

## AMLA VACANCY NOTICE

Reference:	AMLA/CA/2025/01
Title of the position:	<b>Policy Coordination Assistant</b>
Type of publication:	Inter-agency/External
Type of contract:	Contract Agent 3(a)
Function Group:	FG III
Duration of contract:	3 years (renewable)
Place of employment:	Frankfurt, Germany
Deadline for application:	10 April 2025, 23:59 Frankfurt time
Reserve list:	Approximately 10 laureates, valid until 31/12/2026

### 1. ABOUT THE AGENCY

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 Policy Coordination Assistant. 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 the Policy Coordination Assistant will include, among others, the following:

#### **Support coordination of meetings**

- Support the planning and organisation of general board and executive board meetings and the follow up to such meetings.
- Support the planning and organisation of the working groups and streams for the supervisory and FIU teams within AMLA.
- Coordinate all logistical arrangements, including booking rooms and accommodation, preparing meeting facilities, interpretation, transportation and catering, follow up on registration of participants, as well as making contingency plans if required.

#### **Support stakeholder relations**

- Liaise with internal and external stakeholders (e.g. Member States, European Commission, board members).
- Maintain the extranet accessed by Member States.
- Follow up on written procedures by the executive and general boards.
- Monitor responses/replies from various stakeholders and manage the relevant mailboxes.

#### **Support drafting**

- Prepare, proofread and circulate documentation in preparation for executive and general board meetings.
- Prepare/draft agendas, minutes and summaries.
- Support the drafting/preparation of briefing notes.

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**

The selection procedure is open to applicants who satisfy the following eligibility criteria on the closing date for application:

#### **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 involved;
- Be physically fit to perform the duties linked to the post;
- Have a thorough knowledge of one of the official languages of the European Union<sup>1</sup> and satisfactory knowledge of a second of these languages (Level B2 of CEFR)<sup>2</sup> to the extent necessary to perform their duties.

#### **b) Education**

Candidates must have 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 after having obtained the diploma, 3 years of proven professional experience.

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<sup>1</sup> The languages of the EU are Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish and Swedish

<sup>2</sup> Language levels of the Common European Framework of Reference: <https://europass.europa.eu/en/common-european-framework-reference-language-skills>

## 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

- Professional experience in coordinating meetings with external and internal stakeholders (e.g. preparation of the agenda, minute-taking, proofreading, collation of documentation etc.);
- Knowledge of the EU decision-making process obtained via experience or formal training;
- Excellent written and oral English and a clear and concise writing style.

### b) Advantageous criteria

- Experience in working in a European Institution, agency or other EU body;
- Experience in working in SharePoint or other content management tools;
- Experience in project management.

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

- Organisation skills, with the ability to adapt to new challenges and work under pressure, and with a good sense of prioritisation and overview of multiple tasks;
- Team collaboration as well as ability to work autonomously;
- Clear and effective communication skills;
- Good drafting skills with an eye for detail.

## 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. Telerwork 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 successful candidate will be recruited as a Contract Agent, pursuant to Article 3(a) of the [Conditions of Employment of Other Servants of the European Union \(CEOS\)](#), for a period of 3 years. After an evaluation of the performance of the post holder's performance and, subject to budget availability, the term of office may be extended.

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 coefficient<sup>3</sup>: will be applied to your basic salary. Currently, the correction coefficient for Frankfurt is 102,20%. 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.)

The [SALARY GRIDS](#) for Contract Agents are shown with figures as gross amounts, and do not include potential allowances and the various deductions including taxes and accident and health insurance.

The grading of your contract of Contract Agent will take into account professional experience and qualifications.

## 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 and a written test (drafting of an essay).

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

Details of the date and time of the assessment will be communicated to the shortlisted candidates in due time. The written test and interview are foreseen to take place in the period between 24 April - 2 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

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<sup>3</sup> The correction coefficient is a specific weighting applied to your pay to offset the higher or lower costs of living compared with Brussels.

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 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 10 April 2025, 23h59 Frankfurt time, under the subject "Application AMLA/CA/2025/01".**

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