

Job Description

Executive Director

Job holder	Adam Farkas		
Staff number	<div></div>	Function group	AD
		Grade	14
Department	EBA Senior Management		Unit
Responsible to	EBA Board of Supervisors and its Chair		

Main purpose

- Responsible for the day to day management of EBA ensuring the achievement of the EBA objectives, the implementation of the annual work programme, and taking the necessary measures to ensure the functioning of EBA. Responsible for tasks laid down in section IV of the draft regulation establishing the EBA.

Main responsibilities

- The management of the Authority and preparing the work of the Management Board;
- Implementation of the annual work programme of the Authority under the guidance of the Board of Supervisors and under the control of the Management Board;
- Taking the necessary measures, notably the adoption of internal administrative instructions and the publication of notices, to ensure the functioning of the Authority, in accordance with this Regulation;
- Preparing a multi-annual work programme;
- Preparing, each year, a work programme for the following year;
- Drawing up a preliminary draft budget of the Authority and implementing the budget of the Authority, in full compliance with EU financial regulations;
- Preparing each year a draft annual report with a section on the regulatory and supervisory activities of the Authority and a section on financial and administrative matters;
- Exercising in respect to the Authority's staff the powers laid down in the Regulation and managing staff matters.

Qualification requirements

- A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or
- A level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years (this one year's professional experience cannot be included in the postgraduate professional experience required below);
- At least 15 years' post-graduate career.


- Of the 15 years of professional post-graduate experience, at least 5 years must be relevant senior experience in the banking sector or the supervision thereof. Direct supervisory experience is an advantage;
- At least 5 years of the post-graduate experience acquired directly managing staff and budgets at high level or working in management structures with a high level of responsibility;
- Have a thorough knowledge of one of the official Community and a satisfactory knowledge of a second of these languages. Excellent working knowledge of English, the main working language of EBA, is required;


Additional requirements

- Be able to complete the full five-year-mandate before reaching retirement age. For temporary staff of the European Communities, retirement age is defined as being the end of the month in which the person reaches the age of 65.

Competence requirements

- Thorough knowledge of the sectors relevant for the activities of EBA and proven expertise in these areas;
- Proven experience in financial regulation and/or supervision at national, European or international level of relevance to the activities of EBA;
- Thorough understanding of the EU institutions and EU decision-making process, European and international activities of relevance to the activities of EBA;
- Proven capacity to take decisions, both at strategic and operational level;
- Extensive experience of budgetary, financial and/or human resources management in a national, European and/or international context;
- Excellent networking abilities, communication and interpersonal skills, including the capacity to deal and co-operate with relevant players within and outside the EU;
- Ability to lead and motivate a team including both technical, administrative and support staff;
- Strong sense of responsibility, initiative and self-motivation.

Staff member's signature

Name <u>ADAM FRANK</u>
Date <u>28/01/2013</u>

Head of Unit's signature

Name <u>ANDEA ENRI</u>
Date <u>05.02.2013</u>