VACANCY NOTICE
TEMPORARY AGENT

The European Banking Authority (EBA) is looking for establishing a talent pool for the position of IT Procurement Specialist

WHAT IS THE EBA?


EBA’s mission is to contribute to the stability and effectiveness of the European financial system through simple, consistent, transparent, fair regulation and supervision that benefits all EU citizens.

EBA’s five strategic objectives are: to finalise and implement an effective and proportionate Single Rulebook, to foster financial stability in an economy transitioning towards sustainability, to enable an integrated reporting system for enhanced assessment and disclosure, to implement the Digital Finances package with DORA oversight and MiCAR supervision, and to focus on innovation for the benefit of consumers while ensuring a smooth transition of the anti-money laundering.

As an integral part of the European System of Financial Supervision (ESFS), the EBA works closely together with its sister authorities within the European Supervisory Authorities (ESAs), namely the European Insurance and Occupational Pension Authority (EIOPA), and the European Securities and Markets Authority (ESMA), as well as the Joint Committee and the European Systemic Risk Board (ESRB).

Further information on the EBA is available on the EBA website: www.eba.europa.eu.

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1 According to the Article 2(f) of the Conditions of Employment of Other Servants of the European Union (CEOS).
WHAT ARE THE JOB AND OFFER?

Key purpose

The Procurement Specialist role lies within the IT Unit, which is part of the Operations Department. The Procurement Specialist will work alongside another procurement specialist, together interfacing between the internal customers, external suppliers, and the EBA central Finance and Procurement Unit. In essence, the Procurement Specialist’s role is to:

• Capture the needs for service of internal customers;
• Map these needs to the appropriate sourcing channels;
• Procure the services;
• Manage the budget;
• Manage the quality-of-service delivery;
• Manage the service acceptance and invoicing.

The Procurement Specialist will be required to maintain positive and productive relationship with vendors and internal customers, contribute to maximising the efficiency of IT spending, and continuously improving the procurement processes.

Initially, the focus of the Procurement Specialist role will be hardware and licenses. The role will likely evolve over time to include other IT services.

Main responsibilities

Purchasing:

• Monitor and evaluate the needs for new or renewal of licenses;
• Issue requests for quotation, follow-up pricing issues with vendors;
• Prepare the documentation and launch the purchase workflow and follow the order through to point of signature;
• Update relevant monitoring and filing repositories;
• Monitor the delivery the services, ensuring they are of adequate quality and aligned with the contractual commitments, monitor satisfaction of the customers receiving the services, monitor the budget consumption. Take action when any area deviates from expectation.

Collaboration:

• Liaise with the EBA Finance and Procurement Unit, answering their question, supply any requested information, or consulting with them whenever there are questions requiring their expertise;
• Liaise with Partners with whom we participate in shared procurement initiatives, including the Commission and other EU agencies, maintaining Memorandum of Understandings/Service Level Agreements;
• Day to day interaction with Vendors, resolving purchasing, quality of service or payment issues;
• Work closely with internal Customers (i.e. consumers of services from the contracts run by the IT Contracts team). Understanding their needs, answering their questions, creating or adapting contracts to provide services that fulfil their needs.
Budget management:
• Supporting the annual and multi-annual budgetary exercises: Budget forecasting/planning, monitoring, execution and year-end closure.

Purchasing processes:
• Identifying and implement solutions to improve the efficiency of the IT Contracts service including standardization/process improvement/risk reduction;
• Monitor the overall quality metrics of the Framework Contracts.

Others:
• Maintain a licenses overview and physical assets inventory;
• Monitor / triage the IT Contracts functional mailbox;
• Monitor Data Protection Impact on contracts;
• Participating in ‘Green’ procurement;
• Assist with the onboarding of IT service provider consultants.

Working environment

You will be part of a multicultural and multidisciplinary team of high-level professionals with the opportunity to positively impact on the regulatory framework for financial institutions in the EU.

You will live through the EBA Values.

You will have the opportunity to change perspectives, to expand your network engaging with a wide range of stakeholders across Europe and beyond and to develop your career as well as new competencies.

You will join the EBA at an exciting time as the Authority expanded its mandate with the implementation of the European Markets in Crypto-Assets Regulation (MiCAR) and the EU Digital Operational Resilience Act (DORA).

You will be administratively employed and based in the EBA being located at 20 Avenue André Prothin, 92400, Courbevoie, France (Floors 24 to 27 of the EUROPLAZA tower), in “La Défense” area, the largest business district in Europe and the fourth largest in the world.

The French capital is one of the most inspiring cities in Europe. A walkable and well-connected city with close proximity to other countries in Europe, Paris offers a vivid cultural and culinary experience with its abundance of museums, architectural richness, sparkling monuments such as the Eiffel Tower, top designer shops, and beautiful parks.

Your contract will be for a duration of three (3) years and can be extended for additional three (3) years. Any further extension would be indefinite.

You will be recruited as Temporary agent in grade assistant (AST) 4 with basic salary subject to an annual update of remuneration.

For more information regarding salary, additional benefits, work-life balance, schooling facilities, please consult the Annex of this vacancy notice.
WHAT ARE THE SELECTION REQUIREMENTS?

Applications will be assessed based on the Eligibility and Selection criteria specified in this vacancy notice.

Eligibility criteria

To be considered eligible, candidates must satisfy all the criteria listed below by the deadline for submitting applications:

General

- Be a national of a Member State of the European Union or Iceland, Liechtenstein, Norway, and enjoy your full rights as a citizen;
- Have fulfilled any obligation imposed on you by the laws concerning military service;
- Have the appropriate character references as to your suitability for the performance of your duties;
- Be physically fit to perform the duties linked to the post;
- Have a thorough knowledge of English and a satisfactory knowledge of another official language of the European Union.

Qualifications

Candidates must have:

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.

Professional experience

Candidates must have:

A) At least nine years of proven fulltime professional experience acquired after the award of the diploma when the normal duration of studies is three years. When the official duration of the post-secondary studies is less than three years, the difference in time is to be compensated by additional professional experience after the award of the diploma (on the basis of Qualification A), or;

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3 Member States of the EU: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.
4 Prior to appointment, the successful candidate will be asked to provide an official document showing the absence of any criminal record.
5 Before the appointment, the successful candidate will be examined by one of the European Union medical centres in order to confirm that the candidate fulfils the requirements of Article 12(2)(d) of the Conditions of Employment of Other Servants of the European Union (CEOS).
6 The knowledge is required at least at C1 level. The assessment at C1 level is done in accordance with the Common European Framework of Reference for Languages (CEFR).
7 English is the working language of the EBA.
8 The knowledge is required at least at B2 level. The assessment at B2 level is done in accordance with the Common European Framework of Reference for Languages (CEFR).
9 The official languages of the European Union: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, and Swedish.
10 Native English speakers will be tested to prove their second language skills.
11 Only qualifications awarded by EU Member State authorities or European Economic Area (EEA) authorities or qualifications recognised as equivalent by the relevant authorities will be taken into consideration. If the main studies took place outside the European Union, the candidate’s qualification must have been recognised by a body delegated officially for the purpose by one of the European Union Members States (such as a national Ministry of Education) or a NARIC recognition is required: https://www.enic-naric.net/ and a document attesting so must be uploaded with the application by the closing date. If you have a diploma recognised in an EU Member State, you don’t need NARIC recognition for your lower-level diploma(s). Example: If you have a Bachelor’s degree from a university outside the EU, and a Master’s degree from an EU university, you don’t need NARIC recognition for the Bachelor’s degree. Qualifications/diplomas awarded until 31/12/2020 in the United Kingdom are accepted without further recognition. For diplomas awarded after this date (from 01/01/2021), a NARIC recognition is required.
12 Professional experience indicated in the Curriculum is only counted from the time the candidate obtained the certificate or diploma required for the position and if it is on a paid basis (including study grants or internship grants).
B) At least twelve years of proven fulltime professional experience acquired after the award of the
diploma for a level of secondary education giving access to post-secondary education (on the basis
of Qualification B).

**Selection criteria**

In addition to the eligibility criteria above, the following selection criteria will be assessed throughout the
different phases of the selection procedure.

**Essential criteria:**
- At least four years of fulltime professional experience in contract/procurement administration;
- At least two years of professional experience in IT contract/procurement administration;
- At least two years professional experience in public sector procurement.

Periods mentioned under the essential criteria are not necessarily intended as cumulative and are not in
addition to the required years of professional experience under points A and B of the “Professional
experience” section.

**Advantageous criteria:**
- French language knowledge at least B2 level;
- Proven professional experience working with the EU Financial Regulations;
- Certification in Procurement (such as CIPP, CIPS, CPSM, CSCP, CSCM certificates);
- Prior work experience in Data Privacy applicable to contracts/procurement;
- Certification or prior work experience in IT Project Management or IT Service Management.

**Behavioural competencies:**
- Drive for results with flexibility to take on new tasks in a dynamic and fast-paced working
  environment;
- Communicate clearly and precisely both orally and in writing;
- Act in line with EU high-standard professional values (such as ethics and integrity, respect, open
  collaboration);
- Work co-operatively with other in teams and across organisational boundaries;
- Organise, set priorities and plan;
- Take responsibility, accountability and initiative for delivering work to a high standard of quality
  within set deadlines and procedures.

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Candidates are required to clearly indicate in their application how they acquired the knowledge and experience allowing them to meet the selection
criteria mentioned below and to give specific examples.
ANNEX

HOW TO APPLY?

Candidates are invited to carefully read the Annex that represents an integral part of this vacancy notice and provides information on how to complete the application, the steps of the selection process and appeal procedures.

You must submit your application through the EBA’s eRecruitment platform.

To be considered, applications must be received by 23h59 (CET) on the closing date. Applications submitted by any other means or after the deadline will be disregarded. Candidates are strongly advised not to wait until the last day to submit their applications, since heavy internet traffic or internet connection issues could lead to difficulties in submission. The EBA cannot be held responsible for any delay due to such difficulties.

All sections of the application must be completed in English.

Please consult the Online Application Manual for Candidates for instructions on completing your application.

Following the submission of the application, candidates will receive an automatic email acknowledging receipt of the application. Please note that all correspondence will take place by email, so candidates should ensure that the email address associated with applicant’s account is correct and that it is checked regularly.

The address indicated in the application will be recognised as proof of residence to be used for defining travel reimbursements, etc (if applicable).

EQUITY, DIVERSITY AND INCLUSION

The EBA is an equal opportunities employer, dedicated to recruit, develop and retain a diverse and talented workforce by upholding principles of equal opportunity and impartiality. To this end, the EBA warmly welcomes applications from all qualified candidates, regardless of age, gender identity or expression, sexual orientation or identity, disability, ethnic or social origin, religion or belief, and cultural background. All EBA’s staff members are committed to fostering an open and inclusive workplace culture. The EBA encourages the applications of women for positions where they are currently under-represented.

If you require any special arrangements during the selection procedure related to a physical, mental, intellectual or sensory disability, please indicate it in your application, and HR will contact you for any adjustments or arrangements needed relating to your disability, so that your full and equal participation in the selection process can be ensured.

The EBA, as EMAS registered organisation, is committed to continuously improving its environmental performance and reducing its carbon footprint.

BENEFITS

Your contract will be for a duration of three (3) years and can be extended for additional three (3) years. Any further extension would be indefinite.
You will be recruited as **Temporary agent 2(f) in grade assistant (AST) 4**, either in step 1 or 2 (with basic salary of € 4,867.76 in step 1 or € 5,072.29 in step 2), subject to an annual review of remuneration provided for in Article 64 and Article 65(1) of the **Staff Regulations**. Salaries are subject to a Union tax deducted at source and are exempt from national taxation.

Overview of the remuneration package at the EBA can be found [here](#).

**In addition to the basic salary**, you will be entitled to a correction coefficient applicable to France (currently 119.50%) reflecting the living conditions of the city.

You may be entitled to, depending on the individual family situation and the place of origin 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.

You will be provided with a **comprehensive health insurance coverage**: the Joint Sickness Insurance Scheme (JSIS) is offering a very wide coverage of healthcare services, as well as accidents and maternity.

You will also benefit from **work-life balance** with teleworking flexibility, learning and development opportunities such as language trainings, as well as social integration (such as the EBA Social and Sport clubs), canteen facilities, public transports financial contribution and free access for children to the **European school in Paris**.

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**WHAT IS THE SELECTION PROCEDURE?**

A **Selection Board** is nominated by the Executive Director to assess the applications with reference to the eligibility and selection criteria and to establish the final reserve list of suitable candidates.

Please note that the Selection Board’s work and deliberations are strictly confidential and that any contact with its members is strictly forbidden. Any contact made by the candidates or third parties with the members of the Selection Board in relation to the selection constitutes grounds for disqualification from the selection procedure.

Candidates who do not meet all the eligibility criteria will be excluded from the selection procedure. Eligible candidates will then be scored on the essential criteria. Those who meet all the essential criteria will be scored against the advantageous criteria. Those candidates who do not meet all the essential criteria will not be assessed further.

The Selection Board will invite the candidates (maximum of 20)\(^{14}\) that best correspond to the profile sought to be shortlisted for further assessment (written test) and on condition that they have achieved a score of at least 60% during the evaluation of applications. Following the written test, candidates (maximum of 10), who score the minimum of 50% of the total score at the written test, will be invited to the interview with the Selection Board. Interviews and the written test may be held remotely. The invited candidates will be asked to provide supporting documents proving their eligibility before the written test phase.

After the evaluation of interviews and written tests, the Selection Board will draw up a list of the most suitable candidates (“reserve list”) to be proposed to the Executive Director as Appointing Authority. Only candidates who receive at least 60% of the maximum points in the interview phase will be included in the reserve list that the Appointing Authority will decide to adopt.

\(^{14}\)In the case of equal performance, the number of candidates will be adjusted accordingly.
The successful candidate will be selected from the established reserve list which may also be used for the recruitment of a similar position depending on the needs of the EBA.

It should be noted that inclusion on the reserve list does not imply entitlement to employment in the Agency.

Information reserved for candidates employed as Temporary Agents under Article 2 (f) of the CEOS in other EU agencies:

If the successful candidate is already a member of temporary staff 2(f) in another EU Institution, the implementing rules on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS, and in particular Article 12 (2) will apply, providing that, on the closing date of application and as well as on the day of taking up duty at the EBA, the successful candidate:

- is a member of temporary staff under Article 2(f) of the CEOS, and
- is employed within their agency in function group and minimum grade in the range “AST3 – AST4”.

ETHICS OBLIGATIONS

In accordance with Articles 11 and 11a of the Staff Regulations (SR) and Articles 11 and 81 of the Conditions of Employment of Other Servants of the European Union (CEOS) the successful candidate will be required to make a declaration of any conflict of interest before recruitment. The EBA’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 in relation to the position offered and will adopt appropriate measures. To that end, the successful candidate shall inform the Executive Director of any actual or potential conflict of interest using a specific form.

DATA PROTECTION

The EBA ensures that candidates’ personal data is processed as required by Regulation (EU) 2018/1725. This applies in particular to the confidentiality and security of such data. For more information on how personal data will be processed, candidates are invited to consult the Data Protection Notice.

IN CASE OF COMPLAINT AND APPEAL

Candidates who consider that their interests have been prejudiced by any decision related to the selection procedure can take the following actions:

Request for review of the decisions taken by the Selection Board

Within ten (10) calendar days of the date of the letter notifying the candidate of a decision taken by the Selection Board, he/she may submit a written request for a review of such a decision, setting out the reasons for the request, to the following e-mail address: EBA-vacancies@eba.europa.eu

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Appeals

a) The candidate may lodge a complaint under Article 90(2) of the Staff Regulations within the time limits provided for, at the following address:

The Executive Director
European Banking Authority
Selection procedure: Ref.: OPER IT TA-163-2024
DEFENSE 4 – EUROPLAZA
20 Avenue André Prothin
CS 30154
92927 Paris La Défense CEDEX
France

b) The candidate can submit a judicial appeal to the General Court under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations. For details about how to submit an appeal, please consult the website of the General Court: http://curia.europa.eu/.

Complaint to the European Ombudsman

It is also possible to lodge a complaint to the European Ombudsman pursuant to Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the Staff Regulations and the general conditions governing the performance of the European Ombudsman’s duties. For details about how to lodge a complaint, please consult the website of the European Ombudsman: http://www.ombudsman.europa.eu/

Please note that complaints made to the European Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging, respectively, a complaint or an appeal with the General Court. Furthermore, under Article 2(4) of the general conditions governing the performance of the European Ombudsman's duties, any complaint lodged with the European Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

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16 OJ L 113 of 4 May 1994