**Senior Onboarding Officer**

**CONTACT DETAILS**

*Please fill out the contact details below in order to facilitate communication.*

|  |  |
| --- | --- |
| **Name:**  | **Surname(s):**  |
| **Nationality/ies:**  | **Address:**  |
| **Email:**  | **Mobile:**  |
| **Gender:**  | **Mother Tongue/s:**  |

**SECTION 1: ELIGIBILITY**

*Please respond to each statement below with only a Yes or No entered in the third column.*

|  |  |  |
| --- | --- | --- |
| **ELIGIBILITY** | **STATEMENT** | **CONFIRM** |
| **Nationality:** | Be a national of an EU Member State or an EFTA state[[1]](#footnote-1); or have a work permit to work in Spain/Hungary. |  |
| **Citizenship Obligations:** | I can provide a certificate of good conduct (confirming the absence of any criminal record).  |  |
| **Education:** | * A qualification in the field of law, public administration, business or economics, auditors, public notaries, registers or related field, or equivalent experience in the field **OR** relevant equivalent professional experience.
 |  |
| **Languages:** | * Written and spoken English (C1), any other European language is a plus.
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| **Sector & Operational experience:**  | * At least 7 years of proven experience in either public or private organisations, institutions, registers or notary offices.
* Ability to organise and draw a process to ensure an efficient implementation of services.
* Skills to perform legal checks, implementing standards, understanding and providing adherence to procedures, laws, rules and regulations.
* Excellent verbal and written communication skills, as well as outstanding document drafting skills.
* Experience dealing with:
	+ administrative and legal validation of documents
	+ eligibility criteria
	+ financial capacity to carry out the action
 |  |

**SECTION 2: COVER LETTER**

*Describe specifically how your experience matches the skills defined in the job description for the* ***Senior Onboarding Officer*** role*. Use examples to illustrate your competencies. This should be no more than 2 pages.*

**SECTION 3: CURRICULUM VITAE**

*Please cut and paste your most recent CV limited to 3 pages.*

1. EFTA countries are Norway, Iceland and Liechtenstein as defined by as defined in Article 2 of the EEA agreement. [↑](#footnote-ref-1)