

AMLA VACANCY NOTICE

Reference:	AMLA/TA/2025/06
Title of the position:	Senior HR Specialist
Type of publication:	Inter-agency
Type of contract:	Temporary Agent 2(f)
Grade:	AST 4 – AST 6
Duration of contract:	3 years (renewable)
Place of employment:	Frankfurt, Germany
Deadline for application:	7 May 2025, 23:59 Frankfurt time
Reserve list:	Approx. 10 candidates, valid until 31/12/2026

1. ABOUT THE AGENCY

1.1 Who we are

Money laundering and the financing of terrorism are major concerns for the EU. They pose significant risks to the EU economy, to the integrity of the EU financial system and, even more importantly, to the security of its citizens.

The Anti-Money Laundering and Countering the Financing of Terrorism Authority (AMLA) was established in June 2024 as a new European Union body to safeguard the European Union's financial system and its citizens against money laundering and terrorist financing. It is located in Frankfurt am Main, Germany and will expand to over 400 staff members by the end of 2027. AMLA's key responsibilities include:

- Directly supervising selected financial sector entities that operate on a cross border basis and present a high risk of money laundering and terrorism financing, as well as indirectly supervising other entities in the financial and non-financial sectors.
- Supporting and coordinating the activities of Financial Intelligence Units (FIUs) by, for example, facilitating the joint analyses of cross-border cases, enabling information exchange, providing capabilities, advanced data analytics and managing the FIU.net information system.
- Complementing EU Anti-Money Laundering (AML)/Countering the Financing of Terrorism (CFT) rules by developing regulatory and implementing technical standards and issuing guidelines.

For more information about the Authority, please visit our [website](#). We are an equal opportunities employer, committed to diversity and non-discrimination.

2. CANDIDATE PROFILE – IS THIS JOB FOR YOU?

You will work in a dynamic start-up environment and your role will contribute to the success and growth of AMLA. It will offer opportunities to make a meaningful impact. We are seeking to establish a reserve list for the position of **Senior HR Specialist**.

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.

AMLA is currently looking to recruit to **two types of profiles**:

A. Attraction, Selection and Recruitment

You are a highly experienced recruitment and selection specialist who can contribute to providing state-of-the-art recruitment and selection processes to attract top quality talent within its start-up phase, in particular to:

- I. Carry out recruitment campaigns to promote AMLA employer brand (e.g. career fairs, organisation of awareness days etc.).
- II. Put in place the necessary tools and structures to be able to run large selection and recruitment processes.
- III. Coordinate selection and recruitment procedures at all levels from assistant to middle management, including the management of large calls for applications.
- IV. Contribute to the drafting of policies, guidelines, written instructions, briefs, HR communication material within the area of selection and recruitment.
- V. Contribute to the smooth integration of new recruits and the development of a healthy and positive culture focused on collaboration and innovation.

B. Personnel management

You are a seasoned professional with very solid knowledge and vast experience in the area of personnel management with the ability to navigate the dynamic yet regulated EU Agency environment, in particular you will:

- I. Process individual rights and entitlements and provide guidance for staff, seconded national experts, trainees.
- II. Process the monthly payroll and act as focal point with PMO in relation to staff matters.
- III. Be responsible for creating and maintaining up-to-date personnel files.
- IV. Process leave requests and work patterns and advise line managers on the applicable HR regulatory framework.
- V. Contribute to the smooth onboarding and integration of new recruits and the development of a healthy and positive culture focused on collaboration and innovation.
- VI. Contribute to the drafting of policies, guidelines, written instructions, briefs, HR communication material.

In addition to being assigned to one of the domains, the successful incumbents 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) Experience

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 a function group and grade corresponding to the bracket **[AST 4 - AST 6]**. As a general rule, candidates should have served at least for two years in their agency before moving and any decision derogating from that principle shall be taken jointly by the two agencies concerned, having regard to the interest of the service of both agencies.

(b) Education

- i. A level of post-secondary education attested by a diploma; OR

- ii. 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:

Please indicate under the motivation section in the application form which profile you are applying for. You may only choose one profile.

a) Essential criteria

- By the deadline for applications, having acquired at least 9 years of relevant professional experience related to the tasks described under 'candidate profile' in relation to the profile applied for.
- Experience in implementing EU Staff Regulations.
- Very good knowledge of English in speaking and writing.

b) Advantageous criteria

- Solid knowledge or experience of Sysper.

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.
- High sense of integrity, responsibility, discretion and confidentiality.
- Ability to address issues with a problem-solving attitude.
- Accountability, flexibility and creativity.
- Strong communication skills.

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 scheduling will allow you, to adapt your work hours to fit your life and help you successfully juggle your responsibilities as well as lessen our environmental impact.

5.3 Integration of newcomers

Join Team AMLA and receive a warm welcome from day one! At AMLA, we prioritise your successful transition by offering personalised support to help you feel at home - both within our team and in Frankfurt! Through the [WELCOME CENTER HESSEN](#), we streamline administrative onboarding, making your relocation and career start with us as smooth as possible.

5.4 Pay and benefits

The candidate will be employed as a Temporary Agent 2(f) and be employed in Function Group AST 4 - AST 6:

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 coefficient¹ for Frankfurt is currently 102.2%. This correction coefficient is updated each year (July).

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

5.5 Frankfurt and Schools

AMLA is located in Frankfurt, one of Germany's most international cities. Find more info on the [Living in Frankfurt](#) page of our website.

Frankfurt offers several educational options, including international schools. Among them, the [European School](#) provides high quality education from nursery (from 4 years old) to the European Baccalaureate and is free of charge for children of AMLA's staff.

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 (up to a maximum of 10 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.

The interview aims at assessing the specific competencies and knowledge with reference to the **selection criteria** of the present vacancy notice.

¹ The correction coefficient is a specific weighting applied to your pay to offset the higher or lower costs of living compared with Brussels.

Details of the date and time of the assessment will be communicated to the shortlisted candidates in due time. The interview is foreseen to take place by no later than the end of May 2025.

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 2026. 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 the assessment phase, the shortlisted candidates may be required to provide via email a copy of their 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.

Prior to the signature of the contract, the successful candidates may have to present original versions of documents proving the eligibility criteria and professional experience.

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 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

Please indicate under the motivation section in the application form which profile you are applying for. You may only choose one profile.

Applications must be sent by e-mail to the functional mailbox EU-AMLA-TA@ec.europa.eu by 7 May 2025, 23h59 Frankfurt time, under the subject “Application AMLA/TA/2025/06”.

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 [Personal Data Protection Policy - AMLA](#).