



SINGLE RESOLUTION BOARD

VACANCY NOTICE

HEAD OF UNIT CORPORATE SERVICES AND ICT

(SRB/AD/2017/008)

Type of contract	Temporary agent
Function group and grade	AD10
Duration of contract	3 years (renewable)
Unit	Unit.E.3
Place of employment	Brussels, Belgium
Estimated monthly basic salary	€ 8,599.20
Deadline for applications	08/01/2018 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 Head of Corporate Services and ICT. The Head of Corporate Services and ICT will have responsibility over the ICT and facilities areas.

1. Profile

The Head of Corporate Services and ICT is responsible to contribute to the implementation of SRB's mandate and vision by providing efficient support to the SRB's Board and to all its organisational entities. In his/her role as a manager, the successful candidate shall ensure that the different teams under his/her supervision deliver professional and efficient services at the SRB. The Head of Corporate Services and ICT reports to the Vice-Chair of the SRB.

1.1 Tasks

The Head of Corporate Services and ICT's tasks will include, among others, the following:

Management and planning:

- Contributing to the orientation of ICT and facilities and to the development and implementation of the Unit strategy (planning activities and preparing the annual activity report);
- Supervising the management of the unit, ensuring development and employment of SRB policies in the field of competence;
- Develop needed interaction with the business units of the SRB as well as within the Single Resolution Mechanism;
- Performing risk assessments and risk management for the work undertaken by the unit;
- Overseeing the financial and procurement activities of the unit;
- Managing the relationship with the most important external service suppliers of the SRB, in particular the European Central Bank and the European Commission;
- Leading the continuous improvement of the work of the unit to increase the efficiency, reliability and reduce operational costs;
- Provide regular reporting to the Vice-Chair, the Chair and the Board Members of the SRB;
- Assist in preparing and advertising the work of the SRB's ICT Steering Committee and chair the SRM's ICT Network.

ICT operations and ICT security:

- Managing the ICT operations activities (maintenance of information systems, management of the infrastructure, helpdesk coordination, security coordination) performed by the ICT specialists in the team;
- Setting the conditions and policies to ensure that all systems are operating with the optimal performance, availability and reliability according to the technical specifications, operating procedures and security regulations.

ICT Strategy and Development:

- Managing the ICT strategy development and portfolio management work of the SRB, including the development of an ICT information architecture, the regular

drafting and updating of strategic documents and work plans, and the well-planned execution of the approved portfolio.

Record Management:

- Coordinating the development and maintenance of the SRB's record management policies and record management systems;
- Coordinating the elaboration and implementation of the rules and procedures concerning registration, filing, archiving and retention of documents and files.

Facilities:

- Coordinating all activities required to provide the SRB with efficient premises (works, maintenance, operations, reception, cleaning, catering, health and safety, business continuity);
- Coordinating the preparation, implementation and management of physical security procedures, including security awareness programs, emergency procedures and incidents;
- Facilitating logistical support to the organisation when it enters crisis mode (especially outside of normal office hours);
- Overseeing the performance of a number of external service providers;
- Carrying out any other tasks corresponding to the grade and function, as deemed necessary in the interest of the service.

Qualifications and experience required

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 education that corresponds to completed university studies of at least 3 years attested by a diploma together with an additional year of relevant professional experience.

OR

b) A level of education that corresponds to completed university studies of at least 4 years attested by a diploma.

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*'.

At least one of the university studies mentioned above must be in a field relevant to the position.

2.3 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 Union³ to the extent necessary for the performance of his/her duties.

2.4 Experience

Candidates must have, at the closing date for applications, professional experience of at least 12 years⁴, (acquired after the education referred to in 2.2 Education) in a field relevant to this position. Out of the twelve (12) years of professional experience mentioned above, at least eight (8) years of proven professional experience must be in some or all of the fields linked to the tasks described in section 1 above.

³ Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish

⁴Professional 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 taken into account 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).

3. Selection criteria

Essential:

3.1 Specific experience

- Suitability to perform the tasks described in Section 1.1;
- Management experience, with proven track-record in building, managing and motivating teams (please indicate the size of the teams and the number of years);
- Experience and in-depth knowledge in ICT and possibly other business areas covered by the unit;
- Good financial management competences and a sound understanding of ethics and procurement standards applicable to EU public administrations;
- Professional experience in working in a multicultural, international and multidisciplinary environment.

3.2 General Competences

- Excellent analytical skills;
- Strong sense of responsibility, commitment and co-operation;
- Ability to establish and develop good inter-personal relations with a broad range of stakeholders in cross-cultural environments;
- Excellent written and oral communication skills;
- Excellent negotiation and problem-solving skills;
- Service oriented mentality and attitude;
- High level of resilience.

Advantageous:

- Experience with the development of new application infrastructures;
- Experience in working in EU institutions or agencies;
- Knowledge of language(s) of the hosting country, i.e. French and/or Dutch.

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.

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

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.

Deadline for applications: 08/01/2018 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 assessment of the applications, the most suitable candidates for the post will be invited to an interview which will be held in Brussels.

Details of the time, date and address of the interview 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 Chair of the SRB 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, in grade AD10, 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 salaries for grade AD10, as at 1 July 2016 in Brussels, are:

- Step 1: 8.599,20 €
- Step 2: 8.960,54 €

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/AD/2017/008
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 European Union Civil Service Tribunal

Rue du Fort Niedergrünwald
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.

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