



28 November 2018

## **STAFF VACANCIES**

Ref. 1821CAFGIII

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

### **Senior Administrative Assistant**

#### **Job description**

##### Major purpose

To provide administrative as well as organisational support to the Corporate Affairs Department within EIOPA especially with respect to EIOPA's Stakeholder Groups (IRSG, OPSG) and its subgroups, EIOPA's decision making and governance bodies as well as the Joint Committee in a timely, efficient and accurate manner.

##### Main responsibilities

- Providing support to the preparation and follow up of EIOPA's stakeholder groups and its subgroups including but not limited to setting up and coordinating meetings, to setting the agenda, to drafting minutes, to preparing and to drafting Stakeholder Groups' work plans;
- Being the focal point for communication with EIOPA's stakeholder groups, handling and channelling related incoming mail and phone calls in a timely, accurate and proactive manner;

- Being the focal point of contact for EIOPA staff with respect to the preparation and follow-up to the meetings of EIOPA's stakeholder groups;
- Ensuring that EIOPA's stakeholder groups are run according to the EIOPA Regulation and the applicable Rules of procedure;
- Ensuring sound document management by maintaining relevant files up-to-date and guaranteeing the archiving of files;
- Providing support in the preparation, monitoring and execution of the budget and the relevant budget line. Providing support in the reimbursement of the participants;
- Assisting with the preparation and following up of procurement and finance related activities;
- Providing administrative and organisational support to the Corporate Affairs Department within EIOPA with respect to EIOPA's decision-making and governance bodies (Board of Supervisors and Management Board) as well as the Joint Committee meetings;
- Any other task 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 post-secondary education attested by a diploma, or

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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.

<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.

- b) A level of secondary education attested by a diploma giving access to postsecondary education, and appropriate professional experience of at least three years.
- Have at least 2 years of proven full-time professional experience in a field relevant for this position acquired after the qualification required under a) or b) above;
- Proven experience of inter-institutional work in the field of financial services and of communicating with external parties;
- Proven experience of smooth working relationships with different stakeholders and customer orientation;
- Proven experience in working for decision making and/or governance bodies;
- Proven experience in carrying out administrative tasks complying with legal requirements, internal policies and/or procedures;
- Very good command of oral and written English.
- Working knowledge of MS Office, in particular Word, Excel and PowerPoint.

#### Desirable Skills and Knowledge

- Proven work experience in a multicultural environment;
- Proven experience of smooth working relationship with different teams;
- 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 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;
- Takes initiative to improve policies, simplifies complex processes, resulting in increased speed and /or quality of output
- Implement potentially complex but well established EIOPA processes and procedures;
- Establishes and maintains cooperative relationships with staff and management at all levels, both inside and outside the organization;

- Independently manages own workload and knows when and to whom to escalate, as needed and take the respective actions;
- Makes service improvements based on feedback; has an organised method for improving quality;
- Empowers oneself to manage stressful situations through an attitude of self-responsibility;
- Prioritises tasks and pays attention to detail, also under time pressure.

**Place of employment**

Frankfurt am Main, Germany

**Function group and grade**

CA Function Group III

**Monthly basic salary**

CA FG III Grade 8/Step 1: 2,659.17 EUR

CA FG III Grade 9/Step 1: 3,008.68 EUR

CA FG III Grade 10/Step 1: 3,404.14 EUR

plus specific allowances where applicable\*.

**Indicative Start date**

1 February 2019

**Contract type and duration**

Successful candidates may be offered an employment contract for three years as a Contract 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 candidates will be classified in Grade 8/Step 1, grade 9/Step 1 or Grade 10/Step1.

Function Group /Grade <sup>3</sup>	Monthly basic salary <sup>4</sup>	Monthly net salary, excluding allowances	Monthly net salary, including specific allowances <sup>5</sup>
FG III/GRADE 8 /Step 1	2,659.17 EUR	2,278.72 EUR	3,347.58 EUR
FG III/GRADE 9/Step 1	3,008.68 EUR	2,577.21 EUR	3,668.88 EUR
FG III/GRADE 10 /Step 1	3,404.14 EUR	2,800.66 EUR	4,053.32 EUR

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.

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<sup>3</sup> [Implementing rules concerning the use and engagement of contract agents.](#)

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

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

## 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 19 December 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 contract agents](#)
- [Staff Regulations and Conditions of Employment of Other Servants of the European Communities](#)