

## Legal Officer

**REF.: ESMA/2025/EPSO/VAC09/FGIV**

|                                                                                          |                                                                           |
|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| <b>Type of contract</b>                                                                  | Contract Agent <sup>1</sup>                                               |
| <b>Function group and grade</b>                                                          | FGIV                                                                      |
| <b>Duration of contract</b>                                                              | 5 years with possibility of extension <sup>2</sup>                        |
| <b>Department</b>                                                                        | Legal and Enforcement                                                     |
| <b>Place of employment</b>                                                               | Paris, France – office based                                              |
| <b>Planned date of the search for applications in the EPSO CAST database<sup>3</sup></b> | 04/11/2025 (23:59 hrs, Paris local time).<br><br>Ref. EPSO/CAST/P/15/2017 |
| <b>Reserve list valid until</b>                                                          | 31/12/2026                                                                |

## 1 The Authority

The European Securities and Markets Authority (ESMA) is an independent EU financial markets regulator and supervisor 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

<sup>1</sup> According to the Article 3 (a) of the [Conditions of Employment of Other Servants \(CEOS\) of the European Union](#).

<sup>2</sup> 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.

<sup>3</sup> In this selection procedure, ESMA will conduct a search in the EPSO CAST database among the registered and eligible candidates of the [EPSO/CAST/P/15/2017](#) – Law FGIV call foreseeable on the above mentioned date: [Law \(CAST Permanent\) EU Careers \(europa.eu\)](#)

- 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 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 **Legal Officer** within the Legal and Enforcement (LEX) Department in view of filling a vacant post in the Enforcement Unit and to constitute a reserve list for both the Legal and the Enforcement Units.

**The LEX Department** is a transversal Department responsible for providing support and expertise to other Departments/Directorate and to senior management, as well as to ESMA's Board of Supervisors and Management Board regarding legal and enforcement matters, ethics, anti-fraud and data protection. It comprises two Units, respectively in charge of:

- providing legal services; and
- enforcement matters.

**The Legal (LEG) Unit** is tasked with providing sound outcome-focussed legal advice to the Senior and Middle Management when ESMA is exercising its tasks and powers under its founding regulation and the relevant EU sectoral legislation, including legal advice on ESMA's powers as direct supervisor of Credit Rating Agencies, Trade Repositories (TRs), Securitisation Repositories, certain Data Reporting Service Providers (DRSP), certain Benchmark Administrators, Tier 2 Third-country CCPs and, more recently, External Reviewers of EU green bonds, Consolidated Tape Providers (CTP) and ESG Rating Providers. It is also responsible for assuring the legal quality control regarding the drafting of Technical Standards, Guidelines & Recommendations, Opinions as well as other legal acts of ESMA. Last but not least, the Legal Unit is also tasked with assisting and representing ESMA in any litigation proceeding or in facilitating the settlement of disagreements between national competent authorities.

**The Enforcement (ENF) Unit** is in charge of conducting independent investigations in the context of enforcement actions against directly supervised firms. It also advises ESMA's Board of Supervisors on all enforcement matters, including before the Board's adoption of an enforcement decision. Besides, the Unit handles complaints received against alleged breaches of Union law by national securities markets regulators, which may lead to requests for information and investigations in the context of ESMA's breach of Union law powers. Moreover, the Enforcement Unit is in charge of handling requests for disclosure of ESMA documents in accordance with the professional secrecy rules and conducting enquiry in case of suspected

breaches. Last but not least, the Enforcement Unit coordinates a committee of high-level national enforcers (and its working group), which meets on a regular basis and discusses real enforcement cases, promotes a unified enforcement culture and offers guidance on national enforcement strategies in order to achieve consistent outcomes for similar infringements across the EU.

### **Main areas of duties:**

The jobholder will be assigned to one or several of the below areas under the supervision of the Enforcement Head of Unit. They will be providing to the Management and the other departments of ESMA sound outcome-focussed legal analysis and advice in the remit of the unit, as well as participating in enforcement proceedings:

- Conducting legal research and analysis of case-law, in particular from the European Court of Justice, in matters related to ESMA's exercise of direct supervisory powers and enforcement action;
- Contributing to supervisory convergence efforts, in particular through coordinating the work of the high-level committee of national enforcers, organising meetings and real case presentations, and fostering the identification of best practices;
- Handling complaints against National Competent Authorities, correspondence received from victims of frauds related to ESMA's name and logo, and questions relating to professional secrecy matters;
- Coordinating internally and externally on enforcement and complaint-handling matters;
- Preparing, encrypting and monitoring access to investigation files in the context of enforcement proceedings;
- Ensuring effective and efficient knowledge management in the Unit by keeping up-to-date relevant registers, database, wiki and webpages;
- Contributing to legal proceedings related to the Unit's remit, notably before the Board of Appeal and the Court of Justice of the European Union, in liaison with the Legal Unit.

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:

- have at least a level of education which corresponds to completed university studies of **three years** attested by a diploma<sup>4</sup>
- be a national of a Member State of the European Union<sup>5</sup> or the EEA (Norway, Liechtenstein, Iceland);
- enjoy full rights as a citizen<sup>6</sup>;
- have fulfilled any obligations imposed by the applicable laws concerning military service;
- have a thorough knowledge<sup>7</sup> of English (C1) as this is the ESMA's working language - and a satisfactory knowledge (B2) of another language<sup>8</sup> of the European Union; and
- be physically fit to perform the duties linked to the post<sup>9</sup>.

### 3.2 Selection criteria

This is a recruitment from the EPSO CAST database/reserve list Ref. EPSO/CAST/P/15/2017.

The Selection Board appointed by ESMA will search for qualified candidates from the EPSO CAST database indicated above, by using the **keywords** related to the ESMA vacancy ref. **ESMA/2025/EPPO/VAC09/FGIV** and the below-mentioned Essential, Advantageous and Supplementary requirements.

Identified candidates will be requested by email to **confirm their interest** in the position, considering a potential relocation to Paris. Failing to reply to this email within 72 hours will lead to the exclusion of the application from the selection process.

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<sup>4</sup> 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.

<sup>5</sup> 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.

<sup>6</sup> Prior to the appointment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.

<sup>7</sup> The assessment is done in accordance with the [Common European Framework of Reference for Languages \(CEFR\)](#). Native English speakers will be tested to prove their second language skills.

<sup>8</sup> 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.

<sup>9</sup> 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).

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

Candidates who meet all of 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 best **30 candidates** will be invited for the **EPSO computer-based tests**<sup>10</sup>.

Consequently, all candidates who pass the EPSO test<sup>11</sup>, will then be invited for **interviews** with ESMA's Selection Board (interviews are planned remotely, via Microsoft Teams).

Applicants 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) The university diploma (required under part 3.1) must have been acquired in law.
- b) At least one (1) year of professional experience in a legal function, undertaken in a law firm, an (EU or national) administration or in a company's legal team.
- c) Knowledge, as evidenced by education and/or professional experience of financial services law; and
- d) Excellent written and oral English<sup>12</sup>.

Please provide details, specifying your role, contributions, tools used and level of responsibility.

### 3.2.2 Advantageous requirements

- e) Experience with enforcement or litigation matters;
- f) Experience with legal research databases, web-scraping tools and/or encryption software or other legal IT tools;
- g) Experience in drafting legal advice or legal reports;
- h) Knowledge of, or experience with EU institutional law, data protection rules or ethics issues;
- i) Experience with/in international organisations, national authorities or EU institutions, ideally in the context of the financial sector;

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<sup>10</sup> Those candidates who already passed the relevant EPSO test (with the status "tested" and "valid") will not have to take the test again.

<sup>11</sup> Including the shortlisted candidates who passed the test before (with the status "tested" and "valid").

<sup>12</sup> <https://europass.cedefop.europa.eu/resources/european-language-levels-cefr>, as evidenced in the CV/motivation. English is the internal working language of ESMA, as decided by ESMA Management Board with the decision ESMA/2011/MB/3 of 11/01/2011. This decision implements Article 73 (2) of the ESMA [Regulation \(EU\) No 1095/2010](#) establishing ESMA.

- j) Motivation for the advertised position.

Please provide details, specifying your role, contributions, tools used and level of responsibility.

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)

- k) Excellent methodological and analytical skills and capacity to identify key issues;
- l) Ability to work under pressure and deliver high quality work under tight timelines.
- m) Strong communication skills and ability to communicate clearly and effectively with internal and external stakeholders;
- n) Critical thinking and problem solving skills, with a strong aptitude for teamwork; and
- o) Ability to tackle complex issues, as well as presenting the results of their work in a structured manner to various stakeholders in a clear and understandable way.

The candidates who receive at least 60% of the maximum points for the 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 via the Ref. EPSO/CAST/P/15/2017

In your EPSO application you must indicate the **ESMA vacancy reference: ESMA/2025/EPPO/VAC09/FGIV** (please insert the ESMA vacancy reference in the EPSO application's section 'Motivation and Strengths').

The link to apply: [Law \(CAST Permanent\) EU Careers \(europa.eu\)](https://europa.eu/european-council/eu-careers)

If your application has been identified as suitable during the search performed in the EPSO CAST database, you will be requested by email to **confirm your interest in the position** and to relocate to Paris in 2026/2027. If you do not reply to this email within 72 hours your application will be excluded from the selection process.

If your application ranks amongst the **30 best applications**, you will have to pass the EPSO computer-based test, unless you have successfully passed the test for the above-mentioned call already and your test is still valid.

ESMA will request EPSO to invite you to the EPSO test. Please ensure that your email address associated with the EPSO applicant's account is correct and check your inbox regularly.

Applications will be assessed on the basis of the eligibility and selection criteria specified in the vacancy notice (as explained in parts 3.1 and 3.2) and these must be met by the planned date of the search for applications in the EPSO CAST database.

## 5 Summary of conditions of employment

- Successful external candidates may be offered an employment contract for five years as a contract agent. Any further renewal (beyond five years) shall be in principle for an indefinite duration.
- Probationary period for the first contract is nine months.
- Successful external candidates will be recruited in the relevant grade and classification.

| Grade/step     | Minimum requirements for classification in step <sup>13</sup><br><br><i>(required level of education + minimum number of years of experience after the required graduation)</i> | 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                                                                                           | € 4,162                                                                                                 | € 4,723                                                                                                  | € 5,505                                                                                                             |
| FGIV 14 step 1 | University studies of at least 3 years + between 5 and 17 years of professional experience                                                                                      | € 4,419                                                                                                 | € 5,312                                                                                                  | € 6,107                                                                                                             |
| FGIV 16 step 1 | University studies of at least 3 years + 17 and more years of professional experience                                                                                           | € 5,524                                                                                                 | € 6,667                                                                                                  | € 7,506                                                                                                             |

- The monthly basic salary is multiplied by the correction coefficient for France (currently 114.2%).

<sup>13</sup> 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](https://www.esma.europa.eu/sites/default/files/library/decision_on_ir_on_employment_of_contract_staff.pdf)



- 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

At ESMA, we are committed to fostering a diverse, equitable, and inclusive workplace. As an equal opportunity employer, we strive to create an environment where everyone feels welcome and valued. We encourage applications from all qualified candidates, regardless of their age, gender, ethnicity or social origin, political or religious affiliation, disability or sexual orientation.

Our staff are dedicated to upholding an open and inclusive organisational culture. In line with our commitment to gender balance, we encourage applications from women in roles where they are currently under-represented.

If you require any specific arrangements during the selection process related to a physical, mental, intellectual, or sensory disability, please indicate this in your application. The HR team will contact you to discuss and ensure that any necessary adjustments are in place, allowing for your full and equal participation in the process.

For further information please consult [ESMA's Diversity, Equity 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<sup>14</sup>.

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 data<sup>15</sup>. 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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<sup>14</sup> 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.

<sup>15</sup> 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.