Annex I.H
to Tender Specifications

Tender procedure: EIOPA/OP/121/2016
Interim staffing services

Example Profiles

A non-exhaustive frame of the activities for which EIOPA might request interim staffing services in the context of this assignment may include the following:

Below tenderers will find a non-exhaustive, indicative, list of profile descriptions which could be characteristic of profiles requested under the contracts:

Administrative Assistant	
Overall purpose of the activity	To provide secretarial and/or administrative support within a Department/Unit/Team of EIOPA.
Main tasks	-Reception, registration, distribution and follow up of Department/Unit/Team of EIOPA correspondence; - Assist in organisation of missions; -Organisation of meetings; -Drafting of documents, including minutes of meetings; -Filing and archiving; -Data input in computerised databases; -Follow up of emails and agenda of the relevant managers; - Formatting of documents.
Education	Completed an advanced level of secondary education, preferably in the field of administration.
Work experience	Previous experience in secretarial and/or administrative support functions is advantageous.
Computer skills	Very good knowledge of the main office tools (Word, Excel, Outlook). Knowledge of SharePoint is

	advantageous.
Language skills	Very good command of both written and spoken English. Knowledge of German is advantageous.
Paygroup	3

Project Management Expert	
Overall purpose of the activity	Assist staff members with Project Management expertise.
Main tasks	Assist with project management experience.
Education	4 years University degree. Certified PRINCE2 Practitioner.
Work experience	5 years of professional experience with project management.
Computer skills	Very good knowledge of the main office tools (Word, Excel, Outlook). Knowledge of databases and SharePoint is advantageous.
Language skills	Very good command of both written and spoken English.
Paygroup	9

Financial Market Expert	
Overall purpose of the activity	To research, analyse and propose technical recommendations in key policy areas.
Main tasks	Advice and Drafting: Undertake analysis and make recommendations based on designated technical expertise for internal and external stakeholders. Draft policy and regulatory instruments.
Education	4 years University Degree.
Work experience	3 years of professional experience.
Computer skills	Very good knowledge of the main office tools (Word, Excel, Outlook). Knowledge of databases and SharePoint is advantageous.
Language skills	Very good command of both written and spoken English.
Paygroup	9