

## **SELECTION OF TEMPORARY STAFF FOR DIRECTORATE-GENERAL for DG BUDGET (DG BUDG)**

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**The European Commission is organising an external selection procedure to fill the post of ADVISER “BUDG.E.ADV01” for Directorate E - Asset, debt and financial risk management of DG BUDG.**

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The Directorate-General for Budget (DG BUDG) consists of around 530 staff and is made up of six directorates, five of which are based in Brussels, and one of which has staff based in both Brussels and Luxembourg.

DG BUDG is the central service of the Commission responsible for the preparation and implementation of the EU budget throughout the annual and multiannual cycles, ensuring that the budget is executed effectively in full compliance with the Financial Regulation.

DG BUDG is also responsible for the legal framework applicable to the implementation of the EU budget by the different institutions, agencies and Member States, and plays a key role in promoting sound financial management and a strong performance culture.

In this context, DG BUDG aims at ensuring that the EU budget delivers concrete results and added- value across the EU policies.

More generally, DG BUDG’s responsibilities and political priorities are guided by the Treaty and further defined on the basis of President von der Leyen’s political guidelines set for the Commission 2019-2024.

Directorate E of DG BUDG, the bulk of whose activities are located in Luxembourg, undertakes all market operations on behalf of the Union budget including for the EU Recovery Plan.

The Directorate is responsible for the Commission’s debt issuance and loan administration (for SURE, NextGenerationEU), asset management and risk management for the EU budget guarantees (EFSI/InvestEU, External Action Guarantee).

The Directorate has issued in excess of 200 billion EUR in the past 2 years, and runs a busy schedule of syndicated and auction transactions. The Directorate also manages around 20 billion EUR in assets that the Commission holds on behalf of different Union policies including the Common Provisioning Fund (CPF) and the future InvestEU Guarantee.

In addition, this Directorate coordinates the Commission policy framework for managing and reporting on the build-up of contingent liabilities under the budgetary guarantees. This is a busy Directorate, with critical responsibilities for the financing of many front-line EU policies. The development and enhancement of the Directorate’s business capabilities is crucial in order to sustain the continued high quality of

execution across all our activities. The position will be located in Luxembourg, in proximity to the teams implementing the financial operations.

## **1. NATURE OF DUTIES**

The adviser on financial operations infrastructure and back office will report directly to the director of BUDG.E on business development needs to ensure the continued successful execution of the growing volumes of issuance and investment transactions. The adviser will also play a leading role in the implementation of identified business solutions through a leadership role in project management teams.

S/he will provide strategic advice to the director on post-trade issues and on the development of the related infrastructure in light of the work programme of the directorate. S/he will be responsible for planning projects with impact on back office activities, drawing up implementation plans and for leading the implementation of such projects within the directorate, advising on back office impact of planned upcoming front office activities and on measures regarding the efficient use of resources (IT and staff) while ensuring the fulfilment of the objectives of the directorate under the management plan of DG BUDG.

The adviser will provide support to the back office team of the directorate on the implementation of new products, new IT systems and back office infrastructure projects, lead in communicating with internal and external stakeholders and review back office manuals and procedures to ensure quality. S/he will also support the day-to-day activities if necessary for business continuity reasons.

The adviser will work closely with the Director and Heads of unit for asset management, financial risk management, but particularly back-office and settlement; s/he will need to forge close relationships with the Heads of unit and their teams. The adviser will have a prominent role in project management but no team/unit responsibilities and no staff reporting to her/him.

S/he will represent the director at meetings with internal and external stakeholders and at external events with relation to back office matters.

## **2. TYPE AND DURATION OF CONTRACT**

The successful candidates may be offered a temporary contract under point (b) of Article 2 of the Conditions of Employment of Other Servants (CEOS)<sup>1</sup> of the European Union in accordance with the Commission Decision of 16 December 2013 on policies for the engagement and use of temporary agents<sup>2</sup>. The duration of the initial contract will be four years, with the possibility of renewal for a maximum of two years.

The maximum duration of the contract will also take account of the relevant provisions in the Commission Decision of 16 December 2013 on the maximum duration of recourse to non-permanent staff (seven years over a twelve-year period)<sup>3</sup>.

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<sup>1</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20160101:en:PDF>

<sup>2</sup> [https://ec.europa.eu/info/sites/default/files/jobs\\_at\\_the\\_european\\_commission/job\\_opportunities/documents/commission-decision-temporary-agents-c-2013-9049-en.pdf](https://ec.europa.eu/info/sites/default/files/jobs_at_the_european_commission/job_opportunities/documents/commission-decision-temporary-agents-c-2013-9049-en.pdf)

<sup>3</sup> [https://ec.europa.eu/info/sites/default/files/jobs\\_at\\_the\\_european\\_commission/job\\_opportunities/documents/commission-decision-temporary-agents-c-2013-9049-en.pdf](https://ec.europa.eu/info/sites/default/files/jobs_at_the_european_commission/job_opportunities/documents/commission-decision-temporary-agents-c-2013-9049-en.pdf)

**PLACE OF EMPLOYMENT** Luxembourg  
**LEVEL** AD13

### **3. ADMISSION CONDITIONS**

#### **3.1. General conditions**

Candidates must satisfy the requirements set out in Article 12 of the Conditions of Employment of Other Servants of the European Union CEOS, which include being a national of a Member State of the European Union.

The European Union institutions apply a policy of equal opportunities and accept applications without distinction on the grounds 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.

#### **3.2. Specific conditions**

##### **3.2.1 Qualifications**

By the deadline for submission of applications, *candidates must have*:

A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more

or

A level of education which corresponds to completed university studies of at least three years attested by a diploma and appropriate professional experience of at least one year.

The minimum of one year's professional experience required is deemed to be an integral part of the diploma and cannot be counted towards the professional experience required below.

Only diplomas that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities of one of these Member States shall be taken into consideration.

##### **3.2.2 Experience**

On the closing date for the submission of applications set by this notice, candidates must have at least 15 years' postgraduate professional experience at a level to which the qualifications referred to above give admission

#### **Advisory skills**

- A demonstrated capacity to work in an advisory or management back-office role with regard to SSA (Sovereign, Supra-nationals and Agencies) funding operations;
- Ability to identify key issues, take initiative and think strategically in view of new financial and regulatory developments including new financial products;
- Ability to build institutional capacity in post-trade management;

- Forward-looking and dynamic approach to new challenges, coupled with high motivation and resilience to work on different issues simultaneously;
- Ability to steer and motivate teams on dedicated projects with the aim to deliver high quality output.

### **Specific experience**

The selected candidate will be an outstanding and dynamic professional who should fulfil the following criteria:

### **Communication and negotiation**

- Excellent communication skills, with a proven ability to develop and maintain excellent relationships with stakeholders inside or outside the organisation
- Excellent negotiation skills, proven skills in leading projects/meetings/negotiations, decision-making and problem-solving;
- Excellent networking, public speaking and interpersonal skills, including active listening skills.

### **Specialist skills and experience:**

- A solid background in public banking, notably in middle and back office, with a particular emphasis on international debt markets, preferably within international organisations, and operational experience and comprehensive knowledge of post-trade processes including trading and settlement systems;
- Sound understanding of internal control requirements and contingency planning in such an environment;
- Solid experience in the analysis, design, optimisation and automation of post trade management processes and prior involvement in developing and implementing large and complex business development projects related to the processing and settlement of high-value financial operations
- Sound experience with the functioning and post-trade management of financial instruments as well as solid experience in post-trade related IT applications such as SAP, Bloomberg, Swift;
- Extensive leadership experience and project responsibility in the implementation of new financial products in the back office and connection to new trading platforms.

### **3.2.3 Languages**

Under point (e) of Article 12(2) of the Conditions of Employment of Other Servants candidates must have a thorough knowledge of one of the EU languages and a satisfactory knowledge of another of the EU languages. Knowledge of additional EU languages is an advantage.

## **4. CONDUCT OF THE PROCEDURE**

There will be two separate, successive stages of the procedure:

### **4.1. Pre-selection**

#### **4.1.1 Pre-selection based on qualifications**

The selection committee, composed in accordance with Article 2(c) of the Commission Decision of 16 December 2013 on policies for the engagement and use of temporary agents, will carry out a pre-selection based on the qualifications and professional experience mentioned under section 3.2. To this effect, candidates are required to provide three documents:

- a) a completed application form;
- b) a CV;
- c) and a motivation letter.

In order to enable the pre-selection panel to decide on the admission of the applications, candidates are requested to clearly indicate in these documents:

- for the studies: the start and end date, the normal length of the complete cycle and the exact title of the diploma obtained;
- for the professional experiences: the start and end date of each experience and exact nature of the functions.

If one of the three documents mentioned above are missing or if the documents are not received by the deadline stipulated, the application will be deemed null and void.

As this pre-selection stage is eliminatory, only pre-selected candidates will be invited for the selection stage (see section 4.2 below).

Supporting documents mentioned in section 4.1.2 are NOT required at this stage. They will be requested at a later stage of the selection procedure (see section 4.1.2).

#### **4.1.2 Supporting documents**

Before the interview described in section 4.2 below, the pre-selected candidates must provide the official supporting documents confirming the information stated in their application form, CV and motivation letter. If these documents are not provided by the deadline stated in the invitation letter to the interview, the application will be declared null and void.

The requested official supporting documents to be sent only by candidates invited to an interview will be:

- Copy of a document proving citizenship (identity card or passport);
- Copy of the diploma(s) or certificate(s) of the required level of education;
- Employment certificates proving the length of professional experience.

These documents must clearly show the start and end date and continuity of each of the periods of professional experience to be counted for this selection procedure. For this purpose candidates should ideally produce employment certificates from their former employers and current employer. Failing this, copies of the following documents, for example, will be accepted: employment contracts, accompanied by

the first and last pay slips and the final monthly pay slip for each intermediate year in the case of a contract of more than one year, official letters or acts of appointment, accompanied by the final salary slip, employment records, tax declarations.

Final acceptance of the application is subject to presentation of the requisite supporting documents. If these documents are not received by the deadline stipulated in the pre-selection letter and the invitation for interview, the application will be deemed void.

If candidates are in any doubt about the nature or validity of the documents to be presented they should contact the secretary of the selection committee at least ten working days before the deadline expires, via the functional mailbox at the following address:

**HR-2022\_BUDG\_ADVISER@ec.europa.eu**

The aim is to enable them to produce a complete and acceptable dossier by the deadline.

The successful candidate will, at a later date, be required to produce the originals of all the requisite documents for the purpose of certification.

#### **4.2. Selection**

Candidates who have successfully completed the pre-selection stage will be invited for an interview by a Selection Committee in order to be assessed and compared objectively and impartially on the basis of their qualifications, professional experience and knowledge of languages, as set out in this notice.

The list of successful candidate(s) will be valid for a maximum of two years. The validity of the list may be extended.

Before being engaged, candidates may be invited to take part in a one-day assessment centre.

### **5. APPLICATIONS**

The application form accompanied by a CV and a motivation letter, must be sent to the following address:

**HR-2022\_BUDG\_ADVISER@ec.europa.eu**

Candidates are requested to send their applications in a single e-mail in .zip or .pdf format. The Commission reserves the right to automatically remove all messages of more than 2 MB.

The data included in the application form will not be changed after the closing date of the submission of applications. The right of rectification cannot be exercised after the closing date for the submission of applications.

Candidates should use the same functional mailbox for all correspondence with the selection committee including requests for information. It is the candidate's responsibility to inform the secretary of the selection committee of any change of his/her e-mail address during the selection procedure.

The European Commission applies an equal opportunities policy. The Commission would particularly welcome applications from women.

**The closing date for the submission of applications is 20 December 2022 at 12:00 (midday, Brussels time).**

## **6. ADDITIONAL INFORMATION**

This selection notice is published in the 24 official languages of the European Union on the websites of the Directorate-General for Communication and European Personnel Selection Office (EPSO).

Any direct communication between candidates and the Commission services will be exclusively by email. Therefore, to enable Commission services to contact candidates, each candidate is required to indicate a valid e-mail address which can be used throughout the entire selection process.