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. Communications
2. Legal
3. IT Project Management and Support
4. Internal Models
5. Oversight
6. Policy
7. Risks & Financial Stability
8. Supervisory Convergence

Candidates should specify in their application documents for which area they would prefer to work.
1. **Communications Expert Profile:**

The successful candidate will be responsible within the Communications Team for the following activities:

- Internal communications;
- Developing and implementing an annual internal communications plan;
- Ensuring internal communications content is up-to-date, accurate and updated in time including publishing content;
- Drafting and editing content for any communication deliverables including social media;
- Translating complex and technical content into simple but engaging language;
- Ensuring that content reflects the organisational activities and tasks in line with the corporate style and tone of voice;
- Providing expert support in special projects, such as the process for Q & A on regulation;
- Any other tasks as required.

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

- Ability to articulate and transmit technical and complex information in a simple and accessible language;
- Good working knowledge of digital communication tools, such as Twitter, Facebook, YouTube, LinkedIn, Flickr.

2. **Legal Expert Profile:**

The successful candidate will be responsible within the Legal Team for providing legal advice and support on issues regarding regulation and supervisory convergence in its fields of competencies. The successful candidate will also be responsible for:

- Ensuring legal soundness and quality of EIOPA’s legal instruments drafted in the field of insurance and occupational pensions;
- Liaising with relevant national competent authorities, European institutions and other stakeholders;
- 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.

3. **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;
- Providing up-to-date documentation and reports to internal and external stakeholders on a weekly basis;
- 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 testing activities;
- Supporting procurement activities, e.g. by writing technical specifications and participating in evaluation exercises;
- Any other tasks as required.

4. **Internal Models Expert Profile and Oversight Expert Profile:**
The successful candidates will be responsible within the EIOPA Oversight Department to oversee the tasks carried out by National Supervisory Authorities (NSA’s) in order to 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 NSA’s, contribute to colleges of supervisors meetings 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 NSAs. 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 vague 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.
6. **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. Key focus will be on sustainable finance, illiquid liabilities and IORP II implementation. 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 sustainable finance (preferably the liability side and climate-related risks), illiquid liabilities and IORP II implementation;
- 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).

7. **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;
• Any other tasks as required.

8. **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 and statistical data on insurance and occupational pensions and contributing 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;
• Liaising with relevant national supervisors and industry, as well as representing EIOPA at the ESRB and other international fora;
• Macro prudential issues;
• Crisis prevention;
• Any other tasks as required.

9. **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 and tasks in the area of reporting requirements. 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 general;
• Assessing and reviewing the reporting and disclosure requirements to insurance and reinsurance undertakings;
• Contributing to establishing the link between supervisory convergence work and reporting and disclosure requirements to insurance and reinsurance undertakings;
• Any other tasks as required.
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;

- 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.

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1 Before the application the candidates should receive the formal approval/authorization of their potential secondment from the National Authority in which they are employed.
• 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 \(^2\); 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.

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 November 2018

\(^2\) At least B2 level as in line with the Common European Framework of Reference for Languages.
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, specifying in the subject the reference number above. Deadline for application is **23:59 CET on 16 September 2018**.