



11 October 2019

STAFF VACANCIES

Ref. 1912TAAD6

The European Insurance and Occupational Pensions Authority (EIOPA) is an independent European Union Authority established on 1 January 2011 by Regulation (EU) No. 1094/2010 of the European Parliament and of the Council of 24 November 2010.

EIOPA is at the heart of insurance and occupational pensions in Europe. Our mission is to improve the functioning of the internal market by ensuring a high, effective and consistent level of prudential regulation and supervision. Through our activities we help protect insurance policyholders, pension scheme members and other beneficiaries. We furthermore play a key role in supporting the stability of the financial system, transparency of financial markets and products, and we contribute to strengthening coordination among financial supervisors at the international level.

EIOPA is part of the European System of Financial Supervision (ESFS) which includes the European Banking Authority (EBA), the European Securities and Markets Authority (ESMA) and the European Systemic Risk Board (ESRB).

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

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

Planning and Risk Management Officer

Job description

Major purpose

The selected candidate will be part of the Institutional Relations, Strategy and Implementation team in the Corporate Affairs Department. The Department provides strategic and corporate support to EIOPA's Chairperson, Management Board and Board of Supervisors, the Executive Director and the organisation.

The main duties of the position are to help enhance EIOPA's accountability and transparency by strengthening the institution's capability to plan, assess risks and opportunities, and to report our activities in a professional, efficient and compliant manner.

The Planning and Risk Management Officer will be collecting strategic input from a broad range of internal and external stakeholders to assist

EIOPA in taking a strategic and forward-looking approach when planning (multi-)annual activities. In addition to preparing EIOPAs annual and multi-annual work programmes, the selected candidate will be responsible for running organisational risk assessments to the highest EU standards.

The position is key in terms of providing timely business intelligence to EIOPA's senior management and Board of Supervisors on strategic priorities, main risks and possible mitigation actions, and progress in the work programme.

The position requires a mature and comprehensive understanding of developments and trends in EIOPAs environment as well as close interaction and coordination with stakeholders within EIOPA. The Planning and Risk Management Officer will furthermore be responsible for our internal whistleblowing and anti-fraud measures.

Main responsibilities

- Strategic planning: Preparing and pro-actively advising on corporate strategy, as well as annual and multi-annual work programmes to help EIOPA maximise resources available to it and ensuring that planning is compliant with all agreed standards and mandates;
- Business intelligence: Preparing business intelligence reports to senior management to help EIOPA to further enhance its performance;
- Corporate risk management: Designing, implementing and advising on EIOPAs framework for corporate risk identification and management. Periodic reviews will be required to ensure that the framework remains up to the highest EU standards;
- Annual reporting: Preparing EIOPA's annual report on implemented activities and deliverables in cooperation with internal stakeholders;
- Internal fraud and whistleblowing: Implementing and pro-actively advising on EIOPAs regime for internal anti-fraud and whistleblowing procedures. Regular reviews are required to ensure that the framework remains up to the highest EU standards;
- External representation: Representing EIOPA externally at a technical level and cooperate with the other ESFS (European System for Financial Supervision) bodies to ensure coordinated approaches where appropriate;
- Any other tasks as required.

REQUIREMENTS

Eligibility Criteria

- Thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another language of the European Union;
- 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;¹
- Have fulfilled any obligations imposed by the applicable laws on military service;
- Be physically fit to perform the duties linked to the post.²

Essential Skills and Knowledge

- Qualification:
 - a) a level of education which corresponds to completed university studies, preferably in business management, political science, economics, law 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 business management, political science, economics, law, 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;
- At least three years of proven full-time professional experience obtained in a field relevant for this position, acquired after the qualification required under a) or b) above;
- Proven professional experience in undertaking corporate level planning and preparing internal business intelligence reports;
- Proven experience in handling and analysing complex information from diverse sources, focusing on key information and making proposals to senior management in a clear and concise manner;
- Excellent knowledge of oral and written English is required;

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

² 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.

- Working knowledge of MS Office, in particular Word, Excel and PowerPoint.

Desirable Skills and Knowledge

- Proven work experience in a multicultural environment;
- Knowledge of procedures and requirements regarding planning and risk management standards in an EU body;
- Understanding the role of EIOPA in the ESFS and the contribution made to regulation and supervision of the insurance and occupational pensions sectors;
- Knowledge about EU decision-making procedures;
- Knowledge of procedures and requirements regarding internal whistleblowing and anti-fraud measures;
- Knowledge of a third EU language.

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;
- Very good communication skills, effectively transferring proposals to others and ensuring mutual comprehension on both ends in a clear and simple manner;
- Be proactive, anticipate risks and make appropriate contingency plans;
- Take personal responsibility for the quality and timeliness of your work, and achieve results with little oversight;
- Accept full ownership and responsibility when issues arise, alarming early of potential problems;
- Be able to identify existing and new external stakeholders and understand their current and upcoming needs;

- Build long-term, trusting relationships with external stakeholders to get first-hand information;
- Work effectively with a range of external stakeholders and effectively adapt communication to suit most audiences;
- Represent the Authority's positions and actively influence according to them in working and/or project groups.
- Think ahead and anticipate change and translate this into forward-planning of your activities;

Place of employment

Frankfurt am Main, Germany

Function group and grade

AD 6

Monthly basic salary

Step 1: 5,416.58 EUR

Step 2: 5,644.20 EUR

plus specific allowances where applicable*.

Envisaged start date

1 January 2020

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.

*Summary of Conditions of Employment

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

Grade / step ³	Monthly basic salary ⁴	Monthly net salary, excluding allowances	Monthly net salary, including specific allowances ⁵
AD 6 Step 1	€5,416.58	€4,201.38	€6,006.88
AD 6 Step 2	€5,644.20	€4,355.39	€6,209.77

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

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

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

⁴ The basic salary is to be weighted by the current correction coefficient for Germany (99.3%)

⁵ 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, household allowance and with one dependent child allowance). Allowances depend in any case on the personal situation of the candidate.

- is employed within his/her agency in function group and grade included in the range "AD5 – AD7",

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, (AD6) 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 (AD6).

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, specifying in the subject the reference number above. Deadline for application is 23:59 CET on 3 November 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](#)