

AMLA VACANCY NOTICE

Reference:	AMLA/TA/2024/08
Title of the position:	Personal Assistant
Type of publication:	Public and inter-agency
Type of contract:	Temporary Agent 2(f)
Grade:	AST 3
Duration of contract:	3 years (with possibility of renewal) or continuity of contractual conditions if you are currently employed in and Agency/JU as TA 2(f) in AST3
Place of employment:	Frankfurt am Main, Germany
Deadline for application:	22 November 2024, 23:59 Frankfurt time
Reserve list:	Approx. 10 candidates, valid until 31/12/2025

1. ABOUT THE AGENCY

1.1 Who we are

Money laundering and the financing of terrorism are major concerns for the EU. They pose major risks to the EU's economy, financial system and to the security of its citizens.

The Anti-Money Laundering and Countering the Financing of Terrorism Authority (AMLA) is a new European Union body, established to safeguard the European Union's financial system for its citizens.

For more information about the Authority, please see AMLA's Founding Regulation: [Regulation - EU - 2024/1620 - EN - EUR-Lex \(europa.eu\)](#)

The place of employment is Frankfurt where the Authority's seat is located. It will have over 400 staff members by 2027.

1.2 Our purpose

The Anti-Money Laundering and Countering the Financing of Terrorism Authority (AMLA) will be a decentralised EU Agency that will coordinate national authorities to ensure the correct and consistent application of EU rules.

AMLA's key responsibilities will include:

1. Directly supervising selected financial sector entities that operate on cross border basis and present high risk of money laundering and terrorism financing, as well as indirectly supervising other entities in the financial and non-financial sectors.
2. Supporting and coordinating Financial Intelligence Units (FIUs) by facilitating joint cross-border cases analyses, enabling controlled information exchange, providing capabilities, advanced data analytics and managing the common FIU.net information system.

3. Complementing EU AML/CFT rules by developing regulatory and implementing technical standards and issuing guidelines.

2. CANDIDATE PROFILE – IS THIS JOB FOR YOU?

We are seeking to establish a reserve list of Temporary Agents for the position of Personal Assistant. The reserve list may be used for any future vacancies in similar fields of work and may be shared with other EU Agencies, upon request and after written consent of the listed candidates to share their data.

AMLA is looking to hire skilled and professional Personal Assistants to provide top-level support for AMLA's future senior management team, which once appointed will include: the Chair, 5 Board Members, and 1 Executive Director.

This role is vital in setting up a robust and smooth administrative framework, ensuring effective coordination across internal teams and engagement with external stakeholders.

In this role, the Personal Assistant will be instrumental in building strong operational foundations and supporting the establishment of seamless workflows. This is a unique opportunity to contribute to shaping our new and dynamic organisation from the start.

Success in this role depends on strong organisational abilities, effective communication and sharp problem-solving skills. A proactive attitude and the ability to prioritise multiple tasks are essential for consistently achieving high-quality results.

You will be required to perform, among others, the following tasks:

- Oversee the manager's schedule, support in the preparation of high-level meetings, trips and events.
- Coordinate internally to prioritise incoming files and liaise with AMLA's external counterparts such as the European Commission, National Competent Authorities, Financial Intelligence Units and European Banking Authority.
- Assist in the preparation and coordination of AMLA's Executive and/or General Board meetings.
- Prepare, proofread, and coordinate various documents (like reports, presentations and briefing materials, draft letters, correspondence and minutes).
- Help foster and sustain strong connections with all internal units/departments and external stakeholders.

The successful candidates might be required to perform other duties as necessary under the responsibility of his/her line manager according to the evolution and development of the AMLA's structure and activities.

3. ELIGIBILITY CRITERIA

The selection procedure is open to applicants who satisfy the following eligibility criteria on the closing date for application and on the date of filling the vacant post:

a) General conditions

- Be a national of a Member State of the European Union;
- Enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by national laws concerning military service;

- Meet the character requirements for the duties involved¹;
- Be physically fit to perform the duties linked to the post;
- Have a thorough knowledge of one of the official languages of the European Union² and satisfactory knowledge of a second of these languages (Level B2 of CEFR)³ to the extent necessary to perform their duties.

OR

Work in an EU decentralised agency, in an EU executive agency or in an EU joint undertaking as a Temporary Agent 2(f) and be employed in the Function Group AST 3. Generally, candidates should have at least two years of service in their current agency before transferring. Any exceptions must be jointly approved by both agencies, considering the interests of both.

b) Education

A level of post-secondary education attested by a diploma, or a level of secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of at least three (3) years.

4. SELECTION CRITERIA

Candidates will be considered for the selection phase based on the following criteria, to be fulfilled on the closing date for applications:

a) Essential criteria

- By the deadline for applications, having acquired at least 6 years of relevant professional experience related to the tasks described under 'candidate profile'.
- Experience in proofreading and preparing documents, including presentations, meeting minutes and background documents for executive-level discussions.
- Work experience gained in a similar complex and/or multicultural environment.
- Proven experience in managing complex schedules, coordinating high level meetings, and collaborating with senior stakeholders.
- Experience in coordination with stakeholders such as governmental bodies, international organisations or EU bodies.
- Very good knowledge of English in speaking and writing.

b) Advantageous criteria

- Experience or knowledge of the EU Institutional framework.

Moreover, the following competencies will be assessed during the selection process:

- Excellent organisational skills, ability to work autonomously and under pressure and/or time constraints.
- Excellent client/service orientation and a sense of discretion / diplomacy.
- Ability to address issues with a problem-solving attitude.
- Accountability, flexibility and innovativeness.
- Strong communication skills.

¹ we will ask you to provide an official certificate confirming the absence of any criminal record.

² Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

³ Common European Framework of Reference for Languages

5. WHAT WE OFFER

5.1 What to expect in the new AMLA

Joining the AMLA during its start-up phase presents a unique opportunity for individuals seeking new challenges. As we navigate through the initial stages of establishing this important Agency, you will have the chance to contribute your expertise and innovative ideas, playing a pivotal role in shaping the Agency!

5.2 Work-life balance

As we are convinced in AMLA that achieving a work-life balance is crucial for the well-being and efficiency of all our employees, we will foster a work environment that supports a balanced lifestyle. Telework and flexible working will allow you to adapt your work hours to fit your life and help you successfully juggle your responsibilities as well as reduce our environmental impact.

5.3 Integration of newcomers

Join our team at AMLA and experience a warm welcome from day one! We see the clear benefits of teleworking, but also the importance of building relationships, integrating newcomers and maintaining team cohesion. We are dedicated to ensuring a seamless integration process for our new staff. Newcomers will receive personalised support, including the assignment of a mentor and assistance in navigating in their new environment. In AMLA, we understand that a smooth transition is key to your success, and we are committed to helping you settle in comfortably as part of our team as well as in Frankfurt!

5.4 Rights and benefits

For candidates currently working in an EU decentralised agency, in an EU executive agency or in an EU joint undertaking as a Temporary Agent 2(f) and be employed in Function Group AST 3:

Inter-Agency mobility foresees that the selected Temporary Agent shall conclude a contract of employment with AMLA which ensures continuation of his/her employment and career in the category of TA 2(f). That contract shall be concluded without interruption of the contract concluded with the Agency of origin (“the preceding contract”) and shall fulfil the following requirements, in particular:

- **The same grade and the same seniority in the grade as the preceding contract,**
- **The same step and the same seniority in step as the preceding contract.**

There will be no probationary period.

If the candidate has an indefinite contract with its current agency, he/she will get an indefinite contract with AMLA. If the candidate has a fixed-term contract, the end date of the contract concluded with AMLA and of the preceding contract shall be the same.

Contract duration policy in AMLA is 3 years + 3 years + indefinite.

Please note that the correction coefficient⁴ for Frankfurt is currently 101,1%. This correction coefficient is updated each year (July).

The rights and entitlements inherent to the country of employment will be adapted accordingly.

For the rest of the candidates:

⁴ The correction coefficient is a specific weighting applied to your pay to offset the higher or lower costs of living compared with Brussels.

Pursuant to Article 2(f) of the [Conditions of Employment of Other Servants of the European Union \(CEOS\)](#), the successful candidate will be appointed by the ad interim Executive Director as a Temporary Staff for a period of 3 years, which may be renewed. The newly recruited staff member will serve a probationary period of 9 months.

The primary component of your pay is your basic salary. Salaries are exempted from national tax; a Union tax is paid at source. The amount varies depending on your:

- staff category, grade, step;
- correction coefficient³: will be applied to your basic salary. Currently, the correction coefficient for Frankfurt is 101.1%. The correction coefficient is updated each year.

A number of allowances may be added to your pay depending on your individual family situation and place of origin such as:

- family benefits (household, dependent child, school allowances, etc.)
- entry into service, mobility and expatriation allowances (reimbursement of removal costs, expatriation allowance: 16% of basic salary or foreign allowance: 4% of basic salary, etc.)
- other benefits (annual travel, daily subsistence, etc.)
- end of service allowances (resettlement, etc.)

Estimation of monthly salary, with **no specific allowances**:

Grade/step	Monthly basic salary (gross)	Estimation of monthly net salary with application of the correction coefficient
AST3 step 1	3.885,48	3.402,64

5.5 Schools

Various educational levels are available through both public and private institutions in Frankfurt. A European school also operates in Frankfurt since 2002.

The European School offers quality education from nursery to the European Baccalaureate in a multicultural and multilingual environment.

In addition to the four language sections (German, English, French and Italian) of the early years, the Spanish section was opened in September 2018 in the nursery cycle and is now being gradually built up. For the students without a language section (SWALS), apart from Maltese all languages spoken in the member states of the EU are taught.

The European School Frankfurt is one of the most successful schools in the system of the European Schools. Motivated pupils, interested parents, committed teachers and efficient administrative staff contribute to the positive learning atmosphere and the continuing excellent final results of our high school graduates, which are recurring every year.

More information is available on the website of the European School: [Europäische Schule Frankfurt am Main - Home \(esffm.org\)](http://Europäische_Schule_Frankfurt_am_Main_-_Home_(esffm.org))

5.6 Frankfurt

AML A will be located in Frankfurt, one of Germany's most international cities. Currently, about 30 percent of Frankfurt's residents hold a foreign (non-German) passport. The city attracts residents with its quality of life, attested by the Economist's "Global Liveability Index" where it ranked number 7 globally in 2022. The city's safety and affordable housing costs provide the basis to the liveability, but the city offers much more.

Frankfurt boasts a vibrant social and cultural life, including museums, art galleries, 50 parks, two zoos, two opera houses, many theatres and great restaurants. Sports and nature enthusiasts will enjoy the range of options in and around the city. The well-established connectivity can bring you or your family into the surrounding nature or directly into the city centre. Also, Frankfurt Main Airport is the busiest airport in Germany, ranking 4th within the EU. This allows you to keep a connection with your family, friends and the place you consider home.

A specific tailor made one-stop-shop is also available for staff. It provides direct support to employees before and after their move to Frankfurt.

6. SELECTION PROCEDURE AND APPOINTMENT

The selection process will be organised in several consecutive stages:

Screening and shortlisting: After the deadline for online registration, the selection committee will check the submitted applications against the **eligibility and selection criteria** described in **Section 3 and 4**.

Upon completion of the initial assessment, the selection committee will establish a shortlist of the best candidates.

Assessment phase

The shortlisted candidates will be invited to the assessment phase, which will be organised remotely. This phase will be conducted in English.

The assessment phase involves an oral interview with the selection committee as well as a written examination.

The oral and written tests aim at testing the specific competencies and knowledge with reference to the **selection criteria** of the present vacancy notice.

They will be organised consecutively the same day. Details of the date and time of the assessment will be communicated to the shortlisted candidates in due time.

Appointment and reserve list

Upon completion of the assessment phase, the selection committee will establish a draft reserve list of candidates best matching the needs of the Agency for the functions and tasks/responsibilities mentioned in this vacancy notice. This draft reserve list will be submitted to the ad interim Executive Director of AMLA for approval. The adopted reserve list will be valid until 31 December 2025. The validity of the reserve list may be extended by decision of the Executive Director of AMLA.

Prior to being offered a post, candidates might be required to undergo further evaluation by AMLA (e.g. including a further interview with the ad interim Executive Director).

Candidates should note that the inclusion in the reserve list does not imply any entitlement to employment at AMLA.

All candidates will be informed about the outcome of the procedure throughout the selection process. Recruitment is subject to budgetary availability.

Verification of documents and scrutiny

Prior to their possible recruitment, the successful candidates will have to provide an updated criminal record and a declaration of absence of conflict of interest as well as a copy of the documents proving their eligibility mainly their academic diplomas and evidence of their professional experience clearly

indicating the starting and finishing dates, the function(s) and the exact nature of the duties carried out.

If, at any stage in the procedure, it is established that the information in an application has been knowingly falsified or is incorrect, the candidate will be disqualified from the selection process.

Failure to comply with the [eligibility](#) and [essential selection criteria](#) will result in the [disqualification of the applicant concerned](#).

7. EQUAL OPPORTUNITIES

AMLA is an equal opportunity employer and strongly encourages applications from all candidates who fulfil the eligibility criteria and are interested in the position. It ensures that its recruitment procedures do not discriminate on the grounds of gender, colour, race, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, nationality, age, sexual orientation or gender identity.

8. CONDITIONS OF EMPLOYMENT

The decision on appointment and to offer a contract for Temporary Agent pursuant to Article 2(f) of the CEOS will be taken by AMLA's ad interim Executive Director as the Authority Empowered to Conclude Contracts of Employment on the basis of the reserve list of most suitable candidates.

Before engaging a Temporary Agent, the ad interim Executive Director will examine whether the candidate has any personal interest such as to impair his/her independence or any other conflict of interest. The candidate will inform the ad interim Executive Director, using a specific form of any actual or potential conflict of interest. If necessary, the ad interim Executive Director shall take any appropriate measures.

9. HOW TO APPLY?

For application to be valid, candidates must submit the following documents in Word, PDF or similar:

- A complete and detailed curriculum vitae in English
- Fully completed application form in English

Applications must be sent by e-mail to the functional mailbox EU-AMLA-TA@ec.europa.eu by 22 November 2024, 23h59 Frankfurt time, under the subject "[Application AMLA/TA/2024/08](#)".

Applications that are incomplete or sent after the deadline will not be taken into consideration.

No supporting documents (certified copies of degrees/diplomas, references, proof of experience) should be sent at this stage, but you may be requested to submit them at a later stage of the procedure.

In order to facilitate the selection process, all communication to candidates concerning this selection will be in English.

After the submission of your application, you will receive an automated acknowledgement of receipt of your application.

10. REQUEST FOR REVIEW AND APPEAL PROCEDURE

Pursuant to Article 90(2) of the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union, a candidate may submit a complaint against an act affecting him/her

adversely. The complaint must be lodged within three months from the date of notification to the following address:

Anti-Money Laundering Authority
For the attention of the ad interim Executive Director, Mr Olivier SALLES
Rue de Spa 2
B-1049 Bruxelles
BELGIQUE

Should the complaint be rejected, pursuant to Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union, a candidate may request judicial review of the act. The appeal must be lodged within three months from the date of notification to the following address:

[Court of Justice of the European Union](#)
Registry of the Court
Rue du Fort Niedergrünewald
L-2925 Luxembourg
LUXEMBOURG

Any citizen of the European Union or any natural or legal person residing in a Member State may make a complaint about maladministration pursuant to Article 228(1) of the Treaty of the Functioning of the European Union. The complaint must be lodged within two years of becoming aware of the facts on which the complaint is based on, to the following address:

[European Ombudsman](#)
1 Avenue du Président Robert Schuman
CS 30403
F-67001 Strasbourg Cedex
FRANCE

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 of Officials and Conditions of Employment of Other Servants of the European Union for lodging complaints or submitting an appeal pursuant to Article 270 of the Treaty on the Functioning of the European Union. Please note also that under Article 2(4) of the [General conditions governing the performance of the Ombudsman's duties](#), any complaint lodged with the European Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

11. DATA PROTECTION

Candidates' personal data are processed as required by the Regulation (EU) No 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. This applies in particular to the confidentiality and security of such data. For more information, please check the data protection notice on https://finance.ec.europa.eu/financial-crime/aml/working-aml_en.