



3 September 2021

## **STAFF VACANCIES**

Ref. 202119CAFGIII

External

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 the EU. Our mission, among other things, is to contribute to a sound, effective and consistent level of regulation and supervision of insurance and occupational pensions sectors in Europe, and to promote transparency, simplicity and fairness in the market for consumer financial products or services across the internal market for the benefit of EU citizens. Through our activities we help protect insurance policyholders, pension scheme members, customers and consumers 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://www.eiopa.europa.eu/>

EIOPA is committed to fostering an inclusive and dynamic working environment.

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

### **Management Assistant**

#### **Job description**

##### Major purpose

The reserve list of successful candidates will be considered to recruit and assign successful candidate(s) to one or several organisational department(s), to provide administrative and business-oriented support to the various units/teams of the department/s as well as to the Head

of Department/s so that it/they can achieve its/their designated work plans for the Agency in the short, medium and long term.

### Main responsibilities

- Providing general administrative and business-oriented support to one or several Departments, depending on their size and/or on the complexity and nature of the tasks undertaken;
- Supporting the organisation, ensuring smooth and efficient functioning of the department's operational processes and information flows, (such as for training, travel arrangement, etc.) including planning and monitoring activities, projects, resources and budget lines;
- Coordinating and managing the organisation of meetings, telephone conferences, appointments, associated logistics and documentation to support the Departments processes; Coordinating the timely production and approval of papers for Senior Management and Board meetings and for meetings with management participation, ensuring accuracy, consistency, filing and record keeping of documents;
- Supporting the management in monitoring deadlines and coordinating work streams;
- Participating in specific projects at department or corporate level, as appropriate and if required;
- Liaising with EIOPA' support service units for project-related administrative and operational matters such as payments, contract management, recruitment of personnel, procurement of goods and services and assets management;
- Facilitating communication within the department/s as well as between the department and the rest of the organisation and with external parties;
- Providing support and back-up to colleagues and other Management Assistants as appropriate;
- Any other task as required by management 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>

#### Essential Skills and Knowledge

- Qualification:
  - a) a post-secondary education attested by a diploma; or
  - b) a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of 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 in providing administrative and business-related support to managers as well as to business units;
- Proven experience in supporting business processes and supporting the management of projects;
- Proven experience in supporting budget monitoring;
- Proven experience in drafting business related correspondence and supporting drafting and/or editing business documents (reports, presentations etc.) for a senior level audience;
- Very good command of oral and written English;
- Very good knowledge of MS Office, in particular Word, Excel and PowerPoint.

#### Desirable Skills and Knowledge

- Knowledge of the European Institutions environment;
- Proven work experience in a multicultural environment;
- Basic Knowledge of German language;
- Knowledge of a third EU language.

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

---

<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.

- 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.
- Respecting deadlines and ensuring that the work is performed in a timely manner, prioritising tasks and paying attention to detail, also under time pressure; patient while coping with a heavy workload;
- Capable of multi-tasking, prioritising and taking responsibility for own work;
- Having a service-oriented approach in his/her communication style; understands who his/her clients are and what their expectations are;
- Professional, reliable, highly motivated with a genuine administrative drive, efficient and well organized;
- Demonstrating a proactive attitude and sense for accuracy;
- Being able to work independently and involving supervisor/management when necessary.

### **Place of employment**

Frankfurt am Main, Germany

### **Function group and grade**

CA FG III

### **Monthly basic salary**

CA FG III Grade 8: 2,777.78 EUR

CA FG III Grade 9: 3,142.88 EUR

CA FG III Grade 10: 3,555.97 EUR

plus specific allowances where applicable\*.

### **Indicative start date**

1 December 2021

## **Contract type and duration**

Successful external 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**

Reserve list with validity until 31 December 2021 with possibility of extension until 31 December 2022.

## **\*Summary of Conditions of Employment**

1. Successful external candidates will be classified in FG III, Grade 8/ Step 1, Grade 9/ Step 1 or Grade 10/ Step 1.

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	2,777.78	2,479.30	3,646.91
FG III/GRADE 9 Step 1	3,142.88	2,804.05	3,996.67
FG III/GRADE 10 Step 1	3,555.97	3,057.60	4,415.21

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);

---

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

<sup>4</sup> The basic salary is weighted by the current correction coefficient for Germany (101.9%).

<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.

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;

### **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.

**Applications submitted without Curriculum Vitae or Motivation Letter are not considered.**

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.

**Only information included in the Curriculum Vitae or in the Motivation Letter are assessed.**

**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 27 September 2021.**

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](#)