



VACANCY NOTICE
SUPERVISION OFFICER – IT PROFILE (F/M)
REF.: ESMA/2018/VAC11/FGIV

Type of contract	Contract Agent ¹
Function group and grade	FGIV
Duration of contract	5 years, with possibility of extension ²
Department	Supervision Department
Place of employment	Paris, France
Deadline for applications	18/05/2018 04/06/2018 (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 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 3 (a) of the [Conditions of Employment of Other Servants \(CEOS\)](#) of the European Union.

² Contract 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 is of 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

The Supervision Department is responsible for the registration and ongoing supervision of credit rating agencies (CRA) and trade repositories (TR). Additional supervisory mandates under the Securities Financing Transactions Regulation (SFTR) and the STS Securitisation Regulation will be added in the course of 2018 and 2019.

The Department consists of two areas: 1) the Monitoring and Strategy team is responsible for the day-to-day supervision and related risk analysis of all registered entities; 2) the Investigations Unit is responsible for the assessment of registration applications and conducting targeted investigations.

ESMA applies a risk-based approach to the supervision of activities of supervised entities. We run a thorough registration process for new entities. Following registration ESMA conducts targeted investigations after a clear identification and prioritisation of risks. This risk-based approach requires collective analysis and intense interaction by the relevant risk, policy and supervisory teams within ESMA and to fully cooperate with relevant (non-)EU competent authorities. We expect to expand our onsite presence in the coming years. ESMA works on the basis of supervisory targets and evaluates continuously its supervisory activities to further improve the effectiveness of its supervisory operations. ESMA applies enforcement in a proportionate and effective way.

The CRA Regulation and ESMA require that CRAs apply high quality standards in their rating process with a focus on independence, transparency, up-to-date methodologies, internal controls, sufficient expert staffing and robust IT systems. As regards TRs, ESMA's key regulatory objectives are: stability of systems, data quality, confidentiality and regulatory access.

ESMA is looking for candidates with experience in IT and information security with a strong motivation to contribute to supervision of credit rating agencies and trade repositories at EU level.

The successful candidate is expected to contribute **significantly to ESMA's ongoing supervision activities and projects**, effectively contributing to supervisory objectives.

ESMA is currently aiming to offer one position in the Supervision Department to join a team of highly qualified supervisory officers. The Department is expected to reach 36 individuals in 2018.

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, and after having obtained the diploma, one year of proven professional experience⁶;

- be a national of a Member State of the European Union or the EEA (Norway, Liechtenstein, Iceland);
- enjoy full rights as a citizen⁷;
- 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 Union⁸ and a satisfactory knowledge⁹ of another language of the European Union, and
- be physically fit to perform the duties linked to the post¹⁰.

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) The diploma must be acquired in mathematics, statistics, engineering, computer science, information technology or any other relevant field;
- b) Minimum two years of professional experience (acquired after the required level of education) in the areas below:
 - Conducting IT internal audit or IT / information security reviews or IT assurance assessments
 - OR
 - Demonstrable experience in IT supervision;
- c) Excellent written and oral English¹¹;

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

⁷ Prior to the appointment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.

⁸ 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.

⁹ 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.

¹⁰ 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 82(3)(d) of the CEOS (physical fitness to perform the duties).



B.2. Advantageous requirements

- d) Exposure to IT environment of Financial Market Infrastructures and/or financial institutions;
- e) Motivation for the advertised position;
- f) Knowledge of international standards and industry leading practices on audit, assurance and risk in the areas of IT and information security / cybersecurity;
- g) Certifications in the field of information security, IT audit, risk and governance (e.g. CISA, CISSP, CISM, ISO 27001).

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

- h) Strong communication skills and ability to deliver clear messages and articulate concerns;
- i) Proactive person with strong aptitude for teamwork;
- j) Ability to deliver high-quality work under pressure and tight deadlines;

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, via email to vacancies@esma.europa.eu:

- The application must include both CV and motivation letter in English (working language of ESMA¹²);
- Application documents must be marked accordingly with the reference number of the vacancy notice (see templates below).

CV in the European (Europass) format¹³, saved as:

ESMA_2018_VAC11_FGIV_FAMILY NAME_First name_CV

Example: ESMA_2018_VAC11_FGIV_SMITH_Anna_CV

¹¹ 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 1095/2020](#) establishing ESMA.

¹² See footnote nr 11.

¹³ <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

Please refer in your CV to all selection criteria.



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

ESMA_2018_VAC11_FGIV_FAMILY NAME_First name_Motivation letter

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 contract agent. Any further renewal shall be in principle for an indefinite duration.
- Successful external candidates will be recruited in the respective grade, and classified in the step 1.

Function group/grade/step	Minimum requirements for classification in step (required level of university studies + minimum number of years of experience after university graduation)	Monthly salary (basic salary) ¹⁴	Monthly net salary, including specific allowances ¹⁵
FGIV 13 step 1	Post-secondary education + up to 8 years' experience	3,290 €	4,770 €
FGIV 14 step 1	Post-secondary education + more than 8 years' experience	3,570 €	5,260 €
FGIV 16 step 1	Post-secondary education + more than 21 years' experience	4,460 €	6,410 €

- 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.
- 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.

¹⁴ The basic salary weighted by the correction coefficient for France (currently at 114.8 %).

¹⁵ An estimation of net salary, including the 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 dependents).



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](#).