

## PROCUREMENT EXPERT

(SRB/AD/2025/004)

|                                |                                    |
|--------------------------------|------------------------------------|
| Type of contract               | Temporary agent                    |
| Function group and grade       | AD6 <sup>1</sup>                   |
| Duration of contract           | 3 years (renewable)                |
| Area                           | E5 Finance and Procurement         |
| Place of employment            | Brussels, Belgium                  |
| Estimated monthly basic salary | € 6 758.53                         |
| Deadline for applications      | 01/12/2025 at 12:00, Brussels time |
| Reserve list valid until       | 31/12/2026                         |
| 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 financial funding support is available while a bank is being restructured and/or resolved.

The SRB is a self-financed agency of the European Union.

<sup>1</sup> For inter-agency and internal mobility purposes, the grade range is AD5 – AD7.

## 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 Procurement Expert.

### 1. Profile

Under the overall management of the Head of Unit for Finance & Procurement, and the direct supervision of the Team Leader for Procurement, the Procurement Expert is responsible for guiding procurement business functions, providing technical expertise to the management on required procedures, planning and carrying out the full scope of procurement services.

In addition, the Procurement Expert is responsible for reviewing procurement procedures, templates, guidelines and tools in order to ensure their alignment with SRB business needs and practices, and with the applicable EU rules and regulations.

Finally, the Procurement Expert is involved in other financial and budgetary processes at the SRB, as necessary.

#### 1.1 Tasks

In particular, the jobholder will be asked to perform the following tasks:

##### Procurement and contract management

###### Develop and maintain information and knowledge on procurement and contract management:

- Contribute to the development of the SRB's procurement policies and strategies and assist in their implementation;
- Carry out risk assessments and provide advice on potential risks in the area of procurement and contract management;
- Develop and maintain templates, guidelines, checklists and other procurement and contract-related documents;
- Evaluate current processes, tools and service performance to identify areas where improved efficiency and closer alignment with business functions are possible;
- Participate in ex-post evaluation of procurement processes and activities;
- Follow up on the development of EU legislation and practices in the area of procurement and contract management.

###### Plan, coordinate and execute tasks to implement procurement procedures and support contract management:

- Analyse, prepare and implement the full scope of procurement services in cooperation with technical and operational staff;
- Coordinate the Opening and Evaluation Committees and draft reports;
- Contribute to the dissemination of procurement and contract management knowledge in the SRB;
- Liaise with the European Commission Directorates and other Entities in cases of joint procurement procedures and coordinate the SRB's input to these;
- Prepare the relevant specific contracts and purchase orders based on the inter-institutional or inter-agency framework contracts, where applicable, and maintain and monitor completeness of contract and procedure files and databases (e.g. ABAC LCK).

Provide pro-active and on-demand advice and support on the compliant use of the framework and tools on procurement and contract management:

- Provide advice to authorizing officers, management and other stakeholders on process compliance, as well as the legal and financial requirements to identify and resolve procurement-related issues, or recommend alternative solutions to business needs, while ensuring compliance with the applicable rules and regulations;
- Provide expert support to SRB stakeholders during the entire procurement process;
- Provide training and coaching to Procurement Specialists and other SRB stakeholders;
- Contribute to building internal networks to improve overall service delivery.

Contribute to the planning and reporting activities related to procurement and contracts:

- Provide support and advice to management in preparing procurement planning, reporting and follow-up;
  - Develop, follow up, report on and update, where necessary, the SRB's annual procurement plan, and ensure its publication;
  - Assist in the preparation of, and provide support during, external and internal audit missions by providing the necessary documentation and information as requested by the internal auditor or by the European Court of Auditors;
  - Prepare the report of the annual list of contracts and ensure its publication on the SRB website in compliance with the relevant rules.
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- Carry out any other tasks requested by line management in the interest of the service.

## Qualifications and Other requirements

### 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 citizens<sup>2</sup>;
- 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 duties<sup>3</sup>.

#### 2.2 Education

A level of education which corresponds to completed university studies of at least three years attested by a diploma.

**Candidates must indicate in their applications the official graduation dates for all the diplomas they have obtained.**

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<sup>2</sup> Prior to the appointment, the successful candidate will be asked to provide a certificate of good conduct, confirming the absence of any criminal record.

<sup>3</sup> Before taking up his/her duties, the successful candidate will undergo a medical examination by one of the institutions' medical officers.

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*'.

### 2.3 Experience

Candidates must have, at the closing date for applications, professional experience of at least three (3) years<sup>4</sup> (acquired after the education referred to in Section 2.2 Education) in a field relevant to this position.

### 2.4 Language 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 Union<sup>5</sup> to the extent necessary for the performance of his/her duties.

## 3. Selection criteria

### Essential

#### 3.1 Specific criteria

- Suitability to perform the tasks described in Section 1.1;
- After obtaining the qualifications mentioned in Section 2.2 specified above, candidates must have at least three (3) years of professional experience in the area of planning, preparation and management of procurement procedures;
- Proven professional experience with drafting tender/technical specifications and legal/contractual documents and templates;
- Proven professional experience in managing complex service contracts.

#### 3.2 General competences

- Excellent drafting skills and ability to deliver high-quality documents;
- Ability to work well in a team and collaborate constructively with various stakeholders in a diverse, multicultural environment;
- Ability to communicate effectively and in a professional manner;
- Service orientation with a high level of integrity, confidentiality and discretion;
- Ability to take action and deliver high-quality results, with accuracy and attention to detail even when working under pressure;

### Advantageous

- Proven professional experience in the planning, preparation and management of procurement procedures and processes in the EU institutions or bodies or in other international public organisations.
- Experience with procurement or finance IT tools (eg PPMT, e-procurement, ABAC, SUMMA);

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<sup>4</sup> 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 considered 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).

<sup>5</sup> Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish.

## The selection process

### 4. How to apply

Candidates must apply through the EU CV Online system<sup>6</sup> via this link:

[https://ec.europa.eu/dgs/personnel\\_administration/open\\_applications/CV\\_Cand/index.cfm?fuseaction=premierAcces&langue=EN](https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm?fuseaction=premierAcces&langue=EN)

**Before applying, candidates should carefully check whether they meet all the eligibility criteria.**

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: 01/12/2025 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 the assessment.

If the candidate requires more information, he/she will have to send an e-mail to [SRB-RECRUITMENT@srb.europa.eu](mailto: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.

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<sup>6</sup> EU CV Online is the tool used by the European Commission for recruitment of staff on temporary basis.

### 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 evaluation of the applications, the most suitable candidates for the post will be invited to an assessment, which will be held in Brussels or remotely.

*Details of the time, date and address of the assessment 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 31/12/2026. 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, AD6, 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 AD6, as at 1 April 2025 in Brussels, are:

- Step 1: € 6 758.53
- Step 2: € 7 042.56

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

(EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (Official Journal of the European Union, L 295 of 21 November 2018). This applies in particular to the confidentiality and security of such data. In this regard, please see the [Privacy statement](#).

### *6.7 Appeal procedure*

If, at any stage of the selection procedure, an applicant considers that his/her interests have been prejudiced by a particular decision, s/he can take the following actions:

#### *6.7.1 Request for review*

Any candidate may send a request for review stating his/her reasons, within 10 calendar days from the date when the letter/e-mail notifying him/her of the decision was sent to him/her. Candidates can request the review by sending an email to: [SRB-RECRUITMENT@srb.europa.eu](mailto:SRB-RECRUITMENT@srb.europa.eu).

#### *6.7.2 Administrative complaint under Article 90(2) of the Staff Regulations of Officials of the European Union*

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/2025/004  
Treurenberg 22  
B-1049 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 General Court**

Rue du Fort Niedergrünwald  
L-2925 Luxembourg  
LUXEMBOURG  
[http://curia.europa.eu/jcms/jcms/Jo1\\_6308/](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  
FRANCE  
<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 General Court according to Article 270 of the Treaty on the Functioning of the European Union.