

VACANCY NOTICE

Reference:	AMLA/CA/2025/05
Title of the position:	IT Expert (Business Analyst)
Type of publication:	External and inter-agency
Type of contract:	Contract Agent 3(a)
Function Group:	FG IV
Duration of contract:	3 years (renewable)
Place of employment:	Frankfurt, Germany
Deadline for application:	05/09/2025, 23:59 Frankfurt time
Reserve list:	Approximately 4 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 IT 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 the IT Expert will include, among others, the following:

Job Purpose

The Business Analyst will lead the collection and analysis of business requirements and functional specifications driving the design of a new platform designed to support AMLA's business processes and exchanges of data with Member States. The role requires experience in conceptual data and process modelling and the ability to translate complex stakeholder needs into precise technical and procurement specifications.

Main Responsibilities

- Engage with stakeholders (national authorities, internal teams) to elicit and document requirements.
- Develop business process, use cases and data flow models.
- Produce logical and conceptual data models to support system design.
- Draft technical specifications for public procurement, ensuring clarity, completeness, and compliance with relevant procurement rules.
- Collaborate with solution architects and developers to ensure alignment between business requirements and technical implementation.
- Contribute to testing strategies and validation of delivered functionalities.
- Maintain traceability between requirements, design, and implementation.
- Provide systematically and proactively progress reporting to the responsible Project Manager(s).

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 Union¹ and satisfactory knowledge of a second of these languages (Level B2 of CEFR)² to the extent necessary to perform their duties.

b) Education

¹ 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

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

Candidates must have a level of education which corresponds to completed university studies in economics, computer sciences, mathematics, engineering or other related field 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

- A minimum of 3 years of relevant professional experience after achieving the qualification set out above is required in the area of requirements engineering, business analysis, solution design, project management and/or change management.

b) Desirable criteria

- Proven experience in requirements engineering for complex, international ICT projects.
- Proven ability to write technical specifications for ICT public procurement.
- Proficiency in data modelling (conceptual, logical, relational).
- Familiarity with data exchange standards and interoperability frameworks.
- Strong analytical, facilitation, and documentation skills.
- Ability to communicate effectively with both technical and non-technical stakeholders.
- Sound knowledge of data protection and information security principles.
- Familiarity with project management methodology (e.g. PM²) and preferably Enterprise Architecture concepts.
- Sound understanding of modelling techniques (ArchiMate, ERD, UML 2...).
- Familiarity with Data Analytics capabilities and holistic Data Governance are considered strong assets.

c) Interpersonal skills

The selected candidate shall demonstrate excellent analytical and communication skills (both orally as in writing), used to working in a multi-cultural stakeholder set-up. In addition, the candidate is expected to be service and solution oriented, and stress resistant.

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 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 coefficient³: 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:

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

Screening and shortlisting: After the deadline for submitting applications, 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 8 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, that will include a case study, aimed 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 interview 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 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 and/or tests).

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 careers@amla.europa.eu and received by 05 September 2025, 23:59 Frankfurt time, under the subject "Application AMLA/CA/2025/05".

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 Niedergrünwald
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](#) .