Regulations and CEOS;
- Knowledge of ARES archiving system;
- Knowledge with the EU missions system (Mips);
- Knowledge of EU procurement rules;
- Good knowledge of French and/or Dutch, to be able to negotiate with local service providers
- Working experience in a multicultural environment;
- Experience in working during the start-up phase of an organisation.

**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).

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.

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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.

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 August 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](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 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. 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.*

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<sup>5</sup> Single Resolution Board, Treurenberg 22, B-1000 Brussels

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.

#### **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 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).

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 3, according to the length of their professional experience. The basic monthly salaries for grade AST 3 Temporary Agents, as at 1 July 2015 in Brussels, are:

- Step 1: € 3,507.10
- Step 2: € 3,654.47

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/2016/002  
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.