



3 December 2021

## **STAFF VACANCIES**

Ref. 202127CAFGIII

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/>

As an European Union Authority, EIOPA is committed to fostering an inclusive and dynamic working environment, providing equal opportunities to all its employees and applicants. EIOPA is committed to ensuring gender equality and to preventing discrimination on any grounds. EIOPA actively welcomes applications from all qualified candidates from diverse backgrounds, across all abilities, without any distinction on any ground such as 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, marital status or family situation or sexual orientation.

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

## **Finance and Procurement Specialist**

### **Job description**

#### Major purpose

EIOPA is launching a call for candidates with the intention to create a reserve list of candidates to be potentially recruited in positions linked to current and future workstreams. The successful candidate will be a member of the Finance and Corporate Services Unit within EIOPA's Corporate Support Department, which consists of three Units: the Finance and Corporate Services Unit, the IT Unit, the Human Resources Unit.

#### Main responsibilities

- Preparing finance, procurement and mission files, as required, in line with the Authority standards and in a timely and efficient manner;
- Acting as operational and financial initiator for financial transactions;
- Managing all types of tender procedures including related commitments and payments, and perform relevant back-up functions;
- Acting as a member of tender evaluation committees, as required;
- Monitoring contracts including preparation of specific contracts/order forms and relevant commitments/payments;
- Budget/financial planning, information and reporting;
- Providing training to new and in house staff members on different financial/procurement/facility management topics;
- Undertaking a range of processes, including the steering of EIOPA's contractors and service providers, in close cooperation with other colleagues;
- Liaising closely with internal and external stakeholders potentially related but not limited to EIOPA's office and facility management needs (i.e. inventory exercises, occupational health and safety, environmental management);
- Supporting and driving projects potentially related but not limited to office and facility management (i.e. construction works, renovations/maintenance, EMAS implementation, optimisation of internal processes);
- Any other tasks 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 their 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.

Note: Your professional experience will be counted from the time you obtained the certificate or diploma required for admission to the selection procedure.

In case of a doctorate/PhD 50% of the actual duration of the studies will be taken into account as professional experience, subject to an upper limit of three years, on the condition that the candidate was paid during the period of his/her PhD studies, the PhD studies have been completed and a diploma was awarded. Part-time work will be taken into account in proportion to the stated percentage in relation to full-time work. In case of internship, only paid internship is considered.

- Have at least 2 years of proven full-time professional experience in the fields related to finance and/or procurement after the qualification required under a) or b) above;
- Very good command of oral and written English;
- Very good knowledge of MS Office, in particular Word, Excel and PowerPoint.

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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.

### Desirable Skills and Knowledge

- Proven experience and knowledge of finance and /or procurement processes in an EU Institution or Body;
- Proven experience with ABAC (accrual Based Accounting System);
- Knowledge of the EU Financial Regulation;
- Proven work experience in a multicultural environment;
- Basic Knowledge of German 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.
- 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;
- Very good communication and interpersonal skills;
- Professional, reliable, highly motivated with a genuine administrative drive, efficient and well organized.

### **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 March 2022

## 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 2022 with possibility of extension.

## \*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;

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<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.

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;

## **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 17 January 2022.****

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](#)