



BOARD OF THE BANK OF LITHUANIA

RESOLUTION ON THE AMENDMENT OF RESOLUTION NO 03-10 OF THE BOARD OF THE BANK OF LITHUANIA OF 29 JANUARY 2015 ON THE APPROVAL OF THE DESCRIPTION OF THE PROCEDURE FOR RECRUITMENT TO THE BANK OF LITHUANIA

10 November 2020 No 03-164
Vilnius

The Board of the Bank of Lithuania has r e s o l v e d:

To amend the Description of the Procedure for Recruitment to the Bank of Lithuania approved by Resolution No 03-10 of the Board of the Bank of Lithuania of 29 January 2015 on the Approval of the Description of the Procedure for Recruitment to the Bank of Lithuania and recast it (attached).

Chairman of the Board

Vitas Vasiliauskas

APPROVED
by Resolution No 03-10
of the Board of the Bank of Lithuania
of 29 January 2015
(recast Resolution No 03-164
of the Board of the Bank of Lithuania
of 10 November 2020)

DESCRIPTION OF THE PROCEDURE FOR RECRUITMENT TO THE BANK OF LITHUANIA

CHAPTER I GENERAL PROVISIONS

1. The Description of the Procedure for Recruitment to the Bank of Lithuania (hereinafter – the Description of the Procedure) lays down the procedures for the organisation of recruitment to the service at the Bank of Lithuania for persons seeking to be employed as staff members of the Bank of Lithuania (hereinafter – the candidates) via an external selection procedure.

2. The terms used in the Description of the Procedure:

2.1. 'selection' means the process during which a candidate is selected to fill a job vacancy at the Bank of Lithuania;

2.2. 'selection committee' means the committee set up by Order of the Chairman of the Board of the Bank of Lithuania (when organising selections of heads of structural units of the Bank of Lithuania) or by ordinance of the Head of the Personnel Division (when organising selections for any other vacancies) for the selection process to choose the best candidates for the announced job vacancy at the Bank of Lithuania.

3. The candidates to the vacancy at the Bank of Lithuania shall be selected via an external selection procedure by posting a notice of job vacancies at the Bank of Lithuania in accordance with the procedure established in paragraph 8 or by contacting recruitment agencies which provide the services of targeted search, selection, testing and assessment of candidates. The Bank of Lithuania shall make publicly available information on the restrictions for the candidates for the job vacancy, the staff of the Bank of Lithuania and the former staff of the Bank of Lithuania set out in Article 15 of the Law on Adjustment of Public and Private Interests and other legal acts.

4. The candidates shall be accepted for employment at the Bank of Lithuania in accordance with the Description of the Procedure drafted on the basis of the provisions of the Labour Code of the Republic of Lithuania, the Law on the Bank of Lithuania and other legal acts regulating labour relations. The conclusion of a contract of employment with citizens of the European Union (EU) or other countries shall be done in line with the laws of the Republic of Lithuania and other legal acts regulating the employment of foreign nationals. The process shall be comprised of:

4.1. announcement of the selection;

4.2. presentation of the documents to be submitted for the selection (hereinafter – the documents);

4.3. formation of the selection committee;

4.4. selection;

4.5. making a decision on the best candidate for employment at the Bank of Lithuania.

CHAPTER II REQUIREMENTS FOR PERSONS RECRUITED TO THE BANK OF LITHUANIA

5. The person cannot be employed if:

5.1. a decision is made that the candidate is not suitable for the job on the basis of the information received in accordance with the procedure laid down in the Republic of Lithuania Law on Prevention of Corruption or the person described in Article 5(4) of the Republic of Lithuania Law on Public Administration does not conform to the requirements of impeccable reputation laid down in the Republic of Lithuania Law on Public Service.

5.2. their spouse, cohabitee, partner, when the partnership is registered in accordance with the procedure laid down by laws, as well as their and the candidate's parents (adoptive parents), children (adoptive children), siblings (adoptive siblings), grandparents, grandchildren and their spouses, cohabitees or partners (hereinafter – close persons) are employed at the Bank of Lithuania and in that position they would be in a relationship of direct subordination;

5.3. in accordance with the procedure laid down by laws they are recognised legally incapable;

5.4. in other cases established by laws.

6. The candidates accepted for employment at the Bank of Lithuania shall meet the requirements established in the description of the job they are applying for (the section 'Required knowledge and experience' in the job description). Job description shall not include any requirements which are not necessary for the performance of their work functions.

7. Candidates participating in the selection and presenting documents and other information about themselves have to provide only factual information and documents and to perform practical tasks and tests, if any, on their own.

CHAPTER III ANNOUNCEMENT OF SELECTION

8. Job notices on available vacancies shall be published in the Vacancies section of the website of the Bank of Lithuania. The selection may be also announced in other information sources. The minimum validity of the job notice placed in the Vacancies section of the website of the Bank of Lithuania should be no less than 7 calendar days. If the selection is announced in other information sources, the job notice there has to be valid for the same period as indicated in the job notice in the Vacancies section of the website of the Bank of Lithuania.

9. Instead of announcing the job notice on the external selection, selection agencies that provide the services of targeted search, selection, testing and assessment of candidates may be contacted. The decision to contact the said agencies shall be made by the Chairman, Deputy Chairman or a member of the Board concerning the management positions of structural units, units or internal units that they oversee or positions directly subordinate to them. For other positions, which are not indicated in this paragraph, the decision to contact the selection agencies shall be made by the head of the structural unit and the Head of the Personnel Division only when no candidates were selected or the selection did not take place after the publication of a job notice.

10. The job notice concerning the selection to a position at the Bank of Lithuania (hereinafter – job notice) shall include:

10.1. the vacancy (structural unit and position) for which the selection is announced;

10.2. areas of responsibility;

10.3. job requirements and advantages;

10.4. the list of documents to be presented, deadline and form of their presentation;

10.5. job salary or salary range;

10.6. contact details;

10.7. other information (if applicable, the term of the employment contract; it should be indicated whether the provisions of Article 5(4) of the Republic of Lithuania Law on Public Administration, Article 9 of the Republic of Lithuania Law on Prevention of Corruption, Article 2 and 15 of the Republic of Lithuania Law on Adjustment of Public and Private Interests, Article 17(1) of the Republic of Lithuania Law on State Secrets and Official Secrets and the Rules on Personal Transactions of Staff Employed at the Bank of Lithuania approved by Resolution No 03-13 of the Board of the Bank of Lithuania of 12 February 2015 on the approval of the rules on personal transactions of staff employed at the Bank of Lithuania, as well as other requirements and restrictions are applicable to this position).

CHAPTER IV PRESENTATION OF DOCUMENTS

11. The candidates to the vacancy at the Bank of Lithuania shall present the following documents in the manner indicated in the job notice of the Bank of Lithuania:

11.1. curriculum vitae (CV) which includes the candidate's name and surname, contact details, education (name of education institution, qualification and degree acquired), experience and skills;

11.2. letter of motivation;

11.3. other documents specified in the job notice (e.g. copies of diplomas, certificates and other documents certifying the candidate's education and training, working, scientific and research papers, etc.);

11.4. information whether the candidate to the vacancy at the Bank of Lithuania would be in a relationship of direct subordination with close persons if working in that position.

12. After announcing the selection, the documents shall be accepted from the candidates by the deadline indicated in the job notice. If the selection agency is performing the selection, information on the candidates meeting the requirements shall be submitted by the selection agency in accordance with the deadlines and terms indicated in the contract.

13. After the deadline for the presentation of documents expires, the responsible employee of the Personnel Division shall verify whether the candidates meet the relevant requirements according to the data of documents presented by the candidates. If there are no candidates meeting the requirements or no candidate documents were received, the selection committee shall not be established and the selection shall be declared as unsuccessful. A new selection may be announced.

14. In case there are any doubts with regard to the accuracy of the information provided by a candidate or their compliance with the set requirements, the responsible staff member from the Personnel Division shall request the candidate to present additional copies of documents or information proving the candidate's compliance with the requirements set for the position within the specified period. In case of objective circumstances, the period for the presentation of copies of documents or information may be extended for a fixed time. If the candidate fails to present the requested documents (information) within the specified period, it shall be considered that they do not meet the set requirements for the position and cannot continue to participate in the selection.

CHAPTER V FORMATION OF THE SELECTION COMMITTEE

15. If there are candidates who meet the requirements, a selection committee shall be formed for the selection. The selection committee shall be formed by the Order of the Chairman of the Board of the Bank of Lithuania (when organising selections of heads of structural units of the Bank of Lithuania) or by ordinance of the Head of the Personnel Division (when organising selections for any other vacancies). The selection committee shall be composed of 3 to 5 members. The direct supervisor of the future employee (or Bank of Lithuania staff member acting as their deputy) shall be assigned as the chairman of the selection committee. The functions of the secretary of the selection committee can be performed by one of the members of the selection committee designated by the chairman of the selection committee. If the designated secretary is not a member of the selection committee, he shall have no voting rights. A staff member from the Personnel Division should be included in the selection committee; language experts and experts of specific areas of activity may also be included.

16. When a member of the selection committee cannot participate in the committee's work (in the selection interviews with the candidates and/or the committee's meetings) for important reasons, the committee may perform its work if more than a half of the members of the committee are present. When the chairman of the selection committee cannot participate in the committee's work, they shall delegate the functions of the chairman of the selection committee to another member of the committee. When the secretary of the selection committee cannot participate in the committee's meeting, the chairman of the selection committee shall delegate the functions of the secretary of the selection committee to another member of the committee.

17. In case it is ascertained that a member of the committee is a close person of the candidate or if there are other circumstances which raise doubts about impartiality of a member of the committee, that member of the committee has to resign in accordance with the procedure established in the Description of the Implementation of the Code of Ethics for the Staff of the Bank of Lithuania approved by Resolution No 03-49 of the Board of the Bank of

Lithuania of 14 April 2016 on the approval of the description of the implementation of the code of ethics for the staff of the Bank of Lithuania.

18. The selection committee shall decide on the number of selection phases, discuss the candidate assessment criteria and draft a candidate assessment table (Part I of Annex I). All members of the committee must ensure confidentiality of the prepared questions and tasks. The results of each selection phase shall be recorded in the minutes.

CHAPTER VI SELECTION

19. The selection can be done in two phases. In the first phase, a responsible staff member from the Personnel Division shall contact the candidates who meet the requirements and agree on performing a standardised general reasoning skills test as well as on the deadline for taking such a test, then send a link to the test via email to the candidates. Based on the test results, the candidates' skills required to properly perform the functions indicated in the job description, shall be assessed. Up to seven candidates with the highest test scores shall be invited to the second phase of the selection. Based on the selection committee's decision, a standardised general reasoning skills test may not be required for the selection of the highest level positions (with management functions) and the lowest level positions (ranging from levels 11 to 9) or when less than seven candidates who meet the requirements have submitted their documents.

20. In the first phase, a responsible staff member from the Personnel Division may contact the candidates who meet the requirements and clarify the candidates' expectations (related to the salary, their motivation to get hired for the position indicated in the job notice considering their previous position and/or qualifications) during a brief telephone conversation.

21. A responsible staff member from the Personnel Division shall transmit the documents of the candidates who meet the requirements and who received the highest scores in the standardised general reasoning skills test (if applicable) to the members of the selection committee.

22. Up to 7 candidates who meet the requirements and who received the highest score in the standardised general reasoning skills test (if applicable) shall be invited to the second phase of the selection. A responsible staff member from the Personnel Division shall inform the remaining candidates via email on the results of the first selection phase, and they no longer take part in the selection process.

23. The candidates shall be invited to the second selection phase no later than 15 working days after the deadline for the presentation of the documents for the selection indicated in the job notice. The candidates shall be informed about it via telephone, email or other information means. Having arrived to the selection, the candidates shall present a valid ID. If a candidate fails to present an ID, he shall be excluded from participation in the selection which in turn shall be recorded in the minutes of the meeting.

24. The second phase shall be comprised of:

24.1. an interview. During the interview, all members of the selection committee shall make the same questions to all the candidates (if needed, follow-up questions may be asked arising from the answers provided by the candidates) and based on the data obtained and other information they shall assess the candidates' general and professional competencies, skills, abilities, work experience, subject matter and personal skills and motivation. The members of the selection committee shall assess the conformity of the candidates with all the requirements indicated in the job notice. After the interviews with the invited candidates, based on a decision of the selection committee, second interviews may take place, if there is a need to clarify or supplement information on the candidates;

24.2. a practical task (data analysis, essay, presentation, position). Based on a decision of the selection committee, it may be additionally assigned before or after the interviews with the candidates. A practical task may be assigned to the candidates in order to test certain knowledge and understand and/or predict their behaviours in real-life situations related to the future position. The candidates may be requested to perform an analysis based on certain data, draft presentations and present essays on relevant topics;

24.3. personality and management skills tests. Based on a decision of the selection committee, these tests may be assigned additionally after the interviews with the candidates in order to determine the candidates' individual characteristics and management potential.

25. Circumstances that may potentially lead to a conflict of public and private interests shall be discussed during the interviews with the candidates and shall be recorded in the minutes of the selection committee.

26. The candidates who participate in the selection shall be assessed individually by the selection committee without the participation of other candidates.

27. The chairman of the selection committee and the members of the selection committee shall assess individually the suitability of each candidate for the position at the Bank of Lithuania by filling in a candidate assessment table. The assessment scale is from 0 to 5, where the lowest assessment is 1 point and the highest assessment is 5 points. If the candidates were assigned a practical task, the committee shall decide which members of the committee will assess the practical task. The score of the practical task shall be 0, 1 or 2 points, where the lowest assessment is 0 points and the highest assessment is 2 points. Having assessed the practical task, the members of the committee shall record the score of the practical task in the candidate assessment table.

28. The candidate may be requested to provide references from the previous employer or manager.

CHAPTER VII DECISION OF THE SELECTION COMMITTEE

29. The candidates' assessment points shall be presented in a summary table of the selection results (Part II of Annex I) and if there is more than one candidate who received at least 3.5 points an order of the candidates shall be established. The candidate's points shall be calculated as follows: the points awarded to the candidate are summed up and divided by the number of the members of the committee. The candidates receiving less than 3.5 points shall be considered as failing the selection. If all the candidates receive less than 3.5 points, the selection shall be declared as unsuccessful and it can be extended by updating the validity of the job notice or by publishing a new one.

30. Two candidates who received the highest scores (but no less than 3.5 points) shall be considered as the candidates for the position of a head of structural unit, unit or internal unit, and the chairman of the selection committee shall choose one of them by a reasoned written decision.

31. A job proposal shall be presented to the successful candidate. If the successful candidate refuses the position offered or if the information on the candidate successful in the selection is received from a competent state authority and a decision is made that the person is not suited for the position on the basis of this information, a job proposal shall be presented to the next candidate in line.

32. If after assessing the candidates the selection committee decides that in terms of their competences these candidates are suitable to the vacancy in a lower level position or the same level position in the same structural unit, these candidates can be presented with a job proposal for a lower level position or the same level position in the same structural unit without announcing a new selection.

33. If there was only one candidate who meets the requirements in the selection, after an interview with the candidate and after assessing the practical task and the tests (if applicable), the selection committee can make a decision to declare the candidate as suitable for the position and present him with a job proposal or declare the selection as unsuccessful and extend it by updating the validity of the job notice or by announcing a new selection.

34. The work of the selection committee shall be considered as finished after the selection results are recorded in the minutes containing an annex with the summary table of the selection results. The chairman of the committee and the secretary of the committee shall sign the minutes. The candidates who were not selected shall be informed of the results of the selection in writing. Upon a written request, the candidates who participated in the selection have a right to access their personal selection results (minutes, extract of the summary table of the selection results, the result of the general reasoning skills test, if applicable) which shall be sent to the candidate before the expiry of the personal data retention period (within 1 year after recording the selection results). Minutes and tasks completed in writing (if applicable) shall be stored at the Bank of Lithuania for a period of 1 year after the end of the selection.

35. If the contract of the selected and employed candidate is terminated before the end of the period of 3 months from the employment date, a job proposal can be presented to the next candidate in line with the highest selection score.

CHAPTER VIII FINAL PROVISIONS

36. The successful candidate in the selection who has accepted the job proposal shall fill in and present the following documents to the Personnel Division:

36.1. the candidate's questionnaire (Annex II);

36.2. an identity document (to verify the correctness of data, the candidate shall present the original of the document before signing the employment contract);

36.3. higher education diplomas and certificates from Lithuanian and foreign institutions and an academic recognition in Lithuania of a diploma that was obtained abroad, except for the cases when a head of a structural unit indicates in the job proposal to the candidate that such a document of recognition is not required;

36.4 a document type photo in jpg format;

36.5. if required due to the specific nature of the work, a valid health certificate;

36.6. the candidates to the positions requiring authorisation to work with state secrets and official secrets shall present the documents indicated in the Republic of Lithuania Law on State Secrets and Official Secrets.

37. If the position of the employee is included in the list of positions at the Bank of Lithuania where the employees have to declare private interests approved by Order No V 2013/(1.7-260402)-02-180 of the Chairman of the Board of the Bank of Lithuania of 23 September 2013 on the Implementation of the Description of the Implementation of the Code of Ethics for the Staff of the Bank of Lithuania, the employment contract with the successful candidate in the selection can only be concluded after the Bank of Lithuania receives information that the candidate had provided the declaration of private interests via electronic means in accordance with the procedure set by the Chief Official Ethics Commission and after receiving the conclusion of the employee responsible for compliance with ethics and anti-corruption standards that the candidate's private interests and the position at the Bank of Lithuania are compatible.

38. If the position of the employee is included in the list of positions, where the candidates are screened in accordance with the procedure established in the Republic of Lithuania Law on Prevention of Corruption, approved by Order No V 2015/(1.7-260402)-02-48 of the Chairman of the Board of the Bank of Lithuania of 10 March 2015 on the Approval of the List of Persons Applying for Positions at the Bank of Lithuania That Need to be Screened, or is indicated in Article 5(4) of the Republic of Lithuania Law on Public Administration, a procedure of referral to the competent state authorities shall be started in order to obtain information on the selected candidate seeking to be employed by the Bank of Lithuania, i.e. a request for information concerning this person is sent to the competent authorities. The employment contract with the selected candidate can only be concluded after information on this person is received from the competent state authorities and based on this information a decision is made on the suitability of the person for that position and/or their compliance with the requirements of impeccable reputation.

39. If the position of the employee has a special requirement of compliance with the requirements laid down in legislation which are mandatory to get authorisation to work with or access classified information or acquire the right to work with or access classified information which is classified as 'Restricted', a screening procedure of the selected candidate shall be started which is mandatory to give authorisation to work with or access classified information, i.e. competent authorities shall be contacted with a request for a conclusion on whether this person can get authorisation to work with or access classified information. The employment contract with the selected candidate shall only be concluded after the Bank of Lithuania receives the conclusion from the competent state authority that this person can get authorisation to work with or access classified information.

40. After an employment contract is concluded, the person shall get the status of the employee of the Bank of Lithuania.

41. The data on the candidates shall be processed in accordance with the Republic of Lithuania Law on Legal Protection of Personal Data, the EU's General Data Protection

Regulation and other legislation related to the processing of personal data. The personal data of the candidates shall be processed only for the purposes of the selection in accordance with the Rules of Personal Data Processing in the Personnel Division approved by Order No V 2020/(1.7.E-260603)-02-69 of the Chairman of the Board of the Bank of Lithuania of 8 May 2020 on the approval of the rules of personal data processing in the Personnel Division. No superfluous personal data of the candidates shall be collected or processed. The periods and procedure of storage of personal data of the candidates shall be governed by the rules of personal data processing in the Personnel Division, the legislation of the Republic of Lithuania and the documentation plans of the Bank of Lithuania, which are approved each year. After the expiry of the data storage period, the candidates' personal data shall be irreversibly destroyed. The candidates have the right of access to personal data which are processed, a right to rectification, erasure or restriction of data which are processed, a right to withdraw consent for processing of personal data and a right to lodge a complaint to the State Data Protection Inspectorate concerning the processing of personal data.
