

SINGLE RESOLUTION BOARD

VACANCY NOTICE

DOCUMENT MANAGEMENT OFFICER (DMO)

(SRB/AST/2014/008)

Type of contract	Temporary agent
Function group and grade	AST4
Duration of contract	3 years (renewable)
Area	Corporate services
Place of employment	Brussels, Belgium
Estimated monthly basic salary	€ 3,875.06
Deadline for applications	31 October 2014
Reserve list valid until	31 December 2015

The Board

The Single Resolution Board ("the Board"), as part of the Single Resolution Mechanism (SRM), is one of the key elements of Europe's new Banking Union, along with the Single Supervisory Mechanism. The Banking Union is essential to make Europe's banking markets work better and to break the link between banks and national finances.

The SRM is designed to provide Europe with an efficient and effective framework for the resolution of banks and ensure that resolution rules are applied consistently in the euro area and other Member States participating in the Banking Union.

The Board will carry out specific tasks to prepare for and carry out the resolution of a bank that is failing or likely to fail. A Single Resolution Fund will be set up under the control of the Board to ensure that medium-term funding support is available while a credit institution is being restructured and/or resolved.

The Board's operating costs will be funded from the contributions of the banks participating to the SRM.

The job

The Board is organising a call for expressions of interest with a view to establishing a reserve list of Temporary Agents for the position of Document Management Officer (DMO).

1. Profile

The jobholder will be responsible for implementing the document management policy (eDomec) approved by the Board. He/she will act as Document Management Officer (DMO) by providing appropriate management (registration, distribution and archiving) of documents produced or addressed to the Board, with due attention to the classification level of sensitive documents to ensure their safe use and storage.

1.1 Tasks

The DMO's duties will include:

- Contribute to elaborate archiving and document management procedures, including internal planning, co-ordination and reporting;
- Ensure application of the rules and of the concepts (Internal Rules, life cycle concept, Information Society, etc.) concerning in particular registration, filing, conservation and transfers of documents (both paper and electronic);
- Supervise and participate to all mandatory trainings organised for staff of the Board on the area of document management;
- Secure the physical protection, conservation and disposition (retention or elimination) of the documents, records and files (on paper and on modern supports) transferred to the SRB's central archives in accordance with existing regulations applicable to EU Institutions;
- Provide access to the documents and records in the SRB's central archival repositories to senior management and staff of the Board, taking into account the relevant provisions concerning security and data protection;
- Ensure the declassification of confidential documents and the analysis and description of files from the historical, legal and administrative point of view, on computerised systems;
- Produce finding aids and other research tools, both on paper and in electronic format, in order to facilitate research and to ensure the accessibility of the SRB's legacy.
- Provide help-desk functions for staff using mail registration or other software related to document administration;
- Represent the Board in the different networks related to the document management policy of the SRB (i.e. towards the European Central Bank, National Authorities, etc.);
- Supervise the procedures within the SRB for the registration and distribution of incoming and outgoing mail;
- Provide support and assistance on mail registration to secretarial staff in operational units;

Qualifications and experience required

2. Eligibility criteria

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 citizens;
- 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 duties¹.

2.2 Education

A level of post-secondary education attested by a diploma, **OR** a level of secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of at least 3 years;

2.3 Experience

Candidates must have, at the closing date for applications, professional experience² of at least 6 years, including professional experience directly relevant to the tasks of at least 4 years.

2.4 Languages skills

Have a thorough knowledge of one of the languages of the Union³ and have a satisfactory knowledge of another language of the Union, to the extent necessary for the performance of the duties.

3. Selection criteria

Essential:

- Suitability to perform the tasks described in Section 1.1;
- Sound knowledge of and proven professional experience in the field in the field of document management;

¹ Before taking up his/her duties, the successful candidate will undergo a medical examination by one of the institutions' medical officers.

² 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 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 Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish.

- Excellent organisational skills;
- Ability to manage priorities, work under pressure and meet tight deadlines;
- Developed sense of initiative and a proactive attitude;
- Experience of working in multicultural teams;
- Strong analytical skills;
- Excellent command of written and spoken English.

Advantageous:

- Experience in working during the start-up phase of an organisation;
- Strong command of IT tools related to the protection of sensitive data;
- Educational background and/or training in areas relevant to the position.

The selection process

4. How to apply

You may apply through the EU CV Online system⁴.

Please note that this selection procedure is published in parallel with the temporary agent selections for seven other profiles at the Single Resolution Board. You may apply for **only one** profile.

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. Applications shall be made in English. Once the CV is completed, candidates may choose and apply to the call of interest of their choice. Candidates are advised to fill out all relevant fields of the application. All technical questions concerning EU CV online must be sent through the Contact page of EU CV online.

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

It is your responsibility to complete your online registration in time. We strongly advise you not to wait until the last few days before applying, since heavy internet traffic or a problem with the internet connection could lead to your online registration being interrupted before you complete it, thereby obliging you to repeat the whole process. Once the deadline has passed, you will no longer be able to register.

No supporting documents are required at this stage – these will be required later from candidates invited to interview (see section 5.3).

On completion of your online registration, you will receive on screen a registration number, which you must note. Once you receive this number, the registration process is finished. This will be your reference number in all matters concerning your application. If you do not receive a number, your application has not been registered!

⁴ EU CV Online is the tool used by the European Commission for recruitment of staff on temporary basis.

An acknowledgement of your application will be sent to the e-mail address indicated in your application. It is your responsibility to verify that you provide the correct e-mail address.

Deadline for applications: 31 October 2014 (12:00 Brussels time)

You may apply at:

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

If you have a disability that prevents you from registering online, you may submit your application (CV and letter of motivation) on paper by registered mail⁵, postmarked no later than the closing date for registration. All subsequent communication between the Commission and you will be by post. In this case, you must enclose with your application a certificate attesting your disability, issued by a recognised body. You should also set out on a separate sheet of paper any special arrangements you think are needed to make it easier for you to take part in the selection.

If you require more information and/or encounter technical problems, please send an e-mail to MARKT-SRB-RECRUITMENT@ec.europa.eu.

5. Steps of the selection procedure

5.1 Admission to the selection procedure

After the deadline for online registration, the selection committee will check the submitted applications against eligibility criteria described in Section 2. Applications satisfying these conditions will then be assessed against the selection criteria under Section 3.

5.2 Initial assessment of the applications

The selection committee will assess each eligible application according to the qualifications and training, professional experience and motivation of the candidate with respect to the profile described in Section 1.1.

5.3 Invitation to assessment phase

Following the initial assessment of the applications, the most suitable candidates for the post will be invited to an interview which will be held in Brussels. Apart from the interview, the assessment of candidates at this stage may also involve additional tests.

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

⁵ European Commission, Directorate General for Internal Market and Services, Taskforce for the creation of the Single Resolution Board, SPA2 09/29, B-1049 Brussels

Candidates invited will be requested to submit, on the day of the interview, a non-certified copy of their diploma(s) and evidence of their professional experience, clearly indicating the starting and finishing dates, the function(s) and the exact nature of the duties carried out.

Prior to contract signature, the successful candidate(s) will be required to provide original versions of documents proving the eligibility criteria.

5.4 The assessment phase

An interview and any other test(s) with the selection committee 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' application will be checked against supporting documents provided in order to confirm the accuracy and eligibility of the application.

If, at any stage in the procedure, it is established that the information in an application has been knowingly falsified, the candidate will be disqualified from the selection process.

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 committee will place the most suitable eligible candidates on a draft reserve list. This draft will be submitted to the acting Chair of the Board for approval. The adopted reserve list will be valid until 31 December 2015. Reserve lists may be extended by decision of the Board. Prior to being offered a post, candidates on a reserve list may be required to undergo further evaluation by the Board (e.g. including a further interview).

Inclusion on a reserve list does not imply any entitlement to employment in the Single Resolution Board.

Other important information

6. General information

6.1 Equal opportunities

The European Commission, on behalf of the Board, applies a policy of equal opportunities and accepts applications without discrimination on any grounds.

6.2 Selection committee

A selection committee will be appointed. Please note that the selection committee's internal proceedings are strictly confidential and that any contact with its members is strictly forbidden.

6.3 Approximate timetable

The selection process may take some months to be completed; no information will be released during this period. The selection panel intends to finalise the recruitment process for this vacancy by early 2015, with a view for the selected candidate to take office in February/March 2015.

6.4 Recruitment conditions / Career

Successful candidates may be offered a contract as a temporary agent in accordance with the conditions of employment of other servants of the European Communities for an initial period of 3 years, renewable for another period of 3 years. After the second period, the contract may be renewed for an indefinite period.

The place of employment is Brussels (Belgium), where the Board will be based.

6.5 Remuneration

Successful applicants who are offered a contract of employment will, on their entry into service, be placed in step 1 or step 2 of the AST4 grade, according to the length of their professional experience. The basic monthly salaries for grade AST4 Officials, as at 1 January 2014 in Brussels, are:

- Step 1: € 3,875.06
- Step 2: € 4,037.89

In addition to the basic salary, staff members may be entitled to various allowances, in particular expatriation allowance, household allowance, dependent child allowance and education allowance. 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

As the body responsible for organising the competition, the Board ensures that applicants' personal data are 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

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the

European Communities and Conditions of employment of other servants of the European Communities, at the following address:

European Commission
DG Internal Market and Services
Taskforce for the creation of the Single Resolution Board
Selection procedure: Ref. SRB/AST/2014/008
Rue de Spa 2, Office 09/029
1049, Brussels,
Belgium

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure (see Staff Regulations as modified by Council Regulation No 723/2004 of 22 March 2004 published in the Official Journal of the European Union L 124 of 27 April 2004 – <http://europa.eu/eur-lex>) starts to run from the time the candidate is notified of the act adversely affecting him/her.