



31 October 2018

## **STAFF VACANCIES**

Ref. 1816TAAD6

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

### **Legal Counsel**

#### **Job description**

##### Major purpose

The successful candidate will be assigned to the Legal Team within the Corporate Affairs Department which consists of three teams: the Legal Team, the Institutional Relations, Strategy and Implementation Team and the Communications Team. The selected candidate will provide legal advice in relation to institutional and governance related matters.

## Main responsibilities

- Responsible for the efficient and compliant functioning of the internal governance structure (such as Board of Supervisors, Management Board, Working Groups, Board of Appeal, Joint Committee and Stakeholder Groups) and the institutional quality of its decisions and documents;
- Developing further internal procedures and processes as well as standard documents in view of increasing the efficient running and effectiveness of the governance structure and improving assessment of legal risks;
- Providing legal advice and opinions on the application and interpretation of the rules and procedures in the field of institutional issues, including whistleblowing, breach of union law, mediation, and drafting policy notes and briefings on issues of institutional relevance;
- Establishing and maintaining good cooperation with the external partners of EIOPA (institutions, agencies, national competent authorities, etc.) within the scope of the responsibilities assigned;
- Monitoring the development of relevant EU legislation and jurisprudence, more in particular EU Institutional and Constitutional law;
- Providing legal advice on European public access to documents law;
- Taking on additional tasks as required in the interest of the service.

## **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>

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<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.

## Essential Skills and Knowledge

- Qualification:
  - a) a level of education which corresponds to completed university studies in 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 in 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.
- Have at least three years of proven full-time professional experience in a field relevant for this position acquired after the qualification required under a) or b) above, of which at least two years in a legal function of an EU Institution (or body or agency);
- Proven experience in decision-making processes and institutional governance support;
- Proven experience in the identification and analysis of legal risks and development of constructive solutions to senior management;
- Proven experience in EU Institutional and Constitutional law;
- Proven experience in public access to documents requests;
- Excellent command of oral and written English, including excellent legal drafting skills;
- Working knowledge of MS Office, in particular Word, Excel and PowerPoint.

## Desirable Skills and Knowledge

- Sound knowledge of the institutional framework of EIOPA and EIOPA's decision making processes;
- Proven work experience in a multicultural environment;
- Proven work experience in the financial sector;
- Knowledge of a third EU language, preferably French or German.

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

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<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.

- 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;
- Legal analysis: Identify pro-actively issues and propose option(s) highlighting risks, mitigating measures and remaining risks; exercise sound judgment and promote legal awareness within the organization;
- Legal advocacy: Confidently present complex issues and reports at a senior level; identify main negotiating points of a given issue and engage in negotiation; listen to differing positions and ensure mutual understanding;
- Physical data protection: Develop policies and procedures which protect sensitive information;
- Written and oral communication: Ensures personal and sensitive information is preserved when drafting documentation;
- Stakeholder management: Work effectively and inclusively with a range of internal and external stakeholders;
- Organisational/business awareness: Think business first and offer solutions in line with business strategy.

### **Place of employment**

Frankfurt am Main, Germany

### **Function group and grade**

AD 6

### **Monthly basic salary**

Step 1: 5,326.04 EUR

Step 2: 5,549.85 EUR

Plus specific allowances where applicable\*.

### **Indicative start date**

16 January 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 6 Step 1	€5,326.04	€4,064.33	€5,807.73
AD 6 Step 2	€5,549.85	€4,213.08	€6,003.94

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;

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<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.

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 5-7",

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](mailto:recruitment@eiopa.europa.eu), specifying in the subject the reference number above. Deadline for application is 23:59 CET on 25 November 2018.**

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](#)