



VACANCY NOTICE

POLICY OFFICERS: CORPORATE REPORTING, SECURITISATION, INVESTOR PROTECTION

(F/M)

REF.: ESMA/2016/VAC22/AD5

Type of contract	Temporary Agent ¹
Function group and grade	AD5
Duration of contract	5 years, with possibility of extension ²
Department	Investors & Issuers Department
Place of employment	Paris, France
Deadline for applications	10/11/2016 (23:59 hrs, Paris local time)
Reserve list valid until	31/12/2017 ³

1. The Authority

ESMA is an independent EU Authority that was established on 1 January 2011. ESMA's mission is to enhance investors' protection and promote stable and orderly financial markets. This mission is derived from ESMA's founding Regulation⁴ and encompasses three objectives:

- **Investors' protection:** to have the needs of financial consumers better served and to re-inforce their rights as investors while acknowledging their responsibilities;
- **Orderly markets:** to promote the integrity, transparency, efficiency, and well-functioning of financial markets and robust market infrastructures, and
- **Financial stability:** to strengthen the financial system in order to be capable of withstanding shocks and the unravelling of financial imbalances while fostering economic growth.

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 focuses on the securities and financial markets dimension and the overarching European aspects of these objectives. For further information, please refer to ESMA's website: <http://www.esma.europa.eu>

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.

³ The validity of the reserve list may be extended.

⁴ [Regulation \(EU\) No 1095/2010](#) of the European Parliament and of the Council of 24 November 2010 establishing a European Supervisory Authority (European Securities Markets Authority), amending Decision No 716/2009/EC and repealing Commission Decision 2009/77/EC.

2. Job framework and profile

ESMA is organising a selection procedure to recruit **Policy Officers**, and establish a list of suitable candidates, which can be employed in the Investors & Issuers Department. In particular, ESMA is looking for candidates for the following profiles:

- 1st profile: Policy Officer (Corporate Reporting profile) within the Corporate Reporting team;
- 2nd profile: Policy Officer (Securitisation profile) within the Credit Rating Agencies Policy team;
- 3rd profile: Policy Officer (Investor Protection profile) within the Investor Protection & Intermediaries team.

Candidates shall indicate in their application documents (motivation letter), based on their professional qualifications and experience, for which profile(s) they apply.

The Investors & Issuers Department is in charge of the rule-making and supervisory convergence work related to five different areas of the ESMA scope of intervention:

- Corporate Reporting
- Credit Rating Agencies and Securitisation
- Investors protection
- Investment management and
- Corporate Finance

2.1 Main duties for the position of Policy Officer - Corporate Reporting (1st profile)

The Corporate Reporting team is in charge of the ESMA policy work in accordance with the Transparency Directive, the IAS Regulation, the Audit Regulation and/or the Non-Financial information Directive.

Under the supervision of the Head of the Department and the Corporate Reporting Team Leader, the successful candidate will be responsible for:

- conducting policy work or supervisory related matters in the areas of corporate financial reporting of listed companies, according to the Transparency Directive, IAS Regulation, Audit Regulation and/or Non-Financial information Directive;
- participating and providing support to various project streams assigned that ESMA is setting up to fulfil its tasks in those area;

2.2 Main duties for the position of Policy Officer - Credit Rating Agencies and Securitisation (2nd profile)

The Credit Rating Agencies Policy team follows, inter alia, the development concerning the European Commission proposal for a Regulation establishing a common set of rules applicable to all securitisations and a European regulatory framework for Simple, Transparent and Standardised securitisations.

Under the supervision of the Head of the Department and the relevant project manager, the successful candidate will be responsible for:

- Contributing to the preparation of technical standards, guidelines and reports under the ESMA scope of work for securitisation (scope to be assigned after the finalisation of the

European Commission proposal for a Securitisation Regulation establishing a common set of rules applicable to all securitisations and a European regulatory framework for Simple, Transparent and Standardised securitisations);

- Providing expert advice in the area of securitisation;
- Participating and organising work in various project streams that ESMA is setting up to fulfil its tasks in that area;

2.3 Main duties for the position of Policy Officer - Investor Protection and Intermediaries (3rd profile)

The Investor Protection and Intermediaries team (together with other ESMA's teams/departments) is in charge of one of the core and transversal missions of ESMA – fostering investor protection through preparing technical standards, providing technical advice to the Commission, developing supervisory convergence by means of guidelines, Q&As or any other relevant initiatives in this area.

The jobholder will contribute to ESMA's work on the conduct of business and organisational aspects of the MiFID provisions relating to the provision of investment services and activities by investment firms and credit institutions and on investor protection more generally.

Under the supervision of the Head of the Department and the Investor Protection and Intermediaries Team Leader, the successful candidate will be responsible for:

- Contributing actively to the ESMA's work in promoting supervisory convergence among national Authorities in the area of investor protection and the provision of investment services and activities;
- Supporting the Investor Protection and Intermediaries Standing Committee (IPISC), its Task Forces and other working groups that are responsible for conducting or preparing ESMA's work in this area;
- Contributing to the preparation of technical standards, guidelines, statements, investor warnings and any other initiatives on the basis of MiFID, MiFID II and MiFIR, in particular in relation to the provision of investment services and activities;

The jobholders, in each profiles, will also be responsible for:

- representing ESMA in meetings with internal and external stakeholders;
- ensuring strong cooperation and communication between the different members of the team, as well as across the other teams of the Department and across ESMA, and
- undertaking any other related supporting tasks assigned to the jobholders.

Depending on the skills, qualifications and expertise of the successful candidate and of the needs of the Department, the successful candidate will be offered a position and may be assigned to one of the above mentioned profiles.

3. Professional qualifications and other requirements

A. 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 four years attested by a diploma⁵;
- be a national of a Member State of the European Union or the EEA (Norway, Liechtenstein, Iceland);
- enjoy full rights as a citizen⁶;
- have fulfilled any obligations imposed by the applicable laws concerning military service;
- produce the appropriate character references as to their suitability for the performance of their duties;
- have a thorough knowledge of one of the languages of the European Union⁷ and a satisfactory knowledge⁸ of another language of the European Union, and
- be physically fit to perform the duties linked to the post⁹.

B. Selection criteria

PRE-SCREENING PHASE

Applications which fulfil the above Eligibility criteria (part A) will be assessed against the Essential requirements (part B.1). Candidates who do not meet all of the Essential requirements (part B.1) will be excluded from the selection process.

Candidates who meet all of the Essential requirements (part B.1) will be scored against the Advantageous requirements (part B.2). Within this comparative evaluation of applications, the 18 best candidates (6 per profile) who both obtain the highest scores and reach a minimum score of 65% will be invited for interviews and written tests.

B.1. Essential requirements

- a) At least three (3) years of experience (acquired after the minimum qualification, see part A) in the areas mentioned below:

⁵ Only qualifications that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said EU Member States shall be taken into consideration.

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

⁷ The languages of the EU are: 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 At least at the level B2, according to the Common European Framework of Reference for Languages:

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Knowledge of the 2nd EU language will be tested orally for candidates invited for interviews.

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

- **For the corporate reporting profile:**
 - i. the preparation or auditing of reporting of a company subject to requirement of the laws indicated in section 2 above, or
 - ii. the standard setting area within a standard setter or regulatory body, or
 - iii. the supervision of market participants (e.g. enforcement), or
 - iv. working in the technical department of an accounting advisory/audit firm.

- **For the securitisation profile:**
 - i. structuring or arranging securitisation transactions, or
 - ii. assessing, monitoring securitisation transactions in connection with the operation of a credit rating agency or a financial institution or investment firm (risk management departments), or
 - iii. the supervision of securitisation (e.g. risk management, prospectus or investment/fund management).

- **For the investor protection profile:**
 - i. providing investment services and activities or monitoring or advising on the provision of such services or their regulation, or
 - ii. supervising investment firms and credit institutions providing investment services and activities through desk-based or on-site supervision,

Experience under i. or ii. should be acquired in a position requiring an in-depth knowledge of the MiFID framework held in a regulatory or supervisory body, an investment services provider, a law or a consultancy firm.

- b) Excellent written and oral English¹⁰.

B.2. Advantageous requirements

- a) Experience in excess of the criterion “a” would be considered as an asset;
- b) Professional qualification or specialised training attested by a certificate relevant to one of the areas mentioned above (e.g. legal, risk management, modelling, auditing, accounting etc.);
- c) Experience in drafting policy documents at the EU and /or national level;
- d) Work experience in a multicultural environment, and in particular within the EU institutional framework, and
- e) High level of motivation and commitment for the advertised position.

INTERVIEWS & WRITTEN TESTS PHASE

Candidates invited for interviews and written tests will be assessed against all selection criteria (parts B1 & B2 & B3).

B.3. Supplementary requirements

- f) Strong communications skills and ability to communicate clearly and effectively with internal and external stakeholders;

¹⁰ At least at B2 level. The Selection Board will assess the candidate’s drafting/oral skills.

- g) Excellent capacity to build and maintain good interpersonal relations and work as a member of a team;
- h) Excellent methodological and analytical skills and capability to identify key issues;
- i) Ability to work under pressure and deliver high quality work under tight timelines; and
- j) Ability to handle change and adapt to new situations.

Candidates who receive at least 65% of the maximum points in both the interview and written test will be included in the reserve list of suitable candidates.

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

B.4. How to apply

Candidates must apply by sending the following documents, by the specified deadline, to vacancies@esma.europa.eu

- The application must include both CV and motivation letter in English (working language of ESMA¹¹);
- Application documents must be marked accordingly with the reference number of the vacancy notice (see templates below).

Candidates shall indicate in their application documents (motivation letter) for which area(s) they wish to apply for (profile 1 – Corporate Reporting and/or profile 2 – Investor Protection).

CV in the European (Europass) format¹², saved as:
ESMA_2016_VAC22_AD5_FAMILY NAME_First name_CV
Example: ESMA_2016_VAC22_AD5_SMITH_Anna_CV

Motivation letter of no more than 2 pages, explaining the interest and motivation of the candidate for this particular post, saved as:
ESMA_2016_VAC22_AD5_FAMILY NAME_First name_Motivation letter

Indication in the subject line of the email:
ESMA_2016_VAC22_AD5_FAMILY NAME_First name

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.

4. 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 either in step

¹¹ See footnote nr 13.

¹² <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>
Please refer in your CV to all selection criteria.

1 or 2.

Grade/step	Minimum requirements for classification in step ¹³ (required level of university studies + minimum number of years of experience after university graduation)	Monthly salary ¹⁴	Monthly net salary, including specific allowances ¹⁵
AD5 step 1	3 years' university degree	5.145 €	5.902 €
AD5 step 2	3 years' university degree + 3 years' experience	5.361 €	6.102 €

- The monthly basic salary is multiplied by the correction coefficient for France (currently 114.6%).
- Salaries are subject to a Union tax deducted at source and are exempt from national taxation.
- 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
- General and applicable professional training, plus professional development opportunities.

Information reserved for applicants employed under Article 2(f) of the CEOS, in EU agencies other than ESMA:

According to ESMA Management Board decision ESMA/2015/MB/56¹⁶, adopting the implementing rules on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS, and in particular Article 12 (2), if a successful applicant from this external selection procedure, on the closing date for applications, as well as on the day of taking up duty at ESMA

- is a member of temporary staff under Article 2(f) of the CEOS, and
- is employed within his/her agency in function group and grade included in the range

¹³ ESMA Management Board Decision ESMA/2011/MB/55, adopting of implementing rules on classification in grade and step on appointment or engagement - Commission decision (C (2004) 1313 of 07/04/2004): https://www.esma.europa.eu/sites/default/files/library/ta_rules_on_classification_in_grade_and_step.pdf

¹⁴ The basic salary weighted by the correction coefficient for France (currently at 114.6 %).

¹⁵ An estimation of net salary, including the deduction for tax and social security and adding the allowances (this estimation has been calculated with expatriation allowance, household allowance and with one dependent child allowance). Allowances depend in any case on the personal situation of the candidate.

¹⁶ <https://www.esma.europa.eu/sites/default/files/library/2015/10/2015-mb-56.pdf>

AD5 – AD7,

ESMA shall offer the applicant, in writing, the opportunity either:

- a) to be assigned to the post by means of mobility, as per Article 10 of ESMA/2015/MB/56. In this case the contract at ESMA will be in continuity with the contract of the previous agency (namely with regard to grade, step, seniority in step, and duration),
OR
- b) to be assigned to the post on the basis of a new contract for a fixed period of five years, subject to the probationary period of 9 months, at the grade indicated in this external vacancy notice (AD5)¹⁷.

For more information, please refer to Careers' page of ESMA:

<https://www.esma.europa.eu/about-esma/careers>

5. Data protection

Candidates' personal data are processed as required by Regulation (EC) No. 45/2001 of the European Parliament and of the Council of 18 December 2000, on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. This applies in particular to the confidentiality and security of such data. For more information, please check the [privacy statement on recruitment procedures](#).

¹⁷ Classification in step will be based on Articles 15 or 55 of the CEOS, as appropriate.