



VACANCY NOTICE
COMMUNICATION OFFICER
(F/M)
REF.: ESMA/2017/VAC8/AD5

Type of contract	Temporary Agent ¹
Function group and grade	AD5
Duration of contract	5 years, with possibility of extension ²
Department	Corporate Affairs Department (Communication team)
Place of employment	Paris, France
Deadline for applications	17/04/2017 (23:59 hrs, Paris local time)
Reserve list valid until	31/12/2018 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 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.

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 for the post of **Communications Officer**.

The selection procedure aims in recruiting a suitable candidate for the Communications Team within ESMA's Corporate Affairs Department.

The Communications Team consists of five persons and is responsible for building, enhancing and protecting ESMA's reputation through communication targeting ESMA's external and internal stakeholders. The responsibilities of the Communication Team include:

- Pro-actively communicating ESMA's objectives and its work to key audiences;
- Strategic communications advice to senior management and business areas;
- Defining internal communications priorities and supporting its delivery to ESMA staff;
- Management of communications channels i.e. intranet, social media and website;
- Designing and implementing ESMA's corporate communications strategy, and
- Managing relationships with media contacts and other key stakeholders.

Main duties

Under the responsibility of the Communications Team Leader, the jobholder will contribute to the Communications team's daily interaction with internal and external stakeholders, in particular the media. The jobholder will also be responsible for relations with internal business areas on specific policy topics and support ESMA's external stakeholder strategy. Duties will include, in particular:

External Communications:

- Supporting the ESMA Chair and Executive Director in the preparation of speeches;
- Drafting press releases, briefings, speeches etc.;
- Developing content for the ESMA website;
- Dealing with press queries, interview and briefings;
- Acting as a spokesperson when required, and
- Working with colleagues across ESMA to determine communication priorities and key messages to be delivered to internal and external stakeholders.

External stakeholder engagement:

- Responding to requests for information from external stakeholders and proactively communicating to external stakeholders on ESMA's objectives and work;
- Facilitating dialogue between external stakeholders such as trade associations and individual firms in the financial sector and relevant ESMA staff;
- Development and maintenance of tracking tools for external stakeholder contacts, and
- Promotion and facilitation of links with academic institutions and think tanks.

Internal Communications:

- Cooperating with colleagues in determining communications priorities, and
- Content development for the intranet; and general support to internal communication initiatives.

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 three 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 6 best candidates, who 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 obtaining the minimum qualification, see point 3A) in an external communications or stakeholder relations role, similar to the job description above;
- b) Experience in preparing, in particular, speeches but also press releases and other public communications material directed towards a broad audience;
- c) Proven track record of dealing with the media;

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).

- d) Experience in a communications function whether in industry or a public body;
- e) Excellent written and oral English¹⁰.

B.2. Advantageous requirements

- f) With reference to criteria “a”, experience in addition to the requested three years would be considered an asset;
- g) Experience of working in financial services communications;
- h) Experience of copywriting in English, including editorial skills and web editing;
- i) Strong communications skills and ability to communicate clearly and effectively with internal and external stakeholders;
- j) Knowledge (acquired by work experience or training) of the EU institutional and/or financial regulatory framework;
- k) Motivation 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

- l) Proactive attitude, diplomatic skills and experience of teamwork;
- m) Ability to manage priorities, work under pressure and meet tight deadlines;
- n) Experience of working in an international and multicultural environment, and
- o) Self-confidence and ability to challenge others’ views while maintaining good relationships;

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).

CV in the European (Europass) format¹², saved as:

¹⁰ 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.

¹¹ See footnote nr 10.

¹² <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>



ESMA_2017_VAC8_AD5_FAMILY NAME_First name_CV

Example: ESMA_2017_VAC8_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_2017_VAC8_AD5_FAMILY NAME_First name_Motivation letter

Indication in the subject line of the email:

ESMA_2017_VAC8_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 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)	Basic salary ¹⁴	Monthly net salary, including specific allowances ¹⁵
AD5 step 1	3 years' university degree	4,600 €	6,000 €
AD5 step 2	3 years' university degree + 3 years' experience	4,790 €	6,200 €

- The monthly basic salary is multiplied by the correction coefficient for France (currently 113.8%).
- 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.
- Reimbursement of schooling costs in Paris may be provided.

Please refer in your CV to all selection criteria.

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 An indicative information on the monthly salary. The basic salary weighted by the correction coefficient for France (currently at 113.8 %).

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.

- 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 AD5 – AD6,

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 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](#).

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

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