



**VACANCY NOTICE**  
**HEAD OF CORPORATE AFFAIRS DEPARTMENT**  
**(F/M)**

**REF.: ESMA/2018/VAC1/AD11**

<b>Type of contract</b>	Temporary Agent <sup>1</sup>
<b>Function group and grade</b>	AD11
<b>Duration of contract</b>	5 years, with possibility of extension <sup>2</sup>
<b>Department</b>	Corporate Affairs Department
<b>Place of employment</b>	Paris, France
<b>Deadline for applications</b>	<del>12/03/2018</del> <b>26/03/2018</b> (23:59 hrs, Paris local time)
<b>Reserve list valid until</b>	31/12/2019 <sup>3</sup>

### 1. The Authority

ESMA is an independent Paris-based 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 Regulation<sup>4</sup> 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 these objectives through four 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.

<sup>1</sup> According to the Article 2(f) of the [Conditions of Employment of Other Servants \(CEOS\)](http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF) of the European Union <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

<sup>2</sup> 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.

<sup>3</sup> The validity of the reserve list may be extended.

<sup>4</sup> 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.



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 supervisory responsibilities at Union level as regards credit rating agencies, trade repositories and third country CCPs. The EU institutions are currently considering proposals aimed at enhancing further ESMA's role and responsibilities.

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 “**Head of Corporate Affairs Department**”, reporting to ESMA's Executive Director and working closely with the ESMA Chair. The Corporate Affairs Department is responsible for providing support and expertise to senior management (particularly the Chair in his external representation responsibilities) and ESMA staff as a whole. Its current staff is around 12.

The activities of the Department cover the following areas:

- Relationships with EU institutions, national authorities and ESMA's stakeholders

The Department is leading and coordinating ESMA's relationship with the EU institutions and National Competent Authorities, including effective accountability on ESMA' work and strategic direction. It is also supporting ESMA's governance bodies, and coordinating ESMA's relationships with the private sector, consumer representatives and market participants, as well as international counterparties.

- External and internal communication

The Department 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.

- Strategic planning

The Department supports senior management in continuously reviewing ESMA's strategic direction and developing Multi-Annual and Annual Work Programmes that are aligned with this strategy. It also involves communicating ESMA's strategy, objectives and work plans effectively internally and externally.

- Assurance and accountability

Support Senior Management and the Management Board in ensuring ESMA's effectiveness, compliance and efficiency. This involves internal control, risk assessment and internal governance, as well as regular monitoring and related reporting, including through Annual Reports and other communication means.



## **Main duties:**

Under the responsibility of ESMA's Executive Director and Chair, the successful candidate will be responsible for:

### Operational management of the Department:

- leading the development and implementation of ESMA's work programme in designated areas by defining the Department's work programme, establishing appropriate processes and communication strategy, and setting priorities for implementation;
- managing and coordinating the human resources of the Department and, where appropriate, its financial resources, so that people are well motivated, act professionally and deliver to high standards;
- representing the Department and ESMA at relevant internal and external meetings in order to support and promote the Authority's decisions, proposals and image;
- setting the direction for and ensuring the flow of information about staff members' work;
- developing and fostering strong strategic relations with EU institutions, Member State bodies and other relevant public stakeholders;
- leading ESMA's stakeholder engagement and supporting the Securities Markets Stakeholder Group (SMSG), the Joint Committee, and the Board of Appeal;
- leading ESMA's external and internal communication efforts;
- develop internal reporting and monitoring of the relevant processes with targeted controls.

### Strategic leadership:

- Develop ESMA's strategic positioning within the EU framework, the definition of its negotiation strategy for the most relevant dossiers and the promotion of ESMA role;
- implementing ESMA's strategic orientation and developing multi-annual/annual planning (defining the Department's work programme, annual management plans and activity reports in co-operation with ESMA's other Departments);
- fostering strong strategic relations and enhancing cooperation with national securities regulators, EU institutions, EBA/EIOPA/ESRB including through the Joint Committee, non-EU regulators, including through IOSCO, and other relevant stakeholders in the areas of competence;
- representing ESMA and the Corporate Affairs Department externally, whether in conferences and seminars or bilaterally with stakeholders, and
- supporting the efficient management of ESMA by being an active contributor to the Management Team and to the collective work to achieve the Authority's strategic objectives.

## **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 diploma<sup>5</sup> **in a field relevant for this position**, and after having obtained the diploma, **fifteen years** of proven professional experience<sup>6</sup> **in some or all of the fields covered by the job description**;  
OR
- have at least a level of education which corresponds to completed university studies of **three years** attested by a diploma<sup>7</sup> **in a field relevant for this position**, and after obtained the diploma, **sixteen years** of proven professional experience<sup>8</sup> **in some or all of the fields covered by the job description**;
- be a national of a Member State of the European Union or the EEA (Norway, Liechtenstein, Iceland);
- enjoy full rights as a citizen<sup>9</sup>;
- 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 Union<sup>10</sup> and a satisfactory knowledge<sup>11</sup> of another language of the European Union, and
- be physically fit to perform the duties linked to the post<sup>12</sup>.

## **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**

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<sup>5</sup> 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.

<sup>6</sup> 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>

<sup>7</sup> See footnote 5.

<sup>8</sup> See footnote 6.

<sup>9</sup> Prior to the appointment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.

<sup>10</sup> 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.

<sup>11</sup> At least at the level C1, according to the Common European Framework of Reference for Languages:

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

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

<sup>12</sup> 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).

- a) Out of fifteen years of experience (required under 3.A above), five years in the area of public policy engagement (whether in the public or private sector, whether in a corporate affairs or regulation/supervision related role);
- b) Significant experience in a management position for at least 5 years<sup>13</sup>;
- c) Excellent written and oral English<sup>14</sup>.

## **B.2. Advantageous requirements**

- d) Experience of financial markets and their regulatory framework;
- e) Knowledge (acquired by experience or training) of EU regulatory and/or EU institutional framework for financial markets;
- f) Professional communication experience, whether in a public sector or private sector environment;
- g) Work experience in a multicultural environment;
- 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**

- i) Ability to lead and motivate staff (management skills);
- j) Ability to deal with people effectively and courteously and build productive and cooperative working relationships within the Corporate Affairs Department, with other Departments and external stakeholders (interpersonal skills);
- k) Ability to communicate clearly and present complex subjects simply, both orally and in writing, including to the members of the team (communication skills), and
- l) Ability to steer discussions and generate the best possible results without compromising productive working relationships with the other parties involved (negotiation skills).

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. Reserve list candidates will be invited for an **one-day assessment centre** in Brussels, followed by an **individual meeting with ESMA's Executive Director and Chair**.

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](mailto:vacancies@esma.europa.eu)

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<sup>13</sup> Please indicate the number of direct and indirect reports.

<sup>14</sup> 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.



- The application must include both CV and motivation letter in English (working language of ESMA<sup>15</sup>);
- Application documents must be marked accordingly with the reference number of the vacancy notice (see templates below).

**CV in the European (Europass) format<sup>16</sup>**, saved as:  
ESMA\_2018\_VAC1\_AD11\_FAMILY NAME\_First name\_CV  
*Example: ESMA\_2018\_VAC1\_AD11\_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\_2018\_VAC1\_AD11\_FAMILY NAME\_First name\_Motivation letter

Indication in the subject line of the email:  
ESMA\_2018\_VAC1\_AD11\_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 <sup>17</sup> <i>(required level of university studies + minimum number of years of experience after university graduation)</i>	Monthly net salary, including specific allowances <sup>18</sup>
AD11 step 1	4 years' university degree in a field relevant for this position + 12 years' experience in some or all of the fields covered by the job description	11,582 €
AD11 step 2	4 years' university degree in a field relevant for this position + 13 years' experience in some or all of the fields covered by the job description	11,935 €

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

<sup>15</sup> See footnote nr 14.

<sup>16</sup> <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>  
Please refer in your CV to all selection criteria.

<sup>17</sup> 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](https://www.esma.europa.eu/sites/default/files/library/ta_rules_on_classification_in_grade_and_step.pdf)

<sup>18</sup> 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.

- Salaries are subject to a Union tax deducted at source and are exempt from national taxation.
- As a Head of Department, the successful candidate shall be entitled to receive a **managerial allowance** corresponding to 4.2% of the basic salary, on condition of successful completion of management trial period of nine months.
- 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/56<sup>19</sup>, 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 AD11 – AD13,

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 (AD11)<sup>20</sup>.

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

<sup>19</sup> <https://www.esma.europa.eu/sites/default/files/library/2015/10/2015-mb-56.pdf>

<sup>20</sup> Classification in step will be based on Articles 15 or 55 of the CEOS, as appropriate.



<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](#).