

AMLA VACANCY NOTICE

Reference:	AMLA/CA/2024/05
Title of the position:	HR Expert
Type of publication:	Inter-agency and inter-institutional
Type of contract:	Contract Agent 3(a)
Function Group:	FG IV
Duration of contract:	3 years (renewable) if recruited on a new contract (detailed information below)
Place of employment:	Frankfurt am Main, Germany
Deadline for application:	5 November 2024, 23:59 Frankfurt time
Reserve list:	Up to 10 laureates, 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 (Germany) 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 for the position of an HR Expert. The reserve list may be used for any future vacancies in similar fields of work and may be shared with other Agencies, upon request and after written consent of the listed candidates to share their data.

The tasks/responsibilities of an HR Expert include, among others, the following:

Selection and Recruitment:

- Manage AMLA's selection and recruitment processes, ensuring smooth operations from vacancy notice to final recruitment and onboarding.
- Implement the necessary tools and procedures to be able to run large selection and recruitment processes.
- In particular: prepare vacancy notices, oversee their publication, supervise eligibility checks and pre-screening, organize and manage selection panels, written tests and interviews in the most efficient and effective way.
- Ensure that recruitment processes are operated in full respect of the applicable rules.
- Manage onboarding procedures by working with internal stakeholders to ensure the effective integration of new staff, contributing to the development of a positive organizational culture.

Training and Development:

- Coordinate and implement AMLA's training and development programs/initiatives, ensuring they meet the agency's strategic needs and support long-term staff development and engagement. Monitor staff participation in the specific training and development activities.
- Implement performance appraisal and reclassification processes, working closely with staff to ensure transparent and consistent procedures.

Horizontal responsibilities:

- Participate in the implementation and optimisation of HR IT tools, ensuring their effective use for operational efficiency and reporting purposes.
- Participate in the development and implementation of HR policies that align with AMLA's mission and support the adoption of HR implementing rules.
- Support teambuilding events, to ensure smooth onboarding of staff, in particular in the start-up phase.

The successful candidate may 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

Contract staff 3(a) or 3(b) will be considered eligible for selection on the basis of the following criteria to be fulfilled by the deadline of applications (including those referred to in Article 82 of the CEOS):

a. Candidates CA 3(a) and CA 3(b) who are employed in the same Function Group as the published post (FG IV) and have successfully passed EPSO FG IV level selection tests or equivalent selection procedure before being engaged by the other Institution.

b. Candidates who are employed as CA 3a in Function Group III and have successfully passed EPSO FG IV level selection tests or a general selection procedure giving access to FG IV.

Candidates referred to in paragraphs (a) and (b) should have served for at least three years as Contract Agents within the Commission or Agencies, and they must have a level of education which corresponds to completed university studies of at least three years attested by a diploma.

4. SELECTION CRITERIA

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

a) Essential criteria

- Proven experience of at least 3 years in similar tasks/responsibilities as required by the role as described under “Candidate profile”.
- Professional experience in an HR department of a European Institution, Agency, Joint Undertaking or other EU body.
- Good knowledge of the general implementing rules dealing with recruitment in Agencies/JU.
- Experience with organising large selection procedures.

b) Advantageous criteria

- Knowledge and experience of Sysper.
- Be familiar with PMO's procedures.

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

- Ability to anticipate HR needs, take initiative in recruitment and training processes, especially during peak periods of recruitment or onboarding, while maintaining quality and efficiency.
- Ability to manage multiple responsibilities simultaneously, prioritizing workload effectively to meet deadlines efficiently.
- Capability to establish and maintain positive relationships with candidates and colleagues, fostering a collaborative, positive and supportive work environment.
- Strong and clear verbal and written communication skills for interacting with candidates, internal teams, and external stakeholders, ensuring all parties are informed and aligned. Ability to identify issues in HR processes, propose effective solutions, and implement them efficiently.

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 Contractual conditions

- a) Successful CA 3(a) candidates, in FG IV, with an indefinite contract, will maintain their contractual conditions (either maintaining their grade or grading redone, whichever is more favourable).
- b) Successful CA 3(a) candidates, in FG III, with an indefinite contract, will be offered a FG IV contract of indefinite period provided that they have proven the ability to work in a third language. They will serve a probationary period of 9 months.
- c) Successful CA 3(a) candidates, in FG III, with a fixed-term contract, will be offered a 3-years contract in FG IV, that may be renewed for another 3 years before becoming indefinite provided that they have proven the ability to work in a third language. They will serve a probationary period of 9 months.
- d) Successful CA 3(b) candidates, in FG IV, with a fixed-term contract, will be offered a 3-years contract as CA 3(a) in FG IV, that may be renewed for another 3 years before becoming indefinite provided that they have proven the ability to work in a third language. They will serve a probationary period of 9 months.

The usual salary conditions of the Staff Regulations will apply. To note that a correction coefficient will be applied to the basic salary. Currently, the correction coefficient for Frankfurt is 101.1%. The correction coefficient is updated each year.

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

AMLA 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.

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 signature of the contract, 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. External candidate will also be required to pass a medical examination.

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 Contract Agent pursuant to Article 3(a) 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 Contract 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-CA@ec.europa.eu by 5 November 2024, 23h59 Frankfurt time, under the subject "Application AMLA/CA/2024/05".

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 communications 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.