



SINGLE RESOLUTION BOARD

VACANCY NOTICE

HUMAN RESOURCES ASSISTANT

(SRB/AST/2018/001)

Type of contract	Temporary agent
Function group and grade	AST3
Duration of contract	3 years (renewable)
Area	Single Resolution Fund and Corporate Services Directorate: Resources Unit: Human Resources Team
Place of employment	Brussels, Belgium
Estimated monthly basic salary	3.677,17€
Deadline for applications	13/04/2018 at 12:00, Brussels time
Reserve list valid until	31/12/2018
Probation period	9 months

The SRB

The Single Resolution Board (SRB) is the central resolution authority within the Banking Union (BU). Together with the National Resolution Authorities (NRAs) of participating Member States (MS), it forms the Single Resolution Mechanism (SRM). The SRB works closely with the NRAs, the European Commission (EC), the European Central Bank (ECB), the European Banking Authority (EBA) and National Competent Authorities (NCAs). It contributes to safeguarding financial stability.

Its mission is to ensure an orderly resolution of failing banks with minimum impact on the real economy and on public finances of the participating Member States and beyond. Therefore, the SRB is granted with specific tasks and responsibilities to prepare for, and carry out, the resolution of banks that are failing or likely to fail.

The SRB is also responsible for managing the Single Resolution Fund, as established by the SRM Regulation, to ensure that medium-term funding support is available while a bank is being restructured and/or resolved.

The SRB is a self-financed agency of the European Union.

The job

The SRB is organising a call for expressions of interest with a view to establishing a reserve list of Temporary Agents for the position of *Human Resources Assistant*.

1. Profile

The Human Resources Assistant will support the SRB in a range of HR services in one or more of the following fields of expertise: payroll and administration, recruitment, training and career development. He/she will contribute to the planning and implementation of HR policies at the SRB, with a view to fostering a high-performing, flexible and results-oriented working culture within the Agency.

1.1 Tasks

In particular, the jobholder will be asked to perform the tasks in the following fields:

Payroll and administration

- Verifying the monthly payroll simulations and take corrective actions in a timely manner;
- Liaising with the Budget and Accounting Officers for payroll verification procedures;
- Processing and administering salary advances;
- Preparing and monitoring recovery orders of undue payments or debts, when applicable;
- Ensuring correct determination of individual financial rights and benefits in cooperation with the Office for the Administration and Payment of Individual Entitlements (PMO) and ensuring correct and timely implementation in payroll;
- Preparing determination and classification of grade and step for newly recruited staff;
- Preparing employment contracts and managing contract renewals;
- Organising pre-recruitment medical visits of new staff and annual medical checks for SRB staff members;
- Establishing, maintaining and ensuring completeness of personnel files, both in hard copy and electronic version;
- Acting as focal point to staff and PMO services in matters of JSIS, accident and sickness insurance, pension rights (transfer IN/OUT and liaise with PMO), renewal of special residence permits, badges and ensuring timely registration of all staff;
- Acting as project officer for contracts with service providers, planning and follow up of the respective expenses;
- Assisting in drafting policies and procedures;
- Assisting to prepare and follow up periodical reporting and data analysis.

Recruitment

- Organising and managing selection procedures from beginning to end in accordance with established rules and procedures (i.e. selection panels, vacancy publications, interview invitations, CV screening, participation in interviews and preparation of selection reports);
- Establishing and maintaining paper and electronic records of the selection procedures and their constituent parts in accordance with agreed standards;

- Providing selection panels with expert assistance on processes, procedures and assessment methods;
- Establishing, developing and maintaining competence profiles in cooperation with HoUs;
- Ensuring efficient and correct processing of travel reimbursements in accordance with financial provisions and in consultation with the Budget and Finance sector;
- Assisting in drafting policies and procedures;
- Assisting to prepare and follow up periodical reporting and data analysis.

Training and career development

- Collecting and processing requests for training and learning activities;
- Organising and monitoring internal and external training activities;
- Contributing to the monitoring of expenditures on the learning budget;
- Contributing to purchasing processes of learning activities;
- Providing support in running probationary period, yearly performance appraisal (CDR) and reclassification exercises;
- Assisting in drafting policies and procedures;
- Assisting to prepare and follow up periodical reporting and data analysis;
- Carrying out any other tasks requested by line management in the interest of the service.

Qualifications and Other requirements

2. Eligibility criteria

Only complete applications registered via EU CV ONLINE and before the deadline for applications as mentioned in this document will be considered. Applications must include a motivation letter and a CV, both submitted in English to be considered; applications received in other languages than English will not be considered eligible.

2.1 General conditions

By the closing date of this call candidates must:

- be nationals of a Member State of the European Union;
- enjoy their full rights as citizens¹;
- have fulfilled any obligations imposed by national laws concerning military service;
- meet the character requirements for the duties involved;
- be physically fit to perform their duties².

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

² Before taking up his/her duties, the successful candidate will undergo a medical examination by one of the institutions' medical officers.

2.2 Education

a) a level of post-secondary education attested by a diploma;

OR

b) a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

Only study titles that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration. In case of qualifications issued by authorities outside EU Member States, the proof of recognition of equivalence by the relevant EU Member State authorities must be specifically mentioned in the online application form under '*Additional information*'.

2.3 Experience

Candidates must have, at the closing date for applications, professional experience of at least 6 years³ (acquired after the education referred to in Section 2.2 Education) in a field relevant to this position.

2.4 Languages skills

As the predominant working language of the SRB is English, candidates must have an excellent command of spoken and written English (note: native English speakers will be required to demonstrate the ability to work in a second EU language at interview stage). Candidates must also have a satisfactory knowledge of another official language of the European Union⁴ to the extent necessary for the performance of his/her duties.

3 Selection criteria

Essential

3.1 Specific experience

- Suitability to perform the tasks described in Section 1.1;
- After obtaining the qualifications mentioned in Section 2.2 specified above, out of the six (6) years of professional experience indicated in Section 2.3, candidates

³ Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to the profile in question. Only duly documented professional activity (i.e. remunerated employment or self-employment) is taken into account. Part-time work will be considered in proportion to the percentage of full-time hours worked. Periods of education or training and unremunerated traineeships are not taken into account. Fellowships, grants and PhDs can be counted as professional experience up to a maximum of 3 years. Any given time period can be counted only once (e.g. if the applicant had a full-time job and did freelance consultancy work in the evenings and weekends, the days spent on the latter will not be added to the period of the former).

⁴ Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish.

must have acquired at least three (3) years of professional experience in some or all of the fields linked to tasks described in Section 1.1 above;

- Good knowledge of standard computer applications (MS Office).

3.2 General competences

- Proven organisational skills, ability to manage priorities, work under pressure and meet tight deadlines;
- Ability to work well with others as well as independently;
- Customer-oriented attitude;
- Working experience in a multicultural organisation;
- Excellent oral and written communication skills;
- Sense of confidentiality and discretion.

Advantageous

- University degree in areas relevant to the position;
- Knowledge of the EU Staff regulations and CEOS, policies and implementing rules;
- Experience of working in EU institutions or Agencies;
- Knowledge of EU HRM systems (e.g. Sysper) and HR reporting tools (candidates must indicate clearly the reporting tools they have used);
- Working knowledge of French.

The selection process

4. How to apply

Candidates must apply through the EU CV Online system⁵ via this link:

https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm?fuseaction=premierAcces

Before applying, candidates should carefully check whether they meet all the eligibility criteria.

To be able to apply online via the EU CV online database, candidates must first create an account or sign in to an existing account. If not done already, candidates must first fill in the electronic CV, write the motivation letter and apply to the call for expressions of interest. **Applications shall be made in English to be considered. It is the sole responsibility of each applicant to complete ALL relevant fields of his/her online application and to submit it before the deadline for submission.** All technical questions concerning EU CV online must be sent through the Contact page of EU CV online.

It is strongly advised not to wait until the last few days before the deadline for applying, since heavy internet traffic or connection difficulties could lead to problems.

Once the deadline has passed, candidates will no longer be able to register.

⁵ EU CV Online is the tool used by the European Commission for recruitment of staff on temporary basis.

Deadline for applications: 13/04/2018 at midday (12:00 Brussels time).

No supporting documents are required at this stage – these will be required at a later stage.

On completion of the online registration, candidates will receive on screen a registration number, which they must note. This will be the reference number of the candidate in all matters concerning his/her application. **If the candidate does not receive a number, the application has not been registered.**

After a correct submission of an application, candidates will receive an automated acknowledgement of receipt of their application to the email account indicated in their application. It is the candidate's responsibility to verify that he/she provided the correct e-mail address.

Candidates are invited to indicate any special arrangements that may be required if invited to attend a written test/interview.

If the candidate requires more information, he/she will have to send an e-mail to SRB-RECRUITMENT@srb.europa.eu.

5. Steps of the selection procedure

5.1 Admission to the selection procedure

After the deadline for online registration, the Selection Panel will verify the submitted applications against the eligibility criteria described in Section 2 "**Eligibility criteria**". Applications satisfying these conditions will then be assessed against the "**Selection criteria**" under Section 3.

5.2 Assessment of the eligible applications

The Selection Panel will analyse the motivation letters and CVs of eligible applicants with reference to:

- The **Selection Criteria** ("**Essential**" and "**Advantageous**")
- The overall assessment of the quality & suitability of the application based on the requirements of the post.

Upon completion of the assessment, the Selection Panel will establish a shortlist of candidates best matching the needs of the Agency for the functions and duties mentioned in this vacancy notice and non-retained candidates will be notified of the status of their application.

5.3 Invitation to assessment phase

Following the evaluation of the applications, the most suitable candidates for the post will be invited to an assessment, which will be held in Brussels.

Details of the time, date and address of the assessment will be communicated to candidates in due time.

5.4 The assessment phase

An interview and a written test, and/or other tests with the Selection Panel will enable it to carry out an assessment of the candidate according to the "**Selection criteria**" described in Section 3.

The assessment phase will be conducted in English.

5.5 Verification of documents and scrutiny

The candidates' applications will be checked against supporting documents provided in order to confirm the accuracy and eligibility of the application.

The candidate will be disqualified from the selection process if at any stage of the procedure it is established that the information provided in the application has been knowingly falsified or incorrect.

You will also be disqualified if you:

- do not meet all the eligibility criteria;
- do not provide all the required supporting documents.

5.6 Reserve list

The Selection Panel will place the most suitable eligible candidates on a draft reserve list. This draft will be submitted to the Chair of the SRB for approval. The adopted reserve list will be valid until 31/12/2018. The validity of the reserve list may be extended by decision of the Chair of the Board.

Candidates should note that inclusion on a reserve list does not imply any entitlement to employment in the SRB.

Prior to being offered a post, candidates on a reserve list may be required to undergo further evaluation by the SRB (e.g. including a further interview).

Other important information

6. General information

6.1 Equal opportunities

The SRB applies a policy of equal opportunities and accepts applications without discrimination on the ground of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

6.2 Selection Panel

A Selection Panel will be appointed for this selection procedure and will be composed of at least 3 members (and alternates), including a member designated by the Staff Committee of the SRB.

The names of the Selection Panel members will be communicated to the shortlisted candidates in the invitation letter to their assessment.

Under no circumstances should candidates approach the Selection Panel, either directly or indirectly, concerning the selection procedure. The Selection Panel's internal proceedings are strictly confidential and any contact with its members is strictly forbidden. The SRB's Chair reserves the right to disqualify any candidate who disregards these instructions.

6.3 Approximate timetable

The selection process may take some months to be completed; no information will be released during this period.

6.4 Appointment and conditions of employment

On the basis of the reserve list, successful candidates may be offered a contract as a Temporary Agent, AST3, in accordance with the SRB's Implementing Provisions on the employment of Temporary staff under Article 2f of the Conditions of employment of other servants of the European Union for an initial period of 3 years (including a probationary period of **nine** months).

The contract may be renewed for a further period of three years. After the second period, the contract may be renewed for an indefinite period.

The place of employment is Brussels (Belgium), where the SRB has its premises.

Temporary Agents will be required to demonstrate before their first promotion the ability to work in a third official language of the EU.

6.5 Remuneration

Successful candidates who are offered a contract of employment will, on entry into service, be placed in step 1 or step 2 of the relevant grade, according to the length of their professional experience. The basic monthly salary for grade AST3, as at 1 July 2017 in Brussels, is:

- Step 1: €3.677,17
- Step 2: €3.831,70

In addition to the basic salary, staff members may be entitled to various allowances depending on their personal situation, such as expatriation allowance, household allowance, dependent child allowance, education allowance, etc. The salary is subject to a Community tax deducted at source and staff members are exempt of national taxation.

6.6 Protection of personal data

The purpose of processing the data submitted by candidates is to evaluate applications in view of possible recruitment at the SRB. The personal information requested by the SRB from candidates will be processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (Official Journal of the European

Communities, L 8 of 12 January 2001). This applies in particular to the confidentiality and security of such data.

6.7 Appeal procedure

Pursuant to Article 90(2) of the Staff Regulations of Officials of the European Union, any candidate may submit to the SRB a complaint against an act adversely affecting him/her. Any such complaint should be made to:

SRB Single Resolution Board

For the attention of the Chair of the SRB
Selection procedure: Ref. SRB/AST/2018/001
Treurenberg 22 (T-22 Office 01/PO59)
B-1000 Brussels
BELGIUM

The complaint must be lodged within 3 months from the date on which the candidate is notified of the act adversely affecting him/her.

Should the complaint be rejected, the candidate may request judicial review of the act adversely affecting him/her pursuant to Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations, before:

The General Court

Rue du Fort Niedergrünewald
L-2925 Luxembourg
Luxembourg
http://curia.europa.eu/jcms/jcms/Jo1_6308/

Any citizen of the European Union or any natural or legal person residing in a Member State may direct a complaint concerning instances of maladministration to the European Ombudsman pursuant to Article 228(1) of the Treaty on the Functioning of the European Union:

The European Ombudsman

1 avenue du Président Robert Schuman
CS 30403
F-67001 Strasbourg Cedex
<http://www.ombudsman.europa.eu/start.faces>

Please note that complaints to the European Ombudsman do not have the effect of suspending the period mentioned in Articles 90 and 91 of the Staff Regulations for lodging complaints or submitting an appeal before the European Union Civil Service Tribunal according to Article 270 of the Treaty on the Functioning of the European Union.