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| Logo of the European Commission, 12 yellow stars on a blue background arranged in a circle and framed by two light grey graphic elements representing the Berlaymont building, which is the headquarter of the European Commission. | EUROPEAN COMMISSION |

VACANCY NOTICE FOR A POST OF SECONDED NATIONAL EXPERT

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| DG – Directorate – Unit | FISMA-D-AMLA.TF |
| Post number in sysper: | 430864 |
| Contact person:  Provisional starting date:  Initial duration:  Place of secondment: | Mr Olivier SALLES, Head of the AMLA Task Force  1st quarter 2024  2 years  Brussels  Luxemburg  Other: Click or tap here to enter text. |
| Type of secondment |  |
| This vacancy notice is open to:    as well as  The following EFTA countries:  Iceland  Liechtenstein  Norway  Switzerland  The following third countries: ….  The following intergovernmental organisations: … | |
| Deadline for applications | Latest application date: Click or tap to enter a date. |

**Entity Presentation (We are)**

The AMLA Task Force is part of the directorate D “Banking, insurance and financial crime” of DG FISMA. The task force’s mission is to prepare the establishment and then accompany the operations of the Anti-Money Laundering Authority (AMLA) for a few months. Its duties will include: management of complex work streams and processes linked to financial circuits, budget, HR rules, recruitment, logistics, IT infrastructure, and security; legal and procedural preparations related to the organization chart. In parallel, some of the tasks will imply high-level negotiations with different Commission services, as well as the EP and Council. Dealings and negotiations with other agencies and bodies who play a role in Anti-Money Laundering - including the European Banking Authority and European Central Bank - will often occur.

**Job Presentation (We propose)**

We are offering an exciting opportunity to contribute to the preparation for and then the establishment of the AMLA by coordinating the necessary HR processes, notably recruitment.

The main focus is on the following tasks:

* Contribute to the design and implementation of the necessary HR processes for the AMLA;
* Plan, organise and coordinate recruitment processes, open calls and specialised competition procedures for vacancies at the AMLA and the Task Force;
* Draft vacancy notices, profiles and related competencies fitting the needs of the AMLA and the Task Force, in cooperation with operational units;
* Provide training on recruitment to members of selection committees;
* Plan and coordinate activities to ensure that key HR processes are in place to allow a smooth start for staff recruited for the AMLA;
* Ensure successful knowledge transfer to the new HR colleagues recruited for the AMLA, inter alia via coaching & mentoring measures;
* Coordinate HR work streams with other relevant services (including meetings).

**Jobholder Profile (We look for)**

We are looking for an experienced and versatile HR expert. The successful candidate will

* be dynamic, motivated, and open-minded;
* be able to deliver timely and high quality results;
* have excellent organizational and communication skills;
* be able to adapt to new challenges and work under pressure.

In addition, knowledge or experience of EU Institutions or Agencies would be an asset.

**Eligibility criteria**

The secondment will be governed by the **Commission Decision C(2008) 6866** of 12/11/2008 laying down rules on the secondment to the Commission of national experts and national experts in professional training (SNE Decision).

Under the terms of the SNE Decision, you need to comply with the following eligibility criteria at **the starting date** of the secondment:

* Professional experience: at least three years of professional experience in administrative, legal, scientific, technical, advisory or supervisory functions which are equivalent to those of function group AD.
* Seniority: having worked for at least one full year (12 months) with your current employer on a permanent or contract basis.
* Employer: must be a national, regional or local administration or an intergovernmental public organisation (IGO); exceptionally and following a specific derogation, the Commission may accept applications where your employer is a public sector body (e.g., an agency or regulatory institute), university or independent research institute.
* Linguistic skills: thorough knowledge of one of the EU languages and a satisfactory knowledge of another EU language to the extent necessary for the performance of the duties. If you come from a third country, you must produce evidence of a thorough knowledge of the EU language necessary for the performance of his duties.

**Conditions of secondment**

During the full duration of your secondment, you must remain employed and remunerated by your employer and covered by your (national) social security system.

You shall exercise your duties within the Commission under the conditions as set out by aforementioned SNE Decision and be subject to the rules on confidentiality, loyalty and absence of conflict of interest as defined therein.

In case the position is published with allowances, these can only be granted when you fulfil the conditions provided for in Article 17 of the SNE decision.

Staff posted in a European Union Delegation are required to have a security clearance (up to SECRET UE/EU SECRET level according to [Commission Decision (EU, Euratom) 2015/444 of 13 March 2015](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32015D0444). It is up to you to launch the vetting procedure before getting the secondment confirmation.

**Submission of applications and selection procedure**

If you are interested, please follow the instructions given by your employer on how to apply.

The European Commission **only accepts applications which have been submitted through the Permanent Representation / Diplomatic Mission to the EU of your country, the EFTA Secretariat or through the channel(s) it has specifically agreed to**. Applications received directly from you or your employer will not be taken into consideration.

You should draft you CV in English, French or German using the **Europass CV format** ([[Create your Europass CV | Europass](https://europa.eu/europass/en/create-europass-cv)](http://europass.cedefop.europa.eu/en/documents/curriculum-vitae)). It must mention your nationality.

Please do not add any other documents(such as copy of passport, copy of degrees or certificate of professional experience, etc.). If necessary, these will be requested at a later stage.

**Processing 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 Council ([[1]](#footnote-1)). This applies in particular to the confidentiality and security of such data. Before applying, please read the attached privacy statement.

1. () 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 [↑](#footnote-ref-1)