



11 September 2020

TRAINEESHIP POSITIONS

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The European Insurance and Occupational Pensions Authority (EIOPA) is an independent European Union Authority established on 1 January 2011 by Regulation (EU) No. 1094/2010 of the European Parliament and of the Council of 24 November 2010.

EIOPA is at the heart of insurance and occupational pensions in the EU. Our mission, among other things, is to contribute to a sound, effective and consistent level of regulation and supervision of insurance and occupational pensions sectors in Europe, and to promote transparency, simplicity and fairness in the market for consumer financial products or services across the internal market for the benefit of EU citizens. Through our activities we help protect insurance policyholders, pension scheme members, customers and consumers and other beneficiaries. We furthermore play a key role in supporting the stability of the financial system, transparency of financial markets and products, and we contribute to strengthening coordination among financial supervisors at the international level.

EIOPA is part of the European System of Financial Supervision (ESFS) which includes the European Banking Authority (EBA), the European Securities and Markets Authority (ESMA) and the European Systemic Risk Board (ESRB).

Further information on EIOPA is available on EIOPA's website: <https://www.eiopa.europa.eu/>

For its offices in Frankfurt am Main, Germany, EIOPA is inviting applications for a position as **TRAINEE**.

TRAINEESHIP (GENERAL PROFILE)

Job framework and profile

EIOPA is organising a call for expression of interest for various traineeship profiles across EIOPA, and in particular within the following EIOPA Departments:

- Consumer Protection
- Corporate Affairs
 - Strategy and inter-institutional relations
 - Communication
 - Legal
- Corporate Support
 - IT project management support
 - Human Resources
 - Corporate Services (Facility, Meetings and Events) support
 - Finance and Procurement support
- Policy
- Risks and Financial Stability
- Supervisory Processes
 - Data mining and machine learning
 - Business Intelligence
 - Cyber Risks
 - Peer Reviews
- Oversight
 - Oversight
 - Internal Models

Candidates applying for a traineeship position are asked to specify in their application documents which Department(s) and which profile(s) they are applying for.

The **Consumer Protection Department** is responsible for developing and maintaining EIOPA's conduct of business policy and conduct of business supervision work by developing, maintaining and improving:

- advice to the European Commission on legislative measures;
- technical standards for endorsement;
- guidelines to ensure consistent application of EU law;
- promotion of convergent conduct of business supervisory practices and consistent application of Union law by means of answers to questions on the regulatory framework, use of thematic reviews and country visits;
- monitoring the market's across the EU for conduct risks and working with NCAs on identifying, prioritising and mitigating such risks as they arise;
- interacting with and influencing of representatives of industry, policyholders and other stakeholders including (in close cooperation with the Corporate Affairs Department) through EIOPA's stakeholder groups, and engaging in regular regulatory dialogue meetings with non-EEA supervisors.

Consumer Protection Profile:

Under the responsibility of the Head of the Consumer Protection Department and the oversight of team leaders, the trainee will be involved in some of the following activities:

- analysis of legal instruments such as Directives, guidelines, opinions, etc., comparisons and compilation of documents, e.g. after a public consultation;
- researching specific topics in the context of IDD and PRIIPs, also in various languages, and preparing notes for a variety of stakeholders;
- analysing information for the use of different Consumer Protection Department reports, including statistics and research results;
- assist with the drafting of Q&A documents;
- advice on financial innovation and market developments related to insurance and pensions from a consumer protection angle; this may include work relating to the area of InsurTech, with a view to achieving a coordinated approach to the regulatory and supervisory treatment in this area;
- work may include help with thematic reviews related to products or services, reporting on consumer trends and developing key risk indicators to analyse retail conduct risks related to specific retail products or financial services offered to customers;
- work on monitoring and analysing emerging conduct risks, and working with NCAs on mitigating these risks;
- supporting the preparation of conferences, meetings with external stakeholders (such as Roundtables) and surveys including assessment summary.

The **Corporate Affairs Department** is responsible for:

- providing support to the EIOPA Chairperson as well as Executive Director on all governance related matters;
- preparing EIOPA's strategic priorities and annual work programmes;
- developing and maintaining contacts with European institutions and coordination with the EBA and ESMA in Paris;
- organising and coordinating meetings of EIOPA's decision making bodies as well as EIOPA's Stakeholder Groups;
- leading EIOPA's external and internal communications including press, speeches, website;
- overseeing efficient and timely provision of legal advice and performing legal quality control;

The Corporate Affairs Department is composed of the Institutional Relations Team, the Strategy and Implementation Team, the Communications Team and the Legal Team.

Under the responsibility of the Head of the Corporate Affairs Department and the oversight of a mentor, the trainee will be working on one of the following Profiles:

Strategy and Inter-institutional Relations Profile:

- to the development of strategy and planning deliverables, such as regular intelligence reports to senior management and EIOPA's governing bodies;
- conducting research on EU policy dossiers under negotiation and main negotiation positions;
- contributing to regular EU policy updates to EIOPA's management team, including possible effects on EIOPA's work programme and our dialogue with the two Stakeholder Groups;
- any other tasks as required.

Communications Profile:

- to the development of communication deliverables, such as infographics, presentations, social media channels, etc.;
- drafting, editing and updating content, such as website content;
- monitoring and analysing media reporting;
- conducting research on topics relevant for the Communications Team including updating databases;
- contributing to the day-to-day work of the Communications Team.

Legal Profile:

- supporting the day-to-day work of the Legal Team, such as preparing replies to complaints or questions on sectoral legislations and assisting in compliance level of internal procedures;
- conducting research on subjects relevant for the Legal team including updating databases;
- monitoring and analysing jurisprudence relevant for EIOPA.

The **Corporate Support Department** is responsible for:

- supporting the Executive Director in the assignment of resources, finances, technology, communication tools, administration and logistics to support the efficient, effective and compliant operational functioning of the Authority;
- developing and implementing strategies in the following areas:
 - Information and Communication Technology: supporting the development, operation and evolution of EIOPA core systems and databases, including all information and communication, and ensuring the coherent and integrated delivery of Information and Communication Technology products and services to the organisation and to National Competent Authorities;
 - Corporate Services: to provide cost-effective facilities, logistics, event and meetings management, document management and administrative support to the organisation;
 - Human Resources: to provide adequate recruitment, training and development, competency management, performance management, compensation, health and safety and personnel administration services to the organisation as well as supporting the implementation of professional standards at EIOPA;
 - Finance & Procurement: to facilitate the effective discharge of EIOPA's governance responsibilities, including preparation, implementation and monitoring of the annual budget and multi-annual business and financing plan;
- overseeing the internal control function:
 - bringing a systematic approach to implement, improve and evaluate the risk management, control system and governance processes at EIOPA;
 - providing the Executive Director and the Management Board with reasonable assurance as to the compliance, effectiveness and efficiency of processes and activities at EIOPA;
 - providing staff trainings, awareness sessions and advice on Internal Control standards;
 - supporting the work of and coordinating the cooperation with the Court of Auditors and Internal Audit Service of the European Commission, as well as with the other ESAs and the EU Audit Network;
- ensuring the security of EIOPA's personnel, physical and information assets by
 - developing security related policies, procedures and working instructions;
 - enforcing security provisions concerning physical security and investigation of security breaches;
 - coordinating preventive measures as regards the safety of EIOPA Staff, EIOPA information, and EIOPA installations;
 - assessing risks with regard to physical security, the organisation and its personnel, including continuous monitoring;
 - managing the continuity of business operations and disaster recovery planning;
 - promoting security assessment and training.

The Corporate Support Department is composed of the Information Technology Unit, the Finance, Procurement and Corporate Services Unit and the Human Resources Unit.

Under the responsibility of the Head of the Corporate Support Department and the oversight of a mentor, the trainee will be working on the following:

IT Project Management Support Profile

To support EIOPA's project managers in their day-to-day activities and independently complete certain project tasks. The activities include:

- taking ownership of certain project deliverables and manage them end-to-end;
- supporting the drafting of business and technical requirements documentation;
- supporting user acceptance testing;
- supporting EIOPA project managers in taking minutes, writing reports, scheduling meetings, etc.

Human Resources Profile

- supporting the learning and development area in analysing the training needs and developing training proposals;
- supporting the implementation of EIOPA competencies per job family in all HR processes;
- supporting the day-to-day work of the HR Unit, such as monitoring and follow up staff requests, preparing replies to staff requests, recruitment campaigns, etc.

Corporate Services Profile

- assisting with the coordination of meetings and events;
- preparing the relevant statistics and reports;
- supporting the day-to-day work of the Corporate Services team, such as monitoring the mailbox and responding to the inquiries/requests received etc.

Procurement Profile

- assisting with the conduct of market research and benchmarking for different procurements;
- analysing procurement documents, identifying potential pitfalls and proposing ways to improve services in the procurement area;
- supporting the day-to-day work of the procurement colleagues, such as monitoring and following the Procurement Inter Agency Network Platform regarding new and ongoing procurement opportunities etc.

Finance Profile

- participating in the budget planning, forecasting, monitoring and reporting exercise;
- supporting the day-to-day work of the budget and finance colleagues, such as writing reports, creating statistics, proof-reading documents etc.

The **Policy Department** is responsible for developing and maintaining EIOPA's policy on insurance and pensions with regard to the prudential supervision, by:

- developing, maintaining and improving
 - advice to the European Commission on legislative measures;
 - technical standards for endorsement;
 - guidelines to promote convergent supervisory practices and consistent application of union law;
 - answers to questions on the regulatory framework.
- contributing to global standard-setting for insurance and pensions, organising EIOPA's influence at all levels of the IAIS as well as in selected other international organisations;
- interacting with and influencing of representatives of industry, policyholders and other stakeholders including (in close cooperation with the Corporate Affairs Department) through EIOPA's stakeholder groups, and engaging in regular regulatory dialogue meetings with non-EEA supervisors;
- developing an impact assessment methodology and providing Impact Assessment analysis and advice, both ex-ante and ex-post;
- contributing to global standard-setting in the area of International Accounting Principles, which are relevant for the insurance and pensions sector;
- monitoring and assessing the comply/or/explain procedure with the National Supervisory Authorities in the area of competence.

The Policy Department is composed by the Insurance Policy team, the Pensions Policy Team, the International and Sustainable Finance Team, and the Impact Assessment Team.

Policy Profile

Under the responsibility of the Head of the Policy Department and oversight of a mentor, the trainee will be involved in the following activities:

- analysis of legal instruments such as Directives, guidelines, opinions etc., comparisons and compilation of documents, e.g. after a public consultation;
- researching specific topics and carrying out comparative analyses of foreign regulatory regimes in the context of Solvency II, IORP II and International Capital Standards (may include banking standards), also in various languages, and preparing notes for a variety of stakeholders;
- analysing information for the use of different Policy Department reports, including stock exchange data, indices, statistics, academic research results, sustainable finance investment data;
- analysing data including market information and legal texts from different jurisdiction outside of the EU and drafting summary notes;
- creating/drafting insurance policy FAQ documents, for publication on EIOPA intranet site;
- supporting the preparation of conferences, meetings with external stakeholders (such as Roundtables), surveys including assessment summary.

The **Risks & Financial Stability Department** is responsible for:

- the monitoring and analysis of risks affecting the micro-prudential supervision in the fields of insurance and pensions, both at national and European levels, in accordance with the mission statement and annual work programme of EIOPA;
- providing guidance for the monitoring and analysing sources of risk to financial stability in the EU, arising from the macroeconomic developments, financial markets and insurance undertakings as well as IORPs;
- steering the follow-up process on the analysis, e.g. development of recommendations, opinions or mitigating actions;
- updating EIOPA Chair and Executive Director, EIOPA MB and BoS on the potential build-up of risks and vulnerabilities as well as responsive measures;
- managing and ensuring the effective interaction between risk identification, reporting and management processes within EIOPA for the insurance and IORPs sectors;
- contributing to the efficient cooperation between EIOPA, ESMA, EBA and the ESRB as well as NCAs with regard to identification of risks that pose a threat to the EU financial stability.

The Risk and Financial Stability Department is composed of the Crisis Prevention Team, the Financial Stability Team and the Studies and Statistics Team.

Risk and Financial Stability Profile:

Under the responsibility of the Head of the Risks and Financial Stability Department and the oversight of a mentor, the trainee will be involved in the following activities:

- contributing to thematic studies focused on financial stability and crisis management;
- supporting analysis of market developments and statistical data on insurance and occupational pensions;
- contribute to work related to recovery and resolution of insurance undertakings
- contributing to developing and implementing new analytical tools to support financial stability analysis and assessment;
- any other tasks as required.

The **Supervisory Processes Department** is responsible for:

- planning and further promoting supervisory convergence through appropriate initiatives and use of relevant tools, such as the handbook for the insurance supervision under Solvency II, supervisory statements, opinions and peer reviews;
- collecting, managing and disseminating the data received by EIOPA, supporting direct supervision by adding value and providing analytics, and developing standardised internal analysis tools;
- developing the operational methodology and the monthly production of the Solvency II technical information, such as the risk-free interest rate term structures and its associated components of volatility adjustment and fundamental spread, index for equity symmetric adjustment.

The Supervisory Processes Department is composed by the Supervisory Convergence Team, the Data and Business Intelligence Team, the Solvency II Technical Input Team and the Peer Review Team. For all profiles, background in the following would be advantageous:

- Mathematics/Actuarial Sciences
- Statistics/Data Science
- Computing and IT
- Legal
- Economics

Under the responsibility of the Head of the Supervisory Processes Department and the oversight of a mentor, the trainee will be involved in the following activities:

Data Mining and Machine Learning Profile

Support the development and design of new data analysis tools for data quality and supervisory purposes using the European database of insurance and pensions data. Depending on the preferences and skills of the trainee, the work will be on one or more of the following areas:

- network analysis, especially on reinsurance networks;
- outlier detection, pattern recognition;
- time series analysis, predictive modelling, forecasting models.

EIOPA is mainly using R, Python and SAS for data mining and machine learning applications.

Business Intelligence Profile

Support the project of maintenance and improvement of EIOPA's Business Intelligence and Data Analytics framework. Depending on the preferences and skills of the trainee, the work will be on one or more of the following areas:

- data collection, management and dissemination;
- data management to improve data quality in liaison with national competent authorities;
- provide the business intelligence tools' efficiency and functionality;
- data governance.

Cyber Risks Profile

Support the implementation of EIOPA Cyber Underwriting Strategy and Cyber resilience projects. Depending on the preferences and skills of the trainee, the work will be on one or more of the following area:

- monitor the development of regulation on digital operational resilience applicable in the financial sectors in the EU and over the world;
- contribute to the development of ICT security and governance requirements (including the cyber resilience) for the insurance sector, contributing – when relevant – to the work of the Joint Committee;
- contribute to the implementation of the EIOPA strategy on Cyber Underwriting.

Peer Reviews Profile

Support the peer review process. Depending on the preferences and skills of the trainee, the work will be on one or more of the following area:

- support the whole process of peer reviews and follow-up peer reviews (e.g. call for candidates and drafting reports or conducting follow up activities of peer reviews);
- support the review of the peer review methodology;
- support in collecting and analysing data such as questionnaires, comments or written feedback and comparing supervisory practices on specified topics in the EU Member States;
- improving the use of data visualisation such as graphics and tables.

The **Oversight Department** is responsible for:

- engaging with National Supervisory Authorities to monitor and challenge the application of Solvency II and provide them with feedback and technical support to develop high-quality supervisory outcomes and the implementation of a common supervisory culture;
- to support National Authorities on ad hoc national projects, such as Balance Sheet Review and stress tests and promotes coordination of cross-border supervision through platforms and proto-colleges.

Oversight Profile

The Oversight Unit is responsible for:

- enhancing the convergence and coherent application of EU law in the insurance sector and developing the common supervisory culture, by:
 - leading EIOPA's follow-up on union-wide strategic supervisory priorities;
 - visiting and engaging with National Supervisory Authorities to better understand their supervisory and regulatory frameworks, monitor their application of Solvency II and provide them with feedback and technical support to develop high-quality supervisory outcomes;
 - performing continuous desk-based oversight, including analysis of supervisory data, analysis of risk assessment framework and developing risk reports;
 - supporting National Authorities on ad hoc national projects, such as Balance Sheet Review and stress tests;
- advancing the high-quality, consistent and efficient functioning of the Colleges of Supervisors, by engaging with them through meetings and other contacts;
- promoting joint supervisory plans and joint examinations, and fulfilling EIOPA's full participation rights in colleges, including participation in joint on-site examinations;
- overseeing the functioning of Colleges and providing relevant reports on progress, issues and best practice;
- promoting coordination of cross-border supervision through platform and proto-colleges;

Internal Models Profile

The Internal Models Team is responsible for fostering quality, consistency and efficiency in the implementation of Solvency II internal models provisions, by:

- establishing and running projects to assess and improve consistency;
- visiting and engaging with National Supervisory Authorities to better understand, monitor and providing feedback on their internal models supervisory approach, as well as to provide technical support to develop high-quality supervisory outcomes;
- promoting the sharing of good practice and sound application of the rules by engaging with technical experts in National Supervisory Authorities;
- participating in joint on-site inspections, visiting National Supervisory Authorities, as well as participating in Colleges of Supervisors where internal model issues are discussed;
- providing technical assistance upon request by NCAs on model changes and new model approvals.

REQUIREMENTS

Eligibility Criteria

To be considered eligible, candidates must satisfy all the eligibility criteria listed below by the deadline for submitting applications:

- Be a national of a member state of the European Economic Area (EEA) or candidate country upon their accession;
- Be enrolled in a university degree programme or having obtained a university degree;
- Have a very good command of oral and written English;
- Have not been an assistant to a member of European Parliament, a contracted consultant or internal researcher, a temporary staff member, a contract staff member, an auxiliary staff member or an interim staff member of any EU institution, body, delegation or representative office, whatever the duration;
- Be covered in the event of illness or accident by a national security scheme or a private insurance policy.

Desirable Skills

- Background relating to the activities of EIOPA (i.e. Insurance, Pensions and/or Finance), and in particular one of the following areas:
 - Consumer Protection
 - Corporate Affairs
 - Corporate Support
 - Policy
 - Risks and Financial Stability
 - Supervisory Processes
 - Oversight
 - Good drafting skills
 - Knowledge of the standard Microsoft applications (Excel, Access, PowerPoint).

Place of employment

Frankfurt am Main, Germany

Duration of traineeships

The traineeship will last a minimum of 1 month and a maximum of 6 months.

Maintenance grant

In accordance with Policy on Traineeship at EIOPA trainees shall be entitled to a monthly maintenance grant. The amount of the net grant is currently set at 1.300 EUR per month.

Application process

The received applications will be screened by HR against an eligibility criteria listed in the traineeship notice (nationality, University enrolment, diploma/s, language skills, C.V., course of studies).

Applications which fulfil the eligibility criteria will be placed on a roster for the validity of one year.

The business area that raises the demand to recruit a trainee will get access to the roster to screen the applications and may organise phone

or Skype interview with suitable candidates to conduct an assessment, check availability and discuss mutual expectations prior to the final selection decision.

The Executive Director makes the final decision on the selection of applicants on the basis of proposals received from the Departments/Units concerned.

Applications should be submitted in **English language** including:

(1) **Curriculum Vitae** clearly indicating (among all):

- **Qualifications** (please list exact dates of your academic qualifications gained, specific course of studies, exams and score if applicable)

- **Work experience (if any)** - responsibilities, experience and skills gained

- **Nationality/Citizenship**

- **Language skills**

and

(2) **Motivation Letter** of no more than one page, explaining in which Department(s) and role(s) the candidate is interested in completing a traineeship at EIOPA.

Applications submitted without Curriculum Vitae or Motivation Letter are not considered. Applicants will be assessed on the basis of the eligibility and selection criteria specified in the traineeship notice and these must be met by the closing date of the traineeship notice. Only information included in the Curriculum Vitae or in the Motivation Letter are assessed.

Applications should be submitted to traineeships@eiopa.europa.eu specifying in the subject the reference number of this campaign, your name and surname and the profile(s) applied for.

Deadline for application is 23:59 CET on 25 October 2020.

Due to the current COVID-19 situation, all interviews will be held online.