

## **STAFF VACANCIES**

Ref. 1911SNE01

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 positions as

## **SECONDED NATIONAL EXPERTS**

### **Job framework and profile**

EIOPA is organising a general call for expression of interests for several Seconded National Expert (SNE) positions across EIOPA, and in particular for Experts in:

1. Inter-institutional Relations
2. Communications
3. Legal
4. IT Project Management and Support
5. Internal Models
6. Oversight
7. Conduct Policy
8. Conduct Oversight
9. Policy
10. Risk Free Rate (RFR)
11. Financial Stability

12. Crisis Prevention
13. Supervisory Convergence
14. Data and Business Intelligence (BI)
15. Solvency II technical inputs

**Candidates should specify in their application documents for which area they apply.**

1. Inter-Institutional Relations Profile:

The successful candidate will be part of the Institutional Relations, Strategy and Implementation team and be responsible for:

- Business intelligence collection: Compiling timely and concise information about legislative and political EU initiatives relevant for EIOPAs Management Board and Board of Supervisors;
- ESA coordination: Supporting EIOPA's ongoing dialogue with ESMA, EBA and the ESRB to ensure policy coordination across the organisations where relevant;
- Policy advise: Proactively preparing and providing advise on how to communicate EIOPA deliverables, e.g. opinions in relation to EU institutions and other EU bodies;
- Corporate planning and risk management: Proactively providing advise to EIOPAs planning and risk function and assisting in preparing timely updates to EIOPAs boards and senior management;
- Any other tasks as required.

2. Communications Expert Profile:

The successful candidate will be assigned to the Communications Team and take part in a range of communication activities such as:

- Writing, (copy)editing content for a range of products and channels, including web and social media;
- Drafting press releases, strengthening contacts with international media and performing media monitoring;
- Designing, developing and producing different types of multi-media products;
- Developing internal communication materials and maintaining internal communication channels;
- Contributing to the development and implementation of internal, external and activity-specific communication plans;
- Providing advice to colleagues and contributing to team-, department-, and corporate activities to improve the overall quality of EIOPA communication;
- Any other tasks as required.

For this profile, the following additional skills have been identified as essential:

- Excellent skills in writing and editing in English language;
- Excellent knowledge of communication principles and practices.

For this profile the following additional skills have been identified as desirable:

- Experience in using graphic design programmes such as InDesign, Illustrator or Photoshop.

### 3. Legal Expert Profile:

The successful candidate will be responsible within the Legal Team for providing legal advice on corporate support issues (Staff Regulations, Financial Regulations, legal framework regarding personal data protection, ethics, etc).

The successful candidate will also be responsible for:

- Ensuring legal soundness and quality of EIOPA's decisions, implementing rules, working instructions, legal documentation and notes drafted in the corporate support fields;
- Liaising with relevant European institutions, agencies and other stakeholders;
- Monitoring developments in relevant EU legislation;
- Carrying out legal research and analysis of case law, in particular of the European Court of Justice;
- Contributing to the development of a legal databasis;
- Any other tasks as required.

For this profile the following additional skills have been identified as essential:

- Excellent knowledge of Staff Regulations, Financial Regulations and Regulation (EU) 2018/1725;
- Excellent skills in drafting in English legal documents as described above;

#### 4. IT Project Management and Support Expert Profile:

The successful candidate will be assigned to the IT Unit. He/she will be responsible for IT project management and support, including:

- Managing IT projects related to the development of IT services and systems in accordance with EIOPA's project methodology and procedures;
- Managing related contracts and vendors;
- Providing up-to-date documentation and reports to internal and external stakeholders;
- Acting as the main contact point for National Competent Authorities, external service providers and internal project team members on all project-related matters;
- Supporting the design of IT solutions that meet business requirements in line with the architectural principles;
- Drafting and reviewing project documentation, including functional and non-functional requirements;
- Coordinating and participating in testing activities;
- Supporting procurement activities, e.g. by writing technical specifications and participating in evaluation exercises;
- Any other tasks as required.

#### 5. Internal Models Expert Profile and

#### 6. Oversight Expert Profile:

The successful candidates will be responsible within the EIOPA Oversight Department to oversee the tasks carried out by National Competent Authorities (NCA's) in order to challenge NCAs and enhance a common supervisory culture in accordance with EIOPA's Regulation.

The Internal Models Expert and the Oversight Expert will take part in on-site visits to NCA's, contribute to colleges of supervisors meetings and cooperation platforms as a member and participate in projects with a high profile towards EIOPA Senior Management as well as its Board of Supervisors. The Internal Models Expert will additionally provide expertise in internal models and other quantitative aspects of Solvency II.

Both profiles will play an active role in enhancing convergence and consistency of supervisory practices throughout the European Union through a risk based approach and following up the progress at the NCAs. The selected candidates will work closely together with other teams across the organisation. In addition to the above mentioned, the successful candidates will also be responsible for:

- Ensuring that issues identified during engagements with national supervisors are documented, prioritised and appropriately followed up;
- For the internal models profile: Participating in projects to assess and enhance the quality and consistency of the implementation of internal models and related areas across the European Union;
- For the oversight expert profile: Participating in projects to assess and enhance the quality and consistency of supervision across the European Union;
- Contributing to the review of standards, guidelines and recommendations;
- Drafting/contribute to reports to EIOPA Senior Management and Board of Supervisors on main findings and recommendations;
- Developing and maintaining effective working relationships with internal and external stakeholders;
- Any other tasks as required.

For these profiles the following additional behavioural skills have been identified:

- Strong analytical capacity: being able to independently engage in tasks requiring interpretation of complex and often incomplete sets of information; identify gaps in information and drill down to develop a detailed understanding of key issues;
- Curiosity: being able to seek out, pursue and articulate conflict/discrepancies arising from a lack of fit between incoming signals/information and regulatory standards; stay on high alert for signals and cues that require explanation;
- Influencing: being able to display high levels of emotional intelligence and empathy; maintain the initiative through influence, personal mastery, personal credibility and sensitivity rather than through "position authority"; be intellectually agile in response to challenges; possess the judgement, capacity and sense of consequence to be decisive;
- Communication: being able to communicate purpose and direction with clarity and enthusiasm; confidently engage with stakeholders and colleagues at all levels; identify and resolve communication blockages;
- Judgement: being able to anticipate and address the downstream impact of key decisions; take decisive action in high stakes situations, crisis or conditions of uncertainty; make difficult or unpopular decisions where the interests of compliance supersede the interests/concerns of individuals or constituencies.

## 7. Conduct Policy Profile

The successful candidate will be responsible within the EIOPA Conduct Policy Team in the Consumer Protection Department in helping to drive forward EIOPA's policy agenda on key conduct of business regulatory files such as the Insurance Distribution Directive (IDD), the pan-European Personal Pension Product (PEPP) and sustainability-related disclosures and selling practices. This work will be important in helping to complete a European single rulebook, which strengthens the regulatory framework for the protection of consumers. Deliverables will be, for example, in the form of technical advice, technical standards, guidelines, recommendations, Q&As or best practice reports.

The successful candidate will play an active role and work closely together with other teams across the organisation. More specifically, the successful candidate will be responsible for a number of the following activities:

- Analysing existing conduct of business regulation relating to insurance and pensions and developing policy instruments often in the form of legal drafting, such as technical advice, technical standards, guidelines, Q&As and reports;
- Assisting in advising EIOPA's decision-making bodies in the field of conduct of business policy, including drafting briefings, discussion papers and consultation papers for EIOPA Working Groups and Board of Supervisors;
- Liaising with internal and external stakeholders (EIOPA staff members, EIOPA Working Groups and Steering Committees, national competent authorities, industry and consumers);
- Participating in different European and international fora.
- Any other tasks as required.

For this profile the following additional behavioural skills have been identified:

- Analytical capacity: being able to break down raw information and undefined problems into specific, workable components that in-turn clearly identify the issues at hand; being able to draw logical conclusions;
- Curiosity and creativity: Being able to explore and present ideas how to achieve better policies to make an impact; being able to combine analytical, contextual, drafting and conceptual skills and personal experience to identify when topics require further investigation;
- Influencing: Being able to conduct negotiations and maintain relations to advance the interests of EIOPA and its role;

- Communication: Being able to clearly convey information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message;
- Judgement: Being able to use effective approaches for choosing a course of action or developing appropriate solutions; being able to take authoritative action that is consistent with available facts, constraints, and probable consequences in forming a solution to complex issues and situations.

#### 8. Conduct Oversight Profile:

The successful candidate will be responsible within the EIOPA Conduct Oversight Team in the Consumer Protection Department in overseeing conduct of business aspects of the insurance and pensions markets, including the tasks carried out by National Competent Authorities (NCA's). The growing team works on identifying the emergence of material conduct risks, developing supervisory tools for assessing and mitigating these, and aiding NCAs in undertaking the same tasks, and challenging NCAs in enhancing a common supervisory culture in relation to conduct of business supervision.

The successful candidate will play an active role and work closely together with other teams across the organisation. More specifically, the successful candidate will be responsible for a number of the following activities:

- Ensuring that issues identified during engagements with national supervisors are documented, prioritised and appropriately followed up;
- Working with team members on qualitative and quantitative analysis including conduct surveys related to conduct risk identification, assessing national and cross-border markets and their supervision from a conduct perspective;
- Contributing to thematic reviews, aimed at gathering specific data on identified consumer protection/conduct issues;
- Working with team members conducting workshops and roundtables with NCAs and external stakeholders to build a common supervisory culture and identification of conduct risks;
- Contributing to the review of standards, guidelines and recommendations;
- Drafting/contributing to reports to EIOPA Senior Management and Board of Supervisors on main findings and recommendations, and the preparation of periodic reports on EIOPA activities and consumer trends;
- Developing and maintaining effective working relationships with internal and external stakeholders;

- Any other tasks as required.

For this profile the following additional behavioural skills have been identified:

- Strong analytical capacity: being able to independently engage in tasks requiring interpretation of complex and often incomplete sets of information; identify gaps in information and drill down to develop a detailed understanding of key issues;
- Curiosity: being able to seek out, pursue and articulate conflict/discrepancies arising from a lack of fit between incoming signals/information and regulatory standards; stay on high alert for signals and cues that require explanation;
- Influencing: being able to display high levels of emotional intelligence and empathy; maintain the initiative through influence, personal mastery, personal credibility and sensitivity rather than through "position authority"; be intellectually agile in response to challenges; possess the judgement, capacity and sense of consequence to be decisive;
- Communication: being able to communicate purpose and direction with clarity and enthusiasm; confidently engage with stakeholders and colleagues at all levels; identify and resolve communication blockages;
- Judgement: being able to anticipate and address the downstream impact of key decisions; take decisive action in high stakes situations, crisis or conditions of uncertainty; make difficult or unpopular decisions where the interests of compliance supersede the interests/concerns of individuals or constituencies.

#### 9. Policy Expert Profile:

The successful candidate will be assigned to the EIOPA Policy Department contributing to insurance and pensions policy analyses and development including international aspects. Areas of focus will include pillars 1 and 2 of Solvency II, sustainable finance, IORP II implementation, and development of frameworks for defined contribution pensions.

The successful candidate will also be responsible for:

- Analysing existing regulation in the insurance and policy area;
- Analysing data and qualitative information as basis for developing and formulating insurance and pensions policy;

- Contributing to and taking over responsibilities regarding the work of the Policy Department in the broader context of the 2020 review of Solvency II; sustainable finance (preferably the liability side and climate-related risks), IORP II implementation and defined contribution pensions;
- Providing input at the interface between Solvency II and the International Capital Standard (ICS);
- Drafting policy board papers and supporting the Policy Department's engagement with stakeholders;
- Any other tasks as required.

For this profile the following additional skills have been identified as essential:

- Being aware of EIOPA's activities in the field of Long-Term Guarantee (LTG) measures, Solvency Capital Requirement (SCR) Review, Risk-Free Rate (RFR) methodology, valuation, group supervision, International Association of Insurance Supervisors (IAIS).

#### 10. Risk Free Rate (RFR) Expert Profile:

The successful candidate will be assigned to the Policy Department and will ensure the appropriateness of EIOPA's Risk Free Rate (RFR) methodology and to carry out the monitoring tasks and regular updates related to the methodology. The successful candidate will also be responsible for:

- Annual DLT (Deep, Liquid and Transparent) financial market assessment;
- Annual review of the list of relevant currencies;
- Monitoring of the appropriateness of the currency adjustment;
- Monitoring of the appropriateness of the peer countries;
- The calculation of the Ultimate Forward Rate (UFR) in line with the agreed methodology;
- IBOR transitions;
- Any other tasks as required.

#### 11. Financial Stability Expert Profile:

The successful candidate will be assigned to the EIOPA Risks & Financial Stability Department contributing to provisions of financial stability analysis and assessment of the insurance and occupational pension

sectors, based on his/her own research and analyses. The successful candidate will also be responsible for:

- Analysing market developments, information and data on insurance and occupational pensions using various quantitative techniques;
- Analysing risks in the insurance and occupational pension sectors in order to contribute to EIOPA's financial stability reports and/or other internal and external documents;
- Developing and implementing stress testing exercises in cooperation with the national supervisors and the European Systemic Risk Board (ESRB);
- Developing and implementing new analytical tools to support financial stability analysis and assessment;
- Liaising with relevant national supervisors and industry, as well as representing EIOPA at the ESRB and other international fora;
- Any other tasks as required.

#### 12. Crisis Prevention Expert Profile:

The successful candidate will be assigned to the EIOPA Risks & Financial Stability Department focusing on crisis prevention and management, as well as on recovery and resolution, with the aim of strengthening EIOPA's readiness to deal with potential crisis both at micro- and macroprudential level. The successful candidate will also be responsible for:

- Analysing financial developments or highlight areas of risk or contagion and devise appropriate pre-emptive responses and recommendations in a timely and effective manner;
- Contributing to the development of EIOPA's policy position and framework on recovery and resolution in insurance as well as on Insurance Guarantee Schemes;
- Developing handbooks, processes and crisis exercises to effectively test the framework with the aim of preventing and manage financial crises
- Contributing to the identification of systemic risk and the development of an approach to macroprudential policy in insurance;
- Liaising with relevant national supervisors and industry, as well as representing EIOPA at the ESRB, IAIS and other international fora;
- Any other tasks as required.

### 13. Supervisory Convergence Expert Profile:

The successful candidate will be responsible within the EIOPA Supervisory Convergence Team for providing support to the work on supervisory convergence, including building common benchmarks for supervisory practices. The successful candidate will in particular be responsible for:

- Providing support to the project groups created under the remit of the Supervisory Steering Committee, i.e. drafting project plans, contributing to the deliverables, etc;
- Contributing to the work on supervisory convergence, in particular on group solvency and group supervision;
- Liaise with internal and external stakeholders regarding issues on supervisory convergence;
- Provide training on supervisory convergence;
- Any other tasks as required.

### 14. Data and BI Expert Profile:

The successful candidate will be responsible within the EIOPA Data and BI Team for developing and maintaining data processes in the field of insurance and occupational pension sectors and contribute to the development of Business Intelligence and analytical capabilities within EIOPA by means of developing research and analyses on insurance and pension topics and supporting other Departments on data related issues.

The successful candidate will in particular be responsible for:

- Contributing to further automatise on an efficient way the use of data in EIOPA and increase data quality;
- Contributing to thematic analytical reports;
- Developing and disseminating Data Reports to NCAs and related activities;
- Delivering internal data requests and promote use of data;
- Contributing to the further automation and efficiency of the BI tool;
- Any other tasks as required.

### 15. Solvency II technical inputs Expert Profile:

The successful candidate will be responsible within the EIOPA Solvency II Technical Inputs Team for developing and maintaining supervisory processes and tools in the field of insurance and occupational pension sectors and provide technical and quantitative support to processes and

analysis within the area of supervisory convergence and other areas within EIOPA.

The successful candidate will in particular be responsible for:

- Maintaining the operational methodology for calculations of the monthly production of the Solvency II technical information, such as the risk-free interest rate term structures and the symmetric adjustment of the capital charge of the equity risk (e.g. development of the code, code review and improvements);
- Supporting methodology of Risk Free Rate (RFR)/Equity Dampener (ED): in particular for discounting of technical provisions, calculation of volatility adjustment, regular Deep Liquid Transparent market assessment, Review the RFR peer countries and Ultimate Forward Rate review;
- Running the RFR and ED production processes and other production activities such as the update of the historical database;
- Maintaining the governance of the RFR and ED process;
- Contributing to the development of supervisory tools using data in specific coding environments (such as Matlab, SQL, or MS office tools) including coding, testing and documenting the applications;
- Contributing to data analysis as well as the development of Business Intelligence within EIOPA by means of developing research and analyses on insurance and pension topics.
- Any other tasks.

## **REQUIREMENTS**

### Eligibility Criteria

To be considered eligible, candidates must satisfy all the eligibility criteria listed below, by the deadline for submitting applications:

- be employed by a) a member of the European System of Financial Supervision (ESFS); b) a member state of the European Economic Area (EEA); c) a country with which the European Council has decided to open accession negotiations and which has concluded a specific agreement on staff secondments for participation in EIOPA's work within the meaning of Article 75 of the Regulation; or d) an Intergovernmental Organisation (IGO);

or

be employed by an independent university or research organisation which does not set out to make profits for redistribution;

or

be employed by a public sector/state administration (e.g. all State administrative services at central, federal and regional level, comprising ministries, government and parliament services, the courts, central banks, and the administrative services of local authorities etc.);

- have worked for their employer on a permanent or contract basis for at least 12 months before their secondment and shall remain in the service of that employer throughout the period of secondment<sup>1</sup>,
- have a thorough knowledge of one of the languages of the Communities and a satisfactory knowledge of another language of the Communities.

#### Essential skills and knowledge

- Qualification:
  - a) a level of education which corresponds to completed university studies in a field relevant for the profile 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 in a field relevant for the profile 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.
- Experience in the relevant domain (as specified above);
- Have at least two years for proven full-time professional experience in the relevant domain of a profile;
- Very good command of oral and written English <sup>2</sup>; and
- Motivation for the advertised position.

#### Desirable skills and knowledge

- Proven experience and knowledge of drafting documents for decision-making bodies;
- Familiarity with the work, role and objectives of EIOPA;
- Knowledge and work experience in project management;
- Proven work experience in a multicultural environment.

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<sup>1</sup> Before the application the candidates should receive the formal approval/authorization of their potential secondment from the National Authority in which they are employed

<sup>2</sup> At least B2 level as in line with the Common European Framework of Reference for Languages.

In addition to the above listed requirements 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 without taking over responsibility for their work, 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;
- Strong communications skills and ability to communicate clearly and effectively with internal and external stakeholders;
- Ability to challenge others' views while maintaining good relationships;
- Excellent methodological and analytical skills and capacity to identify key issues.

### **Place of employment**

Frankfurt am Main, Germany

### **Envisaged start date**

Depending on individual Profile, the start date can be as of December 2019.

### **Contract type and duration**

The position will be offered to the successful candidate as a secondment for a period of up to two years while the home authority will remain the employer.

According to EIOPA decision laying down rules on the secondment of national experts to EIOPA, the seconded national experts (SNEs) are staff employed by a member of the European System of Financial Supervision or by a public intergovernmental organisation. In individual cases, SNEs may be accepted from other employers referred to in the decision.

The person to be seconded must have worked for his/her employer on a permanent or contract basis for at least 12 months before his/her secondment and shall remain in the service of that employer throughout the period of secondment. The SNE's employer shall thus undertake to continue to pay the salary, to maintain the social rights, particularly social security and pension.

## Conditions of secondment

In accordance with EIOPA decision laying down rules on the secondment of national experts to EIOPA, a SNE shall be entitled to a daily subsistence allowance equal to the amount established by the Commission each year and a monthly subsistence allowance paid by EIOPA throughout the period of secondment.

## Application process

The recruitment process will include a panel 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 27 October 2019.**