



2 August 2019

## **STAFF VACANCIES**

Ref. 1910TAAD9

The European Insurance and Occupational Pensions Authority (EIOPA) is an independent advisory body to the European Parliament, the Council of the European Union and the European Commission that was established on 1 January 2011.

EIOPA is at the heart of insurance and occupational pensions' supervision in the European Union. It is part of the European System of Financial Supervision (ESFS) which includes also the European Banking Authority (EBA), the European Securities and Markets Authority (ESMA) and the European Systemic Risk Board (ESRB).

EIOPA's core responsibilities are to support the stability of the financial system, transparency of markets and financial products as well as the protection of insurance policyholders, pension scheme members and their beneficiaries.

Further information on EIOPA is available on EIOPA's website: <https://eiopa.europa.eu/>.

For its offices in Frankfurt am Main, Germany, EIOPA is currently inviting applications for a position as

### **Communications Team Leader**

#### **Job description**

##### Major purpose

The successful candidate will lead the Communications Team consisting of 4 staff members. The Team is part of the Corporate Affairs Department.

The Communications Team develops and implements EIOPA's external and internal communications policy. The team is in close contact with and informs international media contacts, the general public and specialist audiences about EIOPA's activities and policy decisions. To achieve this the Communications Team is responsible for professionally handling various communication tools, such as press releases, press conferences, social media, publications, and EIOPA's internet and intranet sites. The Team is furthermore responsible for organising high-level meetings, conferences and events. The Team advises EIOPA's Senior Management on all communication related topics.

The team leader will play a key role in promoting EIOPA's business strategy and activities to external audiences, including international

media, as well as preserving and further strengthening EIOPA's reputation and credibility. The successful candidate will be responsible for the further development and implementation of EIOPA's internal and external communication strategy.

### Main responsibilities

- Acting as spokesperson of the organisation;
- Performing as a trusted communications adviser to EIOPA's senior management and business areas with a focus on proactive reputation management, particularly vis-à-vis international media; identifying potential vulnerabilities and risks in communication related areas;
- Leading the team's work as part of EIOPA's broader annual work programme. Coordinating work among team members and providing guidance, advice and feedback in their work ensuring timely and high quality deliverables;
- Contributing to the organization, coordination and allocation of the work of the corresponding team members;
- Assisting the Head of Department in human resources related issues (e.g. by providing her/him with the relevant information to prepare appraisal dialogues and reports or probationary reports);
- Assisting the Head of Department in planning and budget related issues (e.g. providing input to the budget and mission planning as well as the planning of work programme);
- Developing, implementing and monitoring an integrated and ambitious communications strategy (external and internal) including related policies and procedures;
- Managing all internal and external communication activities, this includes management and presentation of Intranet content and corporate branding and providing information to international media, the general public or other specified groups through different communication tools;
- Maintain, foster and develop relationships with spokespersons/communication departments of other relevant EU and non-EU authorities, with media and with other stakeholders and visitors;
- Supervise and develop the EIOPA website and internet media presences (including social media);
- Coordinating in close cooperation with the relevant units in the organization the internal activity to answer the questions posed by external stakeholders to EIOPA;
- Any other tasks as required.

## REQUIREMENTS

### Eligibility Criteria

- Thorough knowledge of one of the languages of the Communities and a satisfactory knowledge of another language of the Communities;
- Be a national of a Member State of the European Union, Norway, Iceland or Liechtenstein;
- Be entitled to his or her full rights as a citizen;<sup>1</sup>
- Have fulfilled any obligations imposed by the applicable laws on military service;
- Be physically fit to perform the duties linked to the post.<sup>2</sup>

### Essential Skills and Knowledge

- Qualification:
  - a) a level of education which corresponds to completed university studies, preferably in communication, journalism, politics, economics, business administration, law or finance, or a related field attested by a diploma, when the normal period of university education is four years or more; or
  - b) a level of education which corresponds to completed university studies, preferably in communication, journalism, politics, economics, business administration, law or finance or a related field attested by a diploma and appropriate professional experience of at least one year, when the normal period of university education is at least three years.
- Have at least 12 years of proven full-time professional experience in a field relevant for this position acquired, preferably in the field of financial services, after the qualification required under a) or b) above;
- Proven experience in coordinating and coaching a multinational team of professionals;
- Proven experience in communicating complex issues in a simple and fast manner;
- Proven experience in dealing with a portfolio of communication tools and combining them in an optimal way, for example reaching out to international media, drafting press releases, organising press conferences, and publishing on social media;

---

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

<sup>2</sup> Before being engaged, a candidate shall be medically examined by one of the institution's medical officers in order that the institution may be satisfied that he fulfils the requirements of Article 12 (2)(d) of the Conditions of Employment of Other Servants of the European Communities.

- Very good command of oral and written English, including excellent communication and drafting skills;
- Working knowledge of MS Office, in particular Word, Excel and PowerPoint.

#### Desirable Skills and Knowledge

- Experience with international press contacts in financial services;
- Experience gained as spokesperson;
- Experience of the European regulatory and political framework; Knowledge of a third EU language.

For the above position, the following behavioural competencies have to be fulfilled:

- Flexibility in terms of openness to taking over other tasks within EIOPA in view of the dynamic and evolving institutional environment;
- Excellent team player sharing relevant information and supporting team members, able to work in different teams with different levels of stakeholders in a multicultural environment;
- Being able to have and express a critical view towards own performance and open to learn from experience;
- Communication: being able to communicate with integrity, clarity and conviction; maintain composure in face of tough discussions or challenges; surface tensions and resolve ambiguities;
- Business awareness: Translate business needs into solutions which meet the needs of the organisation and drive performance;
- Judgement: being able to navigate and balance a range of political, national and international pressures to shape Europe's regulatory environment through effective decision making and standard setting; identify and evaluate risks and options to develop EIOPA's strategies.
- Influencing: being able to discern nuances and apply insights to distinguish issues, motives, interests and positions in a negotiation; build confidence with existing and new partners to facilitate the achievement of strategic goals;
- Ability to perform well under stressed situations and be able to deliver to very high standards;

#### **Place of employment**

Frankfurt am Main, Germany

## Function group and grade

AD 9

## Monthly basic salary

Step 1: 7,714.25 EUR

Step 2: 8,038.42 EUR

Plus specific allowances where applicable\*.

## Indicative start date

1 November 2019

## Contract type and duration

Successful candidates may be offered an employment contract for three years as a Temporary Agent. The contract may be renewed for a second fixed-term period, and upon its second renewal converted into a contract of indefinite duration.

## Reserve list

Possibility of reserve list with validity until up to 12 months, in case of more than one successful candidate.

## \*Summary of Conditions of Employment

1. Successful external candidates will be classified either in step 1 or 2.

Grade / step <sup>3</sup>	Monthly basic salary <sup>4</sup>	Monthly net salary, excluding allowances	Monthly net salary, including specific allowances <sup>5</sup>
AD 9 Step 1	€7,714.25	€5,571.57	€7,828.48
AD 9 Step 2	€8,038.42	€5,762.64	€8,089.30

2. Salaries are subject to a Union tax deducted at source and are exempt from national taxation.

<sup>3</sup> [Implementing rules concerning classification in step on appointment or engagement of temporary agents](#)

<sup>4</sup> The basic salary is to be weighted by the current correction coefficient for Germany (97.5%).

<sup>5</sup> An estimation of net salary, including the deduction for tax and social security and adding the allowances (this estimation has been calculated with expatriation allowance of 16%, household allowance and one dependent child allowance). Allowances depend in any case on the personal situation of the candidate.

3. Depending on the individual family situation and the place of origin, the successful jobholder may be entitled to: expatriation allowance (16% of the basic salary), household allowance, dependent child allowance, education allowance, pre-school allowance, installation allowance, reimbursement of removal costs, initial temporary daily subsistence allowance, and other benefits.

4. Annual leave entitlement of two days per calendar month plus additional days for grade, distance from the place of origin and in addition on average 15 EIOPA holidays per year;

5. EU Pension Scheme (after 10 years of service);

6. EU Joint Sickness and Insurance Scheme (JSIS), accident and occupational disease insurance coverage, unemployment and invalidity allowance and travel insurance;

7. General and relevant technical training plus professional development opportunities;

**Information reserved for applicants employed under Article 2(f) of the CEOS, in EU Agencies other than EIOPA:**

According to EIOPA Management Board decision EIOPA-MB-15-072 adopting the implementing rules on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS, and in particular Article 12 (2), if a successful applicant from this external procedure, on the closing day for applications, as well as on the day of taking up duty at EIOPA:

- is a member of temporary staff under Article 2(f) of the CEOS, and
- is employed within his/her agency in function group and grade included in the range "AD 8-10",

EIOPA shall offer the applicant, in writing, the opportunity either:

a) to be assigned to the post by means of internal mobility, as per Article 10 of EIOPA-MB-15-072. In this case the contract at EIOPA will be in continuity with the contract of the previous agency (namely with regard to grade, step, seniority in step, and duration).

OR

b) in case the eligibility, qualification and professional experience requirements for the grade indicated in this external vacancy notice, (AD9) are met, to be assigned to the post on the basis of a new contract (first fixed-term) of three years duration, subject to the probationary period of 9 months, at the grade indicated in the external vacancy notice (AD9).

### **Application process**

The recruitment process will include a panel interview and a written test. In addition, there may be a pre-screening exercise, a presentation to be delivered by the candidate and a bilateral interview.

Applications should be submitted in **English language** including:

(1) **Curriculum Vitae** clearly indicating (among all):

**-Qualifications** (please list exact dates of your academic qualifications gained)

**-Responsibilities, experience and skills** gained in previous positions (please list exact dates of your work experience gained)

**-Nationality/Citizenship**

**-Language skills**

and

(2) **Motivation Letter** of no more than one page, explaining why you are interested in the post and what would be your added value you would bring to EIOPA if selected.

Applicants will be assessed on the basis of the eligibility and selection criteria specified in the vacancy notice and these must be met by the closing date of the vacancy notice.

**Applications should be submitted to [recruitment@eiopa.europa.eu](mailto:recruitment@eiopa.europa.eu), specifying in the subject the reference number above. Deadline for application is 23:59 CET on 29 September 2019.**

The successful candidate will be required to make an annual declaration in respect of any interests which might be considered prejudicial to his/her independence. Before recruiting a member of staff, EIOPA's Executive Director will examine whether the successful candidate has any personal interest which may impair his/her independence or any other conflict of interest. To that end, the successful candidate, using a specific form, shall inform the Executive Director via the Ethics Officer of any actual or potential conflict of interest.

For more information on the selection process of temporary agents and on the contractual and working conditions, please, refer to:

- [Candidates Manual](#)
- [Implementing rules concerning the use and engagement of temporary agents](#)
- [Staff Regulations and Conditions of Employment of Other Servants of the European Communities](#)