

European Commission

Publication of a vacancy for the nomination of the Deputy Chief Executive of the European Investment Fund

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We are

The European Commission intends to nominate the Deputy Chief Executive (DCE) of the European Investment Fund (EIF).

Under Article 16 of the Rules of Procedure of the EIF¹, the member of the EIF with the second highest number of shares – currently the EU represented by the European Commission – nominates the DCE, while the appointment is made by the EIF Board of Directors which also fixes the term of office and remuneration. The DCE serves the EIF at its headquarters in Luxembourg.

The EIF, part of the European Investment Bank (EIB) Group, is the specialised financial institution of the European Union providing primarily venture capital and guarantee instruments for Small and Medium Enterprises (SMEs). The EIF has legal personality and is governed by its Statutes² and Rules of Procedure. The EIF plays a crucial supporting role in delivering on EU objectives linked *inter alia* to competitiveness, innovation, social policy and sustainability. Its shareholders are the EIB, the European Union (represented by the European Commission) and a wide range of public and private banks and financial institutions.

The appointment by the EIF Board of Directors will be for a term of up to five years, indicatively commencing on 1 January 2025.

We propose

As the DCE, you will assist the Chief Executive in ensuring EIF's success in supporting EU policy objectives and its financial performance as well as product and market development, as you take a key role in leading the organisation, promoting the activities of the institution, maintaining institutional relations with the main stakeholders such as the EIB and the European Commission, overseeing the use of EIF's capital and helping to secure third party funding to ensure the continuation of EIF's activities and sustainability in the longer term. Developing and maintaining EIF's impact measurement methodology and their subsequent assessments will also fall within the DCE's remit.

You will work in tandem with and under the direct leadership of the EIF Chief Executive. In the Chief Executive's absence you will replace the Chief Executive and be vested with the same powers, in line with the EIF Statutes and Rules of Procedure. You will be supervised by the Board of Directors.

You will provide support and leadership to EIF teams across the institution, promote its operations and optimise activities by ensuring cost effectiveness while maintaining a strong policy focus.

¹ <https://www.eif.org/attachments/about/eif-rules-of-procedure.pdf>

² https://www.eif.org/attachments/publications/about/EIF_Statute.pdf

Working closely with the executive management team of the EIF and with EIF staff to sustain the organisation's constructive, service-oriented, and collaborative working environment, you should drive the institution towards an agile, efficient, and data-driven decision-making organisation that should strongly contribute to delivering on EU policies, with a strong focus on competitiveness, innovation, social policy and climate and digital transitions. This will keep the EIF on a path of sustainable growth while creating new value for staff, clients, mandators and shareholders. As a core actor within the EIB Group and in the broader EU institutional setup, you will take a key role in external relations and in building positive partnerships and networks with counterparts within EIB, as well as with external stakeholders, clients and EIF shareholders. You will work together with the EIB, the European Commission and other shareholders and cooperate with external counterparts at the highest decision-making level.

In particular, the EIF's institutional relations with European Union institutions such as senior relations with the European Commission, European Parliament and European Court of Auditors will fall specifically within your remit. You will also coordinate EIF contributions to EU initiatives including the EU Multiannual Financial Framework, elaborate strategic proposals for the implementation of EU policy objectives in the EIF context, and exercise oversight over the EIF's delivery of the relevant goals as well as over the EIF's long-term financial sustainability.

In addition, you will engage in close and pro-active co-operation with the Board of Directors and the Audit Board of the EIF. Strategic co-operation with the statutory bodies of the EIB such as the President, Management Committee, Board of Directors and Audit Committee of the EIB as well as with key senior staff of the EIB, including the EIB's Group Chief Risk Officer, will be essential.

More specifically, as part of the leadership of the EIF, you will:

- Define, develop, and consolidate the EIF institutional and organisational strategy, as well as comprehensive operational planning, ensuring operational activities in line with the short-term and long-term objectives set by shareholders and the Board of Directors;
- Foster a high-performing managerial team and promote a corporate culture that embraces an open-minded, people-centric approach around integrity, transparency, respect, fair and equal treatment, gender equality, openness to change, tolerance, experimentation, continuous learning, improvement and commitment to strong institutional ethics, applicable rules and maintaining a constructive working environment with all EIF staff;
- Maintain and manage a sound and effective organisational structure and display effective leadership among the management and staff of the EIF; establish effective means of delegation and control;
- Contribute to and, as relevant, lead the day-to-day management of the EIF, ensuring the implementation of operational plans with a strong focus on delivering EU policy in a cost-effective manner, monitoring, and reporting the results to the Chief Executive and the Board and achieving the EIF's financial and operational objectives;
- Represent the EIF externally and maintain and develop relationships with external stakeholders, partners and shareholders, in order to sustain and build partnerships;
- Foster and maintain a spirit of constructive co-operation with the statutory bodies and staff of the EIB including the EIB's President, Management Committee, Board of Directors, Audit Committee and Group Chief Risk Officer;
- Foster a close co-operation with the EU institutions, in particular the European Commission, in implementing EU policies, with a particular focus on entrepreneurship, climate, research and innovation, digitalisation, impact investments, culture, skills, diversity and gender equality;
- Foster a close co-operation with National Promotional Institutions (NPIs) and the Financial Institutions Shareholder Group (FISG);
- Understand, implement and support the development of EU policies in close cooperation with the relevant teams and senior managers at the European Commission and the other EU bodies and institutions;

- Support the EU legislative process for new EU policy initiatives facilitating access to finance and the development of financial markets;
- Keep the EIF Audit Board fully informed on all matters of significant relevance to the EIF, as well as on all aspects of the EIF's operational and financial affairs; facilitate good co-operation between the EIF's Audit Board and the EIB's Audit Committee;
- Observe principles of good governance, act loyally, honestly and impartially, maintain the highest standards of integrity and ethics in your personal and professional conduct and at all times observe the requirements applicable to EIF's DCE³.

We look for

Personal Qualities

- Excellent communication skills, both written and oral; proven negotiation, political and diplomatic skills, including the ability to represent at the highest level within the institution, with relevant stakeholders and in international fora.
- A high level of personal and professional credibility and integrity, ability to handle diverging interests, conflict and ambiguity; empathy and resilience.

Specialist skills and experience

- Solid professional experience in finance, banking or financial markets. Experience in several domains and sectors would be an advantage.
- Previous exposure to the promotion of EU policies, EU policy making and implementation. Experience in promoting competitiveness, sustainable growth and resilience of the EU economy and the development of the Capital Markets Union would be a strong advantage.
- Experience in the management of programmes or activities related to publicly supported financing of SMEs and mid-caps. Experience in support to start-ups and scale-ups or to the green and digital transition of SMEs would be a strong advantage.
- Ability to understand, anticipate, and implement the role of public development banks or institutions, such as the EIF and the EIB, within the EU policy framework.

Management skills

- Solid track record in the EU institutional context as a manager. Management experience from an EU body or institution as well as longer managerial experience would be an advantage.
- Excellent people management, interpersonal and leadership skills and experience in managing large teams.
- Track record of nurturing and developing high performing inclusive institutional cultures in management positions, gained in multicultural environments or international organisations, preferably within the EU. Experience as senior manager or in strategic planning would be an advantage.
- Strong executional capability, to be decisive while able to consult all relevant stakeholders and take into account political and EU policy sensitivities.

³ Including as set out in the EIF Code of Conduct for the Chief Executive and the Deputy Chief Executive - https://www.eif.org/attachments/about/management/EIF_Code_of_Conduct_for_CE_and_DCE.pdf.

Candidates must (eligibility requirements)

Candidates will only be considered for the selection phase on the basis of the following formal requirements to be fulfilled **by the deadline for applications**:

- Nationality: candidates must be a citizen of one of the Member States of the European Union.
- University degree or diploma: candidates must have:
 - either a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is 4 years or more;
 - or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least 1 year when the normal period of university education is at least 3 years (this one year's professional experience cannot be included in the postgraduate professional experience required below).
- Professional experience: candidates must have at least 15 years postgraduate professional experience⁴ at a level to which the qualifications referred to above give admission. At least 5 years of that professional experience must be in the area of the activities of the EIF.
- Management experience: at least 5 years of the post-graduate professional experience must have been gained in a high-level management function⁵ in a field relevant for this position.
- Languages: candidates must have a thorough knowledge of one of the official languages of the European Union⁶ and a satisfactory knowledge of another of these official languages. Selection panels will verify during the interview(s) whether candidates comply with the requirement of a satisfactory knowledge of another official EU language. This may include (part of) the interview being conducted in this other language.
- Age limit: candidates must be able to complete, at the deadline for application, the full mandate of five years before the end of the month in which they reach the age of 65 years (see Article 16 of the Staff Regulations of the European Investment Fund⁷).

Selection and appointment

The DCE will be nominated on the basis of a nomination process organised by the European Commission. The DCE will be appointed by the EIF Board of Directors.

To establish its nomination, the European Commission organises a selection in alignment with its selection and recruitment procedures (see the Compilation Document on Senior Officials Policy⁸).

⁴ Professional experience is only taken into consideration if it represents an actual work relationship defined as real, genuine work, on a paid basis and as employee (any type of contract) or provider of a service. Professional activities pursued part-time shall be calculated pro rata, on the basis of the certified percentage of full-time hours worked. Maternity leave / parental leave / leave for adoption is taken into consideration if it is in the framework of a work contract. PhDs are assimilated to professional experience, even when unpaid, but for a duration of three years maximum, provided that the PhD has been successfully completed. A given period may be counted only once.

⁵ In their curriculum vitae, candidates should clearly indicate for all years during which management experience has been acquired: (1) title and role of management positions held; (2) numbers of staff overseen in these positions; (3) the size of budgets managed; (4) numbers of hierarchical layers above and below; and (5) number of peers.

⁶ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01958R0001-20130701>

⁷ https://www.eif.org/news_centre/publications/eif-staff-regulations.pdf

⁸ https://commission.europa.eu/jobs-european-commission/job-opportunities/managers-european-commission_en#documents (only exists in English)

As part of this selection procedure, the European Commission sets up a pre-selection panel. This panel analyses all applications, proceeds with a first eligibility verification and identifies candidates having the best profile in view of the selection criteria mentioned above, and who may be invited for an interview with the pre-selection panel.

Following these interviews, the pre-selection panel draws up its conclusions and proposes a list of candidates for further interviews with the European Commission's Consultative Committee on Appointments (CCA). The CCA, taking into consideration the conclusions of the pre-selection panel, will decide on the candidates to be invited for an interview.

Candidates who are called for an interview with the CCA participate in a full-day management assessment centre run by external recruitment consultants. Taking account of the results of the interview and the report of the assessment centre, the CCA establishes a shortlist of candidates it considers suitable to exercise the function of EIF DCE.

Candidates on the CCA shortlist may be interviewed by the Member(s) of the Commission responsible for the Directorate-General for Economic and Financial Affairs, which is in charge of the relations with the European Investment Bank and European Investment Fund.

Following these interviews, the European Commission adopts its decision on the nominee to be communicated to the EIF. The DCE will be appointed by the EIF Board of Directors. The nomination by the Commission does not guarantee appointment.

Candidates may be required to undergo further interviews and/or tests in addition to those indicated above.

Equal Opportunities

The Commission and the European Investment Fund pursue a strategic objective of achieving gender equality at all management levels and apply a policy of equal opportunities and non-discrimination, encouraging applications that could contribute towards more diversity, gender equality and overall geographical balance.

Conditions of employment

The DCE will be remunerated by the EIF. Terms of employment relating to salary and other conditions will be established by the EIF Board of Directors and may be expected to generally mirror the terms applicable to EIF's senior management staff⁹. Success in the nomination process does not establish the right to be employed by the European Commission.

The DCE will be appointed by the Board of Directors of the EIF for a mandate of up to five years and is eligible for reappointment. The length of mandate will be determined by the Board of Directors of the EIF. This is a full-time position.

The place of employment is the city of Luxembourg in the Grand Duchy of Luxembourg.

The post is indicatively available from 1 January 2025.

Independence and declaration of interests

Before taking up his/her duties, the DCE will be required to make a declaration of any interests which might be considered prejudicial to the performance of his/her duties in the interest of the EIF. The DCE

⁹ To find out more on EIF remuneration and benefits, please visit <https://www.eif.org/jobs/compensation/index.htm>.

will be subject to the EIF Code of Conduct for the Chief Executive and the Deputy Chief Executive approved by the EIF Board of Directors applicable at the time¹⁰.

Important information for candidates

Candidates are reminded that the work of the selection panels is confidential. It is forbidden for candidates to make direct or indirect contact with their individual members or for anybody to do so on their behalf. Any query has to be addressed to the secretariat of the respective panel.

Protection of personal data

The Commission will ensure that candidates' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council¹¹. This applies in particular to the confidentiality and security of such data.

Application procedure

Before submitting your application, you should carefully check whether you meet all eligibility requirements ('Candidates must'), particularly concerning the types of diploma, high-level professional experience as well as linguistic capacity required. Failure to meet any of the eligibility requirements means an automatic exclusion from the selection procedure.

If you want to apply, you must register via the Internet on the following website and follow the instructions concerning the various stages of the procedure:

<https://ec.europa.eu/dgs/human-resources/seniormanagementvacancies/>

You must have a valid e-mail address. This will be used to confirm your registration as well as to remain in contact with you during the different stages of the procedure. Therefore, please keep the European Commission informed about any change in your e-mail address.

To complete your application, you need to upload a CV in PDF format, preferably using the Europass CV format¹², and to fill out, online, a letter of motivation (maximum 8 000 characters). Your CV and your letter of motivation may be submitted in any of the official languages of the European Union.

It is in your interest to ensure that your application is accurate, thorough and truthful.

Once you have finished your online registration, you will receive an electronic mail confirming that your application has been registered. **If you do not receive a confirmation mail, your application has not been registered!**

Please note that it is not possible to monitor the progress of your application on-line. You will be contacted directly by the European Commission regarding the status of your application.

Applications sent by e-mail will not be accepted. If you require more information and/or encounter technical problems, please send an e-mail to: HR-MANAGEMENT-ONLINE@ec.europa.eu

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 fault with your internet connection could lead to the online registration being terminated before you complete it, thereby

¹⁰ https://www.eif.org/attachments/about/management/EIF_Code_of_Conduct_for_CE_and_DCE.pdf

¹¹ 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39).

¹² You can find information on how to create your Europass CV online at: <https://europa.eu/europass/en/create-europass-cv>

obliging you to repeat the whole process. Once the deadline for the submission of registrations has passed, you will no longer be able to introduce any data. Late registrations will not be accepted.

Closing date

The closing date for registration is **22/04/2024, 12.00 noon Brussels time**, following which registration is no longer possible.