

## SENIOR(S) EXECUTIVE OFFICE AND DIRECTOR(S) OF DEPARTMENT'S OFFICE

The **Chairperson** represents the Authority in public and reports on the EBA's work to the European Parliament. They prepare the work of the Board of Supervisors and contribute to the agenda of the Management Board thereby providing guidance on the EBA's activities.

The **Executive Director** oversees the day-to-day operations of the EBA and prepares the Management Board meetings. They are responsible for preparing and implementing the annual work programme and overseeing the budget.

The **five Directors** are responsible for leading the work of their departments, namely: the Prudential Regulation and Supervisory Policy Department (PRSP), the Innovation, Conduct and Consumers Department (ICC), the Economic and Risk Analysis Department (ERA), the Data Analytics, Reporting and Transparency (DART), the Operations Department (OPER).

### **Assignment:**

- To help with providing administrative support and assistance.
- To assist in the preparation of various documents (including Excel spread sheets) such as draft minutes, note taking, correspondences, briefing coordination, project implementation, and their filling/archiving.
- To support the organisation of meetings, workshops, etc in all the areas of the EBA activities.
- To take on any other research, organisational and administrative tasks as may be required.

### **Assessment profile:**

- University degree in European Studies, Economy, Finances, Law, Business Administration, etc.
- Working experience of using the MS package: Word, PowerPoint, Adobe Acrobat, Excel and Outlook.
- Experience in multicultural environments, through previous assignment placements or study abroad.
- Work with others: work confidently within a group and contribute to achieving common goals; understand own role and how it supports the team and the organisation.
- High sense of discretion, confidentiality and service-oriented approach.