



VACANCY NOTICE
SENIOR COOPERATION OFFICER
(INTERNATIONAL AND INSTITUTIONAL AFFAIRS PROFILE)
(F/M)
REF.: ESMA/2020/VAC06/AD7

Type of contract	Temporary Agent ¹
Function group and grade	AD7
Duration of contract	5 years, with possibility of extension ²
Department	Governance & External Affairs Department
Place of employment	Paris, France
Deadline for applications	26/04/2020 (23:59 hrs, Paris local time)
Reserve list valid until	31/12/2021

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 Regulation³ and encompasses three objectives:

- **Investor protection:** to have the needs of financial consumers better served and to reinforce 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.

ESMA⁴'s four main activities:

- assessing risks to investors, markets and financial stability;
- completing a single rulebook for EU financial markets;
- promoting supervisory convergence; and
- directly supervising specific financial entities.

¹ According to the Article 2(f) of the [Conditions of Employment of Other Servants \(CEOS\)](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140501) of the European Union.
<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140501>

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 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.

⁴ <https://www.esma.europa.eu/about-esma/esma-in-short/esma-organigramme>



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>

2. Job framework and profile

The **Governance and External Affairs Department** is covering a range of transversal activities across ESMA and is organised across 3 teams with following responsibilities:

- Governance and Strategy team

The team is leading and coordinating ESMA's relationship with its members, the National Competent Authorities, including effective accountability on ESMA's work and strategic direction. The team is also supporting ESMA's governance bodies, and coordinating ESMA's relationships with the private sector, consumer representatives and market participants. The team supports ESMA work in relation to the activities conducted by the 3ESAs⁵ and the Joint Committee. The team supports ESMA senior management in planning its activities and monitoring the delivery of its objectives.

- International and Institutional affairs

The team is responsible for leading ESMA's work related to the assessment and monitoring of the equivalence advice under ESMA's remit and relationship with third country regulators. The team also leads and coordinates ESMA's activities within international organisations like IOSCO or FSB. Another significant part relates to coordinating ESMA's relationship and ensuring relevant representation and, where applicable, accountability towards the EU Institutions (European Commission, European Parliament Council of the European Union, European Central Bank).

- Communications

The team is responsible for handling external communication (including the press, speeches, etc.) and internal communication, setting the overall communication strategy and implementing it effectively, including through active support of Senior Management.

The aim of this vacancy notice is to establish a reserve list of successful candidates and recruit for the profile of **Senior Cooperation Officer** in the **International and Institutional Affairs** team.

Main duties:

Under the responsibility of the Head of the Department, the jobholder will contribute to the International and Institutional Affairs team's responsibilities, in particular:

⁵ The European Supervisory Authorities (ESMA, EBA and EIOPA).

- conducting relevant tasks related to equivalence work in the areas under ESMA remit;
- preparing meetings with ESMA's international counterparties (e.g. within IOSCO, other regulatory and supervisory authorities, other international public bodies relevant for securities markets) and with the EU Institutions;
- drafting briefings, speeches and other supporting materials for ESMA Chair and Executive Director in the preparation for their engagement;
- monitoring the relevant regulatory and supervisory developments, and liaising with representatives from other institutions and authorities (e.g. the European Parliament), and
- acting as a spokesperson when required.

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 diploma⁶, and after having obtained the diploma, **six years** of proven professional experience⁷;
OR
have at least a level of education which corresponds to completed university studies of **three years** attested by a diploma⁸, and after obtained the diploma, **seven years** of proven professional experience⁹
- be a national of a Member State of the European Union or the EEA (Norway, Liechtenstein, Iceland);
- enjoy full rights as a citizen¹⁰;
- have fulfilled any obligations imposed by the applicable laws concerning military service;
- have a thorough knowledge of one of the languages of the European Union¹¹ and a satisfactory knowledge¹² of another language of the European Union, and
- be physically fit to perform the duties linked to the post¹³.

⁶ 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.

⁷ For more information on calculating the professional experience, please consult the "Candidates Guidelines" document published on ESMA's website <https://www.esma.europa.eu/about-esma/careers>

⁸ See footnote 5.

⁹ See footnote 6.

¹⁰ Prior to the appointment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.

¹¹ 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.

¹² 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.

¹³ 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).



B. Selection criteria

PRE-SCREENING PHASE

Applications which fulfil the above Eligibility criteria (part A) will be assessed and scored 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 assessed and scored against the Advantageous requirements (part B.2). Within this comparative evaluation of applications, the **6 best candidates** will be invited for the written test and oral interview with the ESMA Selection Board.

B.1. Essential requirements

- a) At least six years of experience (acquired after the required level of education, see part 3A) in the area of public policy engagement (in the public or private sector) in:
 - the public affairs role OR
 - regulation/supervision liaison related role;
- b) Experience with the regulatory and/or supervisory framework of the EU financial markets;
- c) Excellent written and oral English¹⁴.

B.2. Advantageous requirements

- d) Knowledge (proven by work experience or training) of EU financial markets regulatory framework within ESMA's remit;
- e) Experience in negotiations and/or external representation of an organisation at European/international level;
- f) Work experience in coordination/cooperation role (mention role, size of the group/project, type of experience);
- g) Work experience in a multicultural/international environment;
- h) Ability to communicate clearly and effectively with internal and external stakeholders;
- i) Motivation for the advertised position.

INTERVIEWS & WRITTEN TESTS PHASE

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

B.3. Supplementary requirements

- j) Ability to work both collaboratively and autonomously;
- k) Ability to challenge others' views while maintaining good relationships;

Candidates who receive at least 60% of the maximum points in both the interview and written

¹⁴ At least at B2 level.

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.



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

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. In order 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, in order to avoid potential problems due to heavy traffic on the website.

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.

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 in step 2.

Grade/step	Minimum requirements for classification in step ¹⁵ (required level of university studies + minimum number of years of experience after university graduation)	Monthly net salary without allowances ¹⁶	Monthly net salary, including specific/family allowances ¹⁷
AD7 step 1	4 years' university degree + 6 years' experience	5,900 €	8,280 €
AD7 step 2	4 years' university degree + 9 years' experience	6,100 €	8,550 €

- The monthly basic salary is multiplied by the correction coefficient for France (currently 117.7%).
- Salaries are subject to a Union tax deducted at source and are exempt from national

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): https://www.esma.europa.eu/sites/default/files/library/decision_on_classification_in_step_2013.pdf

¹⁶ An estimation of net salary, including the correction coefficient for France, deduction for tax and social security, without any allowances (this estimation has been calculated for a candidates who is not entitled for expatriation allowance in France and has no family).

¹⁷ An estimation of net salary, including the correction coefficient for France, 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 .

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/56¹⁸, 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 AD7 – AD9,

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 (AD7)¹⁹.

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 the Regulation (EU) No 2018/1725 of

¹⁸ <https://www.esma.europa.eu/sites/default/files/library/2015/10/2015-mb-56.pdf>

¹⁹ Classification in step will be based on Articles 15 or 55 of the CEOS, as appropriate.



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.²⁰ This applies in particular to the confidentiality and security of such data. For more information, please check the [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.

²⁰ 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