

Supervision Officer

REF.: ESMA/2024/VAC03/AD5

Type of contract	Temporary Agent ¹
Function group and grade	AD5
Duration of contract	5 years, with possibility of extension ²
Department	Conduct Supervision & Convergence (CSC) / Central Counterparties (CCP) / across ESMA
Place of employment	Paris, France – office based
Deadline for applications	28/06/2024 (23:59 hrs, Paris local time)
Reserve list valid until	31/12/2025

1 The Authority

The European Securities and Markets Authority (ESMA) is an independent EU authority established in January 2011. ESMA's mission is to enhance investors' protection and promote stable and orderly financial markets as specified in its [founding Regulation](#).

The Authority has published its [ESMA Strategy 2023-2028](#) identifying for the coming years three strategic priorities:

- fostering effective markets and financial stability;
- strengthening supervision of EU financial markets;
- enhancing protection of retail investors;

and two thematic drivers:

- enabling sustainable finance; and
- facilitating technological innovation and effective use of data.

ESMA achieves its mission within the European System of Financial Supervision (ESFS) through active co-operation with National Competent Authorities (in particular with securities market regulators) as well as with the European Banking Authority (EBA) and the European Insurance and Occupational Pensions Authority (EIOPA). ESMA has a unique position within

¹ According to the Article 2(f) of the [Conditions of Employment of Other Servants \(CEOS\) of the European Union](#).

² Temporary agents may be engaged under their first contract for a fixed period of 5 years. Any further renewal shall be in principle for an indefinite duration. Probationary period for the first contract is nine months.

the ESFS as it exercises direct supervision over a number of financial markets participants established in the EU or offering financial services in the EU from third countries.

For further information, please refer to ESMA's website: <http://www.esma.europa.eu>

2 Job framework and profile

ESMA is organising a selection procedure for the post of **Supervision Officer** to staff several vacant posts and to constitute a reserve list of suitable candidates for potential staffing needs linked with current and future workstreams/mandates.

With the recently agreed additional responsibilities for ESMA, there is a particular need to strengthen our capabilities to support our direct supervision activities.

This profile is for you if you:

- are interested in supervision at EU level, and the international context;
- are a problem solver and have critical, analytical thinking skills;
- have excellent written and oral communication skills;
- are a good team player;
- like to coordinate and work on several workstreams in parallel;
- thrive in a culturally diverse work environment.

Main areas of activities:

➤ DIRECT SUPERVISION

ESMA applies a risk-based approach, outcome-focussed, data driven approach to its supervision. Through a variety of supervisory tools, including on-site presence and detailed desk-based analysis, ESMA aims to have a good understanding of the entities that it supervises and of their risks. ESMA enforces breaches in a proportionate and effective manner and evaluates continuously its supervisory activities to further improve the effectiveness of its supervision.

Supervisors at ESMA may participate in the following activities:

- development of supervisory work program applying ESMA's outcome-focused supervisory approach;
- analysis of CCP risk models, contributing to CCP stress test exercises, and drafting reports on the compliance of CCPs with EMIR prudential requirements;
- development and application of supervisory risk-analysis in light of ESMA's risk-based and data-driven supervisory approach;
- assessing applications for registration / authorisation /recognition from firms that wish to provide financial services in the EU within ESMA's direct supervision remit;

- engagement with other competent authorities, both EU and non-EU, including to promote supervisory coordination and cooperation;
- supporting in developing and implementing the supervisory framework of future supervisory mandates;
- conducting thematic and individual investigations into registered entities, and performing on-site inspections of supervised entities;
- identifying, drafting and referring potential sanctioning cases to ESMA's independent investigating officer; and
- enforcing the perimeter of application of the relevant rules.

ESMA acts as direct supervisor in the following areas:

- Credit Rating Agencies (CRAs);
- Trade Repositories (TRs);
- Securities Financing Transaction Repositories (SFTRs);
- Securitisation Repositories (SRs);
- Data Reporting Service Providers (DRSPs);
- Benchmark administrators - administrators of critical benchmarks in the EU and third country benchmark administrators recognised in the EU; and
- Central Counterparties (CCPs) – for third country CCPs ESMA acts as direct supervisor, for EU CCPs ESMA participates in supervisory colleges.

ESMA is looking for experts who can support the above supervisory activities in the context of ESMA's current and future supervision mandates (e.g. ESG Rating providers, EU Green Bond external reviewers, Consolidated Tape Providers) in areas, including but not limited to, governance, internal controls, operational risk, models and methodologies, information technology, information security and supervisory analytics. ESMA is also looking for experts who would support the preparation of supervisory reports in the context of its preparatory enforcement procedures.

More information about [ESMA's Departments](#) and [organigramme](#).

3 Professional qualifications and other requirements

Applications will be assessed based on the Eligibility and Selection criteria specified in this vacancy notice.

3.1 Eligibility criteria

To be considered eligible, candidates must satisfy all the eligibility criteria listed below, by the deadline for submitting applications:

- must have a level of education which corresponds to completed university studies of at least **three years** attested by a diploma³;
- be a national of a Member State of the European Union⁴ or the EEA (Norway, Liechtenstein, Iceland);
- enjoy full rights as a citizen⁵;
- have fulfilled any obligations imposed by the applicable laws concerning military service;
- have a thorough knowledge⁶ of English as this is the ESMA's working language - and a satisfactory knowledge (B2) of another language⁷ of the European Union; and
- be physically fit to perform the duties linked to the post⁹.

3.2 Selection criteria

Applications which fulfil the above Eligibility criteria (part 3.1) will be assessed and scored against the Essential requirements (part 3.2.1). Candidates who do not meet all the Essential requirements (part 3.2.1) will be excluded from the selection process.

Candidates who meet all the Essential requirements (part 3.2.1) will be scored against the Advantageous requirements (part 3.2.2).

Within this comparative evaluation of applications, the **30 best candidates** (who obtain the highest scores) will be invited first for a written test¹⁰ (1st part of the selection procedure).

Consequently, the candidates, who reach a minimum score of 60% for the written tests, will then be invited for interviews with the Selection Board (2nd part of the selection procedure).

Candidates are required to clearly indicate in their application **how they acquired the knowledge and experience allowing them to meet the Selection criteria** mentioned below and to give specific examples.

³ Only qualifications awarded by EU Member State authorities or European Economic Area (EEA) authorities or qualifications recognised as equivalent by the relevant authorities will be taken into consideration. If the main studies took place outside the European Union, the candidate's qualification must have been recognised by a body delegated officially for the purpose by one of the European Union Members States (such as a national Ministry of Education) or a NARIC recognition is required: <https://www.enic-naric.net> and a document attesting so must be uploaded with the application by the closing date. If you have a diploma recognised in an EU Member State, you don't need NARIC recognition for your lower-level diploma(s). Example: If you have a bachelor's degree from a university outside the EU, and a master's degree from an EU university, you don't need NARIC recognition for the bachelor's degree. Qualifications/diplomas awarded until 31/12/2020 in the United Kingdom are accepted without further recognition. For diplomas awarded after this date (from 01/01/2021), a NARIC recognition is required.

⁴ Member States of the EU: Member States of the EU: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.

⁵ Prior to the appointment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.

⁶ The assessment is done in accordance with the [Common European Framework of Reference for Languages \(CEFR\)](#).

⁷ The official languages of the EU: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, and Swedish.

⁸ Native English speakers will be tested to prove their second language skills.

⁹ Before the appointment, the successful candidate shall be examined by ESMA's medical centre in order to confirm that the candidate fulfils the requirements of Article 12(2) (d) of the CEOS (physical fitness to perform the duties).

¹⁰ Tests and/or interviews may be performed remotely.

3.2.1 Essential requirements

- a) At least one (1) year of work experience¹¹ in the area of regulatory and/or financial services sector as:
 - i. supervisor or
 - ii. advising / consulting on supervisory matters in areas of this vacancy notice or
 - iii. auditor (internal and/or external) or
 - iv. compliance officer.
- b) University degree or professional training / certification relevant to the profile;
- c) Excellent written and oral English and clear and concise writing style.

3.2.2 Advantageous requirements

- d) Experience in at least one of the following industries/areas:
 - Credit Rating Agencies;
 - Benchmarks;
 - Sustainable finance and ESG products;
 - Digital finance and financial innovation (e.g. MiCA, DORA, DLT Pilot Regime, artificial intelligence);
 - (Post-) trading (e.g. CCPs¹², DRSPs¹³; OTC derivatives; TRs¹⁴; securitisation);
- e) Work experience in at least one of the following area(s):
 - audit/internal controls (e.g. compliance, risk management, internal audit);
 - market/credit risk (e.g. validation of risk models, stress tests, compliance with prudential requirements);
 - corporate governance;
 - information technology (incl. IT security, cybersecurity, business continuity, data analysis, digital forensics);
 - methodologies and/or models; legal analysis, litigation or enforcement procedure.
- f) Experience in information or data analysis to identify risks or extract meaningful supervisory insights;
- g) Motivation for the advertised position.

Candidates invited for interviews and written tests will be assessed against all selection criteria (parts 3.2.1 & 3.2.2 & 3.2.3).

3.2.3 Supplementary requirements (behavioural competences)

- a) Ability to communicate clearly and present complex subjects simply, both orally and in writing (communication skills);

¹¹ Experience must be acquired after the minimum education, as required under part 3.1.

¹² CCP – Central Counterparties.

¹³ DRSPs - Data Reporting Service Providers.

¹⁴ TRs – Trade Repositories.

- b) Ability to build productive and cooperative working relationships, to influence change and engage with multiple internal and external stakeholders (interpersonal skills);
- c) Critical thinking, problem solving skills;
- d) Dynamic personality with a strong aptitude for teamwork; and
- e) Ability to work under pressure and deliver high quality work under very tight timelines.

The candidates who receive at least 60% of the maximum points in both the written tests and interviews will be included in the reserve list of suitable candidates.

The established reserve list may be used for the recruitment to a similar post depending on the needs of ESMA. Please note that inclusion in the reserve list does not guarantee recruitment.

The Selection Board's work and deliberations are strictly confidential and any contact with its members is strictly forbidden. Any contact made by the candidates or third parties in order to influence the Members of the Selection Board in relation to the selection constitutes grounds for disqualification from the selection procedure.

4 How to apply

You must submit your application through [e-Recruitment](#). ESMA does not accept applications submitted by any other means.

All sections of the application must be completed in English. To be considered, applications must be received by 23:59:59 CET on the closing date. We advise you to submit your application well ahead of the deadline, to avoid potential problems due to increased activity on the recruitment platform.

Please consult the [Candidates Guidelines](#) for instructions on completing your application.

Following the submission of the application candidates will receive an automatic email acknowledging receipt of the application. Please note that all correspondence will take place by email, so candidates should ensure that the email address associated with applicant's account is correct and that it is checked regularly.

Applicants will be assessed on the basis of the eligibility and selection criteria specified in the vacancy notice (as explained in part 3) and these must be met by the deadline for submitting applications.

5 Summary of conditions of employment

- Successful external candidates may be offered an employment contract for five years as a temporary agent. Any further renewal shall be in principle for an indefinite duration.
- Successful external candidates will be recruited in the grade and classified in step 1 or 2.

Grade/step	Minimum requirements for classification in step ¹⁵ <i>(required level of university studies + minimum number of years of experience after university graduation)</i>	Monthly net salary, without expatriation or family allowances (incl. correction coefficient for France)	Monthly net salary, with expatriation and without family allowances (incl. correction coefficient for France)	Monthly net salary, with expatriation and family allowances for one child (incl. correction coefficient for France)
AD5 step 1	3 years university degree	€ 5,185.49	€ 6,238.53	€ 7,494.20
AD5 step 2	3 years university degree + 3 years experience	€ 5,381.18	€ 6,478.48	€ 7,748.98

- The monthly basic salary is multiplied by the correction coefficient for France (currently 119.5%).
- Salaries are subject to a Union tax deducted at source and are exempt from national taxation. In the above-mentioned examples, tax is already deducted.
- Depending on the individual family situation and the place of origin, the successful jobholder may be entitled to: expatriation allowance (16% of the basic salary), household allowance, dependent child allowance, education allowance, pre-school allowance, installation allowance, reimbursement of removal costs, initial temporary daily subsistence allowance, and other benefits.
- Annual leave entitlement of two days per calendar month plus additional days for age, grade, 2.5 days home leave if applicable, and in addition on average 17 ESMA holidays per year;
- EU Pension Scheme (after 10 years of service);
- EU Joint Sickness and Insurance Scheme (JSIS), accident and occupational disease coverage, unemployment and invalidity allowance and insurance, and
- Work-life balance with teleworking flexibility, learning and development opportunities such as language trainings, as well as social integration and free access for children to the [European school in Paris](#).

6 Equality and diversity

Here at ESMA we believe in equality & diversity. ESMA is an equal opportunity employer committed to providing a welcoming environment. We welcome applications from all qualified

¹⁵ [ESMA Management Board Decision ESMA-2014-MB-14](#), adopting of general implementing provisions concerning the criteria applicable to classification in step on appointment or engagement - Commission decision (C(2013) 8970 of 16/12/2013).

candidates, irrespective of their age, gender, ethnicity or social origin, political or religious affiliation, disability or sexual orientation.

All ESMA staff members are committed to fostering an open and inclusive workplace culture. The ESMA encourages the applications of women for positions where they are currently under-represented.

If you require any special arrangements during the selection procedure related to a physical, mental, intellectual or sensory disability, please indicate it in your application, and HR will contact you for any adjustments or arrangements needed relating to your disability, so that your full and equal participation in the selection process can be ensured.

Please consult [here](#) the ESMA Diversity and Inclusion Strategy.

7 Ethics obligations

ESMA Staff members act as ambassador of ESMA and abide by, and actively promote, the highest ethical, integrity and good administration principles as set out in [ESMA's Conflict of Interest Policy for ESMA Staff](#) and [ESMA's Code of Good Administrative Behaviour](#).

Selected candidates who are offered a position at ESMA undergo a conflict-of-interest check before they can be effectively recruited by ESMA. Similarly, before leaving, a conflict-of-interest check is performed on staff's prospective employment and former staff remains under an obligation to notify ESMA of new employment positions for two years after leaving¹⁶.

Strict professional secrecy duties apply while working at ESMA and after leaving.

8 Data protection

Candidates' personal data are processed as required by the Regulation (EU) No 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data¹⁷. This applies in particular to the confidentiality and security of such data. For more information, please check the [data protection statement](#) and [privacy statement on recruitment procedures](#).

¹⁶ See in particular Section 7.8 of ESMA's Conflict of Interests Policy and Title Four of Commission Decision C(2018)404 final of 29 June 2018 on outside activities and assignments and on occupational after leaving the Service, as incorporated in ESMA's Conflict of Interests Policy.

¹⁷ Regulation (EU) No 2018/1725 of the European Parliament and of the Council of 23 October 2018, OJ L 295, 21.11.2018, p. 39.

ESMA will take all necessary measures to ensure the confidentiality of the procedure, however it cannot be ruled out that candidates see one another on the day of the interview or written test.

9 Appeal procedure

If, at any stage of the selection procedure, you consider that your interests have been prejudiced by a particular decision, you can take the actions detailed in point 5.7 of the [Candidates Guidelines](#).