

*European Central Bank*

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# **European Central Bank**

## **Staff Rules**

**Extract related to the selection and appointment of  
candidates**

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Directorate General Human Resources, Budget and Organisation  
Provisionally adopted on 1 July 1998  
Latest amendments entered into force on 1 April 2013.

# European Central Bank Staff Rules

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## **PART 1A THE SELECTION AND APPOINTMENT OF CANDIDATES**

The provisions of Article 8(a) of the Conditions of Employment are applied as follows:

### **1a.1 General provisions**

1a.1.1 The selection of candidates shall be based upon a comparison of the merits of the candidates against the requirements of the position and shall result in appointing individuals with the highest levels of ability, efficiency and integrity.

The selection of candidates shall also aim to achieve diversity in particular of gender and nationalities from among the Member States of the European Union. If the candidates have equal merits against the requirements of the position, the diversity of gender and/or nationality may be used as additional criterion.

Candidates with disabilities shall be reasonably accommodated.

1a.1.2 Unless otherwise decided by the Executive Board, candidates shall be eligible for appointment if:

- (a) they are a national of a Member State of the European Union or an acceding country;
- (b) they enjoy their full rights as a citizen;
- (c) they have the academic degrees, qualifications and/or professional experience required by the position;
- (d) they have a thorough knowledge of English and a satisfactory knowledge of at least a second official Union language;
- (e) they are medically fit to perform their duties;
- (f) there is no objection, from a security perspective, to the candidate performing their duties.

Close relatives, spouses, recognised partners or persons with a close personal relationship to members of staff or to members of the Executive Board and other decision-making bodies of the ECB shall not be recruited as subordinates of an ECB member of staff or of a member of the Executive Board.

## **1a.2 Selection procedures**

### **1a.2.1** Positions shall be filled by means of

- (a) a selection procedure leading to:
  - (i) recruitment as the result of an internal or external recruitment procedure;
  - (ii) horizontal transfer as the result of a call for expressions of interest; or
- (b) direct appointment.

Positions shall initially be filled by means of a call for expressions of interest or internal recruitment, unless the conditions for external recruitment or direct appointment are met.

### **1a.2.2** Positions shall be filled by external recruitment, if:

- (a) the position is part of the Graduate Programme;
- (b) on the advice of the business area concerned, the Director General of the Directorate General Human Resources, Budget and Organisation or their Deputy Director General agrees
  - (i) that it is unlikely that there will be suitable internal candidates; or
  - (ii) that there is an extraordinary urgency to fill a particular position; or
- (c) authorised by the Executive Board.

## **1a.3 Vacancy notice and applications**

### **1a.3.1** When seeking to fill a position by means of a recruitment procedure or a call for expressions of interest, the ECB shall publish a vacancy notice setting out:

- (a) the position title and the salary band to which the position is allocated;
- (b) the main responsibilities and requirements of the position;
- (c) a description of the educational and other qualifications, technical and behavioural competencies and/or experience required or desired;
- (d) the nature and duration of the contract;
- (e) the applicable selection procedure;
- (f) the closing date and the submission channel for applications.

The minimum duration of publication shall be three weeks for recruitment procedures and 10 calendar days for calls for expressions of interest.

1a.3.2 Candidates shall have at least the following academic degrees:

- (a) a bachelor's degree for positions at salary band E/F;
- (b) a master's degree for positions at salary band F/G and above.

The selection committee shall assess the equivalence of university degrees.

If provided for in the vacancy notice, the selection committee may equate substantial professional experience in performing the required duties to an academic degree, taking into account relevant professional training.

1a.3.3 Candidates may apply for positions, if they are eligible for employment and fulfil the following additional requirements:

- (a) for internal vacancies: be a member of staff on an indefinite or a fixed-term contract and have completed their probationary period at the closing date for the submission of applications or be a graduate programme participant having completed 18 months of active service within the programme at the closing date for the submission of applications;
- (b) for a call for expressions of interest: be a member of staff on an indefinite or a fixed-term contract, having completed three years of service at the same or higher salary band as the position advertised at the closing date for the submission of applications;
- (c) for ESCB/IO vacancies: have and continue to have, for a period of at least one year beyond the duration of their appointment at the ECB, an employment relationship with:
  - (i) an ESCB national central bank;
  - (ii) any other employer performing central banking tasks; or
  - (iii) a European institution, body or agency, or an international governmental organisation;
- (d) for Graduate Programme vacancies,
  - (i) external candidates shall have
    - completed a master's or PhD degree not more than two years prior to the closing date for the submission of applications;
    - complied with the requirements for mandatory military service or alternative service or be in a position to obtain a waiver from such obligation for the duration of their appointment to the Graduate Programme.

- (ii) internal candidates shall have a master's or PhD degree.

1a.3.4 Candidates shall submit their complete applications via the ECB's electronic recruitment system. The system shall acknowledge the receipt of applications. Applications received after the closing date shall not be considered, unless the delay is caused by the unavailability of the ECB's electronic recruitment system.

#### **1a.4 Selection committees**

1a.4.1 A selection committee shall conduct the selection procedure respecting the secrecy of the procedure and ensuring objectivity by avoiding conflict of interests.

It shall be composed of:

- (a) for fixed-term recruitment:
  - (i) a chairperson and one representative from the business area filling the position, including a manager in the reporting line of the position;
  - (ii) one representative from another business area;
  - (iii) a Directorate General HR, Budget and Organisation representative;
  - (iv) on request of the manager filling the position, one additional representative from the business area filling the position and one additional representative from another business area.
- (b) for short-term recruitment or for a call for expressions of interest: a minimum of two representatives from the business area filling the position, including a manager in the reporting line of the position.
- (c) for Graduate Programme recruitment:
  - (i) a chairperson holding a position at salary band J or above;
  - (ii) a vice-chairperson holding a position at salary band I or above;
  - (iii) three other members from different business areas holding a position at salary band H or above;
  - (iv) a Directorate General HR, Budget and Organisation representative.

A selection committee may include observers.

1a.4.2 Selection committee members shall hold a position at least one salary band higher than the position to be filled, except the Directorate General HR, Budget and Organisation representative and at most one member from another business

area, if the latter enhances the diversity of the selection committee and holds a position allocated to the same salary band as the position to be filled.

1a.4.3 Selection committee members shall inform the selection committee if they have a close relationship with a candidate and shall withdraw or are asked by the Chair of the selection committee to withdraw from a procedure if they consider the objectivity of the procedure endangered.

1a.4.4 The Directorate General HR, Budget and Organisation representative shall oversee the sound and consistent application of the selection rules, endorse the composition of the selection committee and, where necessary, give instructions to ensure compliance.

1a.4.5 The selection committee shall take decisions by agreement among its members. In case of disagreement, for positions at salary band A to H, the business area head filling the position, and for positions at salary band I and above, the Executive Board member in charge of the business area filling the position, shall decide.

#### **1a.5 Assessment of candidates**

1a.5.1 After the closing date, the selection committee shall assess the comparative merits of the candidates and short-list at least two candidates who meet the requirements of the vacancy notice and invite at least two short-listed candidates to participate further in the selection procedure.

For internal recruitment procedures where the selection committee is not able to short-list at least two candidates who meet the requirements, it shall close the recruitment procedure.

For external recruitment procedures where the selection committee is only able to short-list one candidate who meets the requirements, it shall decide to continue the selection procedure with one short-listed candidate or to close it.

A candidate not invited to participate further in the selection procedure may be put on hold and later invited or rejected.

Candidates shall respond and make themselves available within one week after having been invited to participate further in the selection procedure. The selection committee shall decide whether to accommodate requests from candidates unable to make themselves available for the selection procedure in due time.

- 1a.5.2 All selection procedures shall include at least one interview with the selection committee. Selection procedures for positions allocated to salary band I and above shall include an assessment of managerial and leadership competencies by an external provider. The selection committee may decide on additional selection tools. Candidates shall not disclose the content of selection tools until after completion of the selection procedure.
- 1a.5.3 Travel expenses incurred by applicants shall be borne by the ECB within the limits and under the conditions further specified by the Directorate General HR, Budget and Organisation.
- 1a.5.4 The selection committee may consider relevant references provided by the candidate from current or past employers and ECB managers. Referees may be contacted at any time following the submission of an application.
- 1a.5.5 The selection committee shall assess the merits of the candidates who participated further in the selection procedure and rank them against the requirements in the vacancy notice. If the selection committee considers that none of the candidates are suitable, it may decide to invite additional candidates from the short-list whose applications were put on hold.
- The selection committee shall decide on the list of suitable candidates and propose their ranking. It may place one or several suitable candidates onto a reserve list in the order of their suitability.
- 1a.5.6 For positions at salary band A to H, the business area head filling the position, and for positions at salary band I and above, the Executive Board member in charge of the business area filling the position, shall endorse the list of suitable candidates and may amend the proposed ranking. Amending the proposed ranking of suitable candidates shall require a statement of reasons.
- 1a.5.7 Only individuals on the list of suitable candidates may be appointed to a position. For managerial positions at salary band I and above, candidates shall only be eligible for appointment if their managerial and leadership skills were assessed by an external provider resulting in a recommendation of the candidate. If a candidate was not recommended, the majority of the selection committee on a reasoned proposal may propose to overrule this assessment based on the candidate's substantial and successful managerial experience at the ECB as evidenced by the candidate and documented in the selection memorandum. The Director General of the Directorate General HR, Budget and Organisation may challenge this proposal in the selection memorandum to the Executive Board.



**1a.6 Closure of the selection procedure**

- 1a.6.1 The ECB shall inform the candidates of the outcome of the selection procedure.
- 1a.6.2 The secrecy of the selection procedure shall be safeguarded by restricting the access of candidates to their respective submissions in the selection procedure and the parts of the assessment relating to them including any reference information obtained therein.
- 1a.6.3 With the exception of security clearance documents, the Directorate General HR, Budget and Organisation shall keep all relevant selection documentation for a period of five years from the closing date for the submission of applications.

**1a.7 Direct appointment**

Positions may be filled by means of direct appointment, in order

- (a) to fill a position for short-term employment or short-term transfer;
- (b) to fill a position by horizontal transfer, if
  - (i) the position is at salary band I or above,
  - (ii) members of staff swap their positions,
  - (iii) the position is filled from within the same business area, or
  - (iv) the transfer is warranted in the interest of the service;
- (c) to appoint a candidate from the reserve list for a recruitment procedure for the same or a similar position within 12 months from the date of the decision to appoint the successful candidate;
- (d) to appoint a candidate directly to a position of Counsellor to a member of the Executive Board. If a candidate has been appointed to a vacant position of Counsellor to a member of the Executive Board such appointment shall be limited in time and shall not extend beyond the term of office of that member of the Executive Board. This time limitation may be exceptionally extended for transitional purposes; or
- (e) to fill the position of Head of Business Area or Adviser to the Executive Board with an internal candidate where all the following conditions are met:
  - (i) the position cannot suitably be filled by horizontal transfer;

- (ii) the candidate has outstanding qualifications and the highest merit, including very good management performance required for the position;
- (iii) the candidate currently holds a position allocated to salary band J for an appointment to a position allocated to salary band K, or currently holds a position allocated to salary band K for an appointment to a position allocated to salary band L.

Direct appointments to managerial positions shall require an assessment of managerial and leadership skills by an external provider resulting in a recommendation, unless:

- (i) the appointment is for a period of three months or less; or
- (ii) the appointee has a documented positive track record of managerial performance at the same level as the appointment.
- (iii) the appointment is at the level of Head of Business Area.

#### **1a.8 Appointment**

The provisions of Article 8(b) of the Conditions of Employment shall apply as follows: The Director-General of the Directorate-General Human Resources, Budget and Organisation or their Deputy Director General shall decide on the appointment of staff for positions at salary band A to H and may sub-delegate the decisions on appointments for short-term employment.