ICT Officer (various roles)

REF.: ESMA/2024/VAC10/FGIV

Type of contract	Contract Agent[1]
Function group and grade	FGIV
Duration of contract	5 years or shorter related to the project activity, with possibility of extension[2]
Department	Data Intelligence and Technology Department
Place of employment	Paris, France – office based
Deadline for applications	25/10/2024 (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

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[1] According to the Article 3 (a) of the Conditions of Employment of Other Servants (CEOS) of the European Union.
[2] Contract agents may be engaged under their first contract for a fixed period of 5 years. Any further renewal (beyond 5 years) 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 role

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

The ICT Officer will have a speciality in a particular domain (role) and will form part of **ICT** which sits within **the Data Intelligence and Technology (DIT) Department**[3]**.** ESMA runs its ICT infrastructure mostly on Public Cloud (Azure), M365 including its Data Analysis which forms a core part of the ESMA business. Also, from a regulatory perspective, projects such as DLT Pilot, ESAP, MICA and others which form part of its remit require increasingly resources with expertise in different ICT domains, as well as in the use of new technologies.

Candidates must indicate in their application (motivation letter) the roles(s), from below, they wish to apply for. The selection board reserves the right to assign any role(s) to a candidate.

As an ICT Officer at ESMA, you shall be evaluated and recruited aligned to a particular ICT role as per the e-competencies framework[4] where possible:

- ➢ Business Analyst;
- ➢ Data Scientist;
- ➢ Data Specialist;
- ➢ Enterprise Architect;
- ➢ Information Security Specialist;
- ➢ Network Specialist;
- ➢ Project Manager;
- ➢ Service Manager;
- ➢ Solution Designer;
- ➢ Systems Administrator;
- ➢ Systems Architect;

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[3] Internal Organisation (europa.eu)
[4] The e-Competence Framework - ITPE (itprofessionalism.org)

Roles outside the e-competencies framework:

- ➢ Project Management Office;
- ➢ Project Support Office;
- ➢ Information Security Risk Specialist

Main areas of duties:

➢ **Business Analyst**

- o Contribute to the preparation of the organisation's business plan;
- o Analyse business requirements and design related processes;
- o Support Digital Transformation, identifying areas for improvement in business processes;
- o Provide possible ICT solutions compliant with the ICT strategy;
- o Develop business cases related to the proposed solutions;
- o Analyse required information and documents;
- o Develop plan for continuity of operations.

➢ **Data Scientist**

- o Represent business challenges through mathematical models;
- o Collect, understand, clean, analyse, integrate and investigate internal and external data to achieve the mission;
- o Create and test hypothesis;
- o Uncover data correlations/relationships in support of measurement and predication;
- o Identify the right visualisation models depending on the business challenges and the data sets;
- o Address data security through active preventative strategies;
- o Select and optimise algorhythms using data science tools;
- o Comply with ethical guidelines and legal requirements.

➢ **Data Specialist**

- o Define, build and optimise data models;
- o Proactively protect confidentiality and security of data;
- o Ensure data lifecycle support;
- o Curate and archive data;
- o Advise on appropriate data analytic methodology;
- o Ensure data quality and integrity;
- o Maintain data quality and compliance to legal standards.

➢ **Enterprise Architect**

- o Align digital and ICT strategies and planning with the organisation's business goals;

- o Anticipate future business needs and plan for how architecture will support/enable it;
- o Streamline business processes, functions, procedures and workflows and apply a consistent implementation approach;
- o Manage stakeholder engagement in the development of new processes and systems and verifies feasibility;
- o Conduct post-implementation reviews to evaluate benefits accrued from new processes and systems;
- o Build and maintain standards and enterprise architecture model and principles, for example process mapping;
- o Evaluate the impact of changes within the ecosystem of the organisation (including political, technical, social, regulatory, legal) on the enterprise architecture.

➢ **Information Security Specialist**

- o Evaluate information security risks, threats and consequences and take appropriate action;
- o Provide information security training and education;
- o Provide technical validation of security tools, implement, configure and manage appropriate tools;
- o Contribute to the definition of and actively promote information security standards and procedures throughout the IT and IT user communities;
- o Identify and remediate security vulnerabilities;
- o Audit security vulnerability;
- o Monitor security developments to ensure the continued efficiency and effectiveness of information security processes and controls;
- o Proactively evaluate new threats and counter potential information security incidents;
- o Implements security techniques on all or part of an application, process, network or system within area of responsibility.

➢ **Network Specialist**

- o Ensure communication performance, recovery, and security needs meet agreed service agreement standards;
- o Contribute to define network design policies, philosophies and criteria;
- o Investigate, diagnose and solve network problems;
- o Use network management system tools to determine network load and model performance statistics;
- o Maintain awareness of relevant legislation affecting network security;
- o Configure network to protect against security threats;
- o Monitor network to identify and address traffic bottle necks.

➢ **Project Manager**

- o Organize, coordinate and lead the project team;
- o Maintain stakeholder engagement and communication;
- o Supervise project progress;

- o Coordinate, record and ensure quality compliance;
- o Circulate and distribute information from the project owner;
- o Ensure the project helps to support the organisation's wider goals;
- o Comply with budgets and delivery times;
- o Update the project according to changing circumstances.

➢ **Service Manager**
- o Define Service requirements;
- o Negotiate SLA / OLA;
- o Manage solution operation;
- o Provide service delivery;
- o Maintain and contribute to the creation of the department budget;
- o Manage staff development.

➢ **Solution Designer**
- o Examine and interpret business requirements;
- o Establish solution intent;
- o Align solution with technical architecture;
- o Identify potential technical design risks;
- o Supervise the built in quality;
- o Operate within the budgetary framework to validate the financial impact of design decisions;
- o Identify opportunities for innovation;
- o Plan technology roadmaps.

➢ **Systems Administrator**
- o Investigate, diagnose and solve system related problems;
- o Install and upgrades software;
- o Test upgrades;
- o Schedule installation work, to minimize disruption;
- o Diagnose and solve hardware or software problems;
- o Comply with organisation procedures to ensure integrity and security of the system.

➢ **Systems Architect**
- o Specify and implement the architecture of complex ICT solutions;
- o Lead development and integration of components;
- o Lead and/ or conduct system integration;
- o Ensure incorporation of security by design;
- o Analyse technical and business requirements;
- o Develop and maintain a comprehensive record of usability requirements.

➢ **Project Management Office**

   o coordinate the PMO activities and ensure that each IT project is adhering to the project management methodology;

   o support the internal and external users of PM², suggest improvements to the use of PM² and its underlying process/tool, as well as the overall project delivery efficiency;

   o support the planning activities, e.g. coordination of collecting and consolidation of all relevant information for multi annual IT plans (work programme);

   o provide reporting to stakeholders at different levels, e.g. on a monthly basis reporting the overall status of the project portfolio (including time frames, budgets, risks, issues etc.) to the ESMA management;

   o coordinate the preparation of the regular meetings and the follow-ups with the IT governance stakeholders (representatives from each National Competent Authority).

➢ **Project Support Office**

   o Provide project and operational support, including monitoring and reporting on project plans, milestones and deliverables, to ensure time, cost and quality indicators are in line with approved project plans;

   o Provide support in the placing and follow-up of contracts and budget for the project;

   o Update and collate documentation and records regarding relevant issues, policies and practices to ensure the delivery of projects complies with agreed project management methodology provided by the Project Management Office

   o Undertake basic research and analysis in assigned project areas and contribute to the preparation of project briefs to support informed decision making and planning;

   o Assist the project team to complete tasks and implement project plans to ensure agreed outcomes are achieved;

   o Communicate with relevant stakeholders to provide updates regarding project status and implementation issues;

   o Provide a range of secretariat and administrative services, including coordinating committee meetings and preparing papers, to support project management delivery.

➢ **Information Security Risk Specialist**

   o Evaluate information security risks, threats and consequences and propose appropriate action;

   o Contribute to the definition of and actively promote information security standards and procedures throughout the IT and IT user communities;

   o Perform desk-based reviews of policy, procedures, contractual arrangements, financial and other relevant information on information security, ICT risk and third-party risk management;

   o Monitor security developments to ensure the continued efficiency and effectiveness of information security policies, procedures, controls and other relevant documentation reviewed;

   o Proactively evaluate new threats to information security;

   o Assess information security incidents and audit results;

o   Perform other information security activities in the area of his/her expertise, as appropriate.

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 diploma[5];

- be a national of a Member State of the European Union[6] or the EEA (Norway, Liechtenstein, Iceland);

- enjoy full rights as a citizen[7];

- have fulfilled any obligations imposed by the applicable laws concerning military service;

- have a thorough knowledge[8] of English as this is the ESMA's working language - and a satisfactory knowledge (B2) of another language[9] [10]of the European Union; and

- be physically fit to perform the duties linked to the post[11].

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[5] 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.

[6] 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.

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

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

[9] 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.

[10] Native English speakers will be tested to prove their second language skills.

[11] 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).

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 **80 best candidates** (who obtain the highest scores), split by role in line with ESMA's organisational priorities, considering the applications received, will be invited first for a written test[12] (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.

3.2.1 Essential requirements

a) At least one (1) year of work experience[13] in one of the following roles (listed above in the part 2 of the vacancy notice);

b) Certifications and/or trainings relevant to the specified role (other than university).

c) Excellent written and oral English and clear and concise writing style[Error! Bookmark not defined.].

3.2.2 Advantageous requirements

d) University degree in the area of ICT;

e) Experience working in large multinational and/or multicultural organisations;

f) Experience of working with outsource/offshore vendors/teams;

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 work under pressure and deliver high quality work under very tight timelines;

b) Excellent methodological and analytical skills and capacity to identify key issues;

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[12] Tests and/or interviews may be performed remotely.
[13] Experience must be acquired after the minimum education, as required under part 3.1.

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

d) Critical thinking, problem solving skills; and

e) Dynamic personality with a strong aptitude for teamwork.

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.

Candidates must indicate in their application (motivation letter) the roles(s), from above, they wish to apply for. The selection board reserves the right to assign any role(s) to a candidate.

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 or less (in case of time limited projects) as a contract agent. Any further renewal (beyond five years) shall be in principle for an indefinite duration.

- Successful external candidates will be recruited in the relevant grade and classified in the step 1.

Grade/step	Minimum requirements for classification in step[14] *(required level of university studies + minimum number of years of experience after university graduation)*	Monthly net salary, without expatriation or family allowances (incl. correction coefficient for France)	Monthly net salary, with expatriation and no family allowances (incl. correction coefficient for France)	Monthly net salary, with expatriation and family allowances for one child (incl. correction coefficient for France)
FGIV 13 step 1	University studies of at least 3 years + less than 5 years of professional experience	4,050	4,629	5,804
FGIV 14 step 1	University studies of at least 3 years + between 5 and 17 years of professional experience	4,334	5,203	6,406
FGIV 16 step 1	University studies of at least 3 years + 17 and more years of professional experience	5,417	6,529	7,810

- The monthly basic salary is multiplied by the correction coefficient for France (currently 117%).

- 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);

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[14] ESMA Management Board decision on the conditions of employment of contract staff under the terms of Article 3a: https://www.esma.europa.eu/sites/default/files/library/decision_on_ir_on_employment_of_contract_staff.pdf

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

All ESMAs 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 leaving[15].

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

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[15] 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.

and agencies and on the free movement of such data[16]. 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.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.

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[16] 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.