



VACANCY NOTICE
HR OFFICER (F/M)
REF.: ESMA/2017/VAC18/AD5

Type of contract	Temporary Agent ¹
Function group and grade	AD5
Duration of contract	5 years, with possibility of extension ²
Department	Resources Department
Place of employment	Paris, France
Deadline for applications	05/02/2018 (23:59 hrs, Paris local time)
Reserve list valid until	31/12/2019 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 for the post of **HR Officer** within the Resources Department of ESMA.

The Resources Department is responsible for the Authority's resources and support functions. The Department is structured in four parts:

- Information & Communication Technology (ICT) Unit - preparing and implementing the ESMA's IT strategic programme, as well as ensuring the implementation and maintenance of the IT systems and networks of the Authority;
- Finance & Procurement team - preparing and implementing the budget and procurement plan, and ensuring that budgetary transactions are run in a sound manner and in respect of existing EU rules and procedures;
- Facility Management team - responsible for the smooth running of the facilities of the Authority and the acquisition of goods and services, in accordance with the EU public procurement rules and procedures. It ensures also the health, safety and security of ESMA staff and visitors; and
- Human Resources team – delivering the full range of HR services to ESMA and its staff: staff planning, recruitment, payroll, individual rights, learning, performance management and career development; and

The selection procedure aims in recruiting a suitable candidate for the position of **HR Officer**, and to establish a list of candidates, which can be employed in one of the following areas within the HR team:

Recruitment:

- Define the ESMA staffing and recruitment plan, identifying the profiles needed and devising appropriate recruitment strategies;
- coordinate and implement recruitment procedures in accordance with EU rules and standards, and internal procedures;
- manage the preparation, administration and timely follow-up of job descriptions and of employment contracts.

Staff administration:

- Planning, monitoring and forecast of the overall human resources budget;
- Management of entitlements and benefits for staff, including payroll, individual rights, personal files.
- Correct interpretation and timely implementation of the rules and procedures related to working conditions, including leave and absences, medical services, schooling support;
- Organise and manage the administrative procedures for staff entering or leaving the organization.

Learning & development:

- identification of organisational and individual training needs, and design and delivery of the ESMA learning and development plan;
- design, implementation, monitoring and coordination of training and development activities, including training for managers;
- supervise and coordination of the performance appraisal and promotion procedures;
- manage the staff engagement surveys.

In each of the three areas, the jobholder will also be responsible for transversal tasks such as:

- Ensuring the correct application of the EU Staff Regulations and CEOS as well as relevant implementing rules, policies and procedures;
- Participating in the development, implementation and follow-up of implementing rules, policies, procedures and internal guidelines;
- Provide support to the management in the interpretation of rules, as well as guidance, information and advice on the implementation of HR policies and procedures;
- Assisting in the design and preparation of reports, policy proposals and management information including periodic reports and statistics;
- Preparation of public procurement and tender procedures in the relevant areas of activity;
- Monitoring of framework and service contracts, and liaising with external service providers;
- Liaising with relevant services in the European Commission and other EU Institutions and Agencies on issues related to the HR function, and
- Coordinate the work of assistants in the same area of activity, when relevant.

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

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.

- be physically fit to perform the duties linked to the posts⁹.

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 **15** 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 work experience (acquired after the required level of education, see part 3A), in one or more of the areas related to the tasks described above (see part 2: recruitment, staff administration, learning and development):
- b) Educational background in Human Resources, Business Administration, Law, Social Sciences, Communication, Psychology or other relevant subjects;
- c) Excellent written and oral English¹⁰.

B.2. Advantageous requirements

- d) Additional relevant work experience, in excess of the minimum duration set in criterion "a";
- e) Professional experience in applying the EU Staff Regulations of Officials, the CEOS and the General Implementing Provisions,
- f) Experience in coordinating HR activities and projects;
- g) Good knowledge of HR applications, tools and/or databases, and
- h) 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

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).

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.

- i) Strong interpersonal skills and ability to interact with multiple internal and external stakeholders, including at senior level;
- j) Customer oriented approach and results driven attitude;
- k) Confidentiality, integrity and discretion, and
- l) Ability to work under pressure and deliver high quality work under tight timelines.

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 profile 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:
ESMA_2017_VAC18_AD5_FAMILY NAME_First name_CV
Example: ESMA_2017_VAC18_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_VAC18_AD5_FAMILY NAME_First name_Motivation letter

Indication in the subject line of the email:
ESMA_2017_VAC18_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.

¹¹ See footnote nr 10.

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

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	5,400 €	6,300 €
AD5 step 2	3 years' university degree + 3 years' experience	5,600 €	6,500 €

- The monthly basic salary is multiplied by the correction coefficient for France (currently 114.8%).
- 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.
- 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 – AD7,

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 basic salary. The basic salary is weighted by the correction coefficient for France (currently set at 114.8 %).

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.

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



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](#).

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