



TRAINEESHIP NOTICE – LEGAL PROFILE (F/M)

REF.: ESMAVAC2/TRP

Type of contract	Paid traineeship
Duration of traineeship	From 6 to 12 months
Traineeship (in one of the following Departments)	<ul style="list-style-type: none">• Legal, Convergence and Enforcement department• Markets Department• Investors and Issuers Department• Supervision Department• Corporate Affairs <p>For more information, see ESMA organigramme¹</p>
Place of traineeship	Paris, France
Monthly grant	As per Article 5.3 (2) of the ESMA traineeship policy ² : <ul style="list-style-type: none">• 1.080 € (undergraduate traineeship)³• 1.621 € (graduate traineeship)⁴
Deadline for applications	Open call (without a specific deadline)
Reserve list	Valid one year from the date of establishment

1. The Authority

ESMA is an independent EU Authority that was established on 1 January 2011. ESMA's mission is to enhance the protection of investors and promote stable and well-functioning financial markets in the European Union (EU). As an independent institution, ESMA achieves this aim by building a single rule book for EU financial markets and ensuring its consistent application across the EU. ESMA contributes to the regulation of financial services firms with a pan-European reach, either through direct supervision or through the active co-ordination of national supervisory activity.

For further information, please refer to ESMA's website <http://www.esma.europa.eu>

2. Description

ESMA is organising a general call for expression of interests for a traineeship position, without any specific deadline for applications. The aim of the traineeship programme is to provide graduates/undergraduate students with a unique and first-hand experience of the workings of ESMA. The traineeship offers 6-12 months applied training in legal assistance. It provides also insights into conceptual and empirical issues of financial market functioning and integration, as well as regulation, supervision and enforcement in the European Union. On the other hand,

¹ <https://www.esma.europa.eu/about-esma/esma-in-short/esma-organigramme>
<https://www.esma.europa.eu/about-esma/careers>

² <https://www.esma.europa.eu/sites/default/files/library/2015/10/2015-1228.pdf>

³ Indicative calculation for 2018.

⁴ See footnote 1.

trainees enhance the everyday work of ESMA; they assist to ad-hoc projects by providing a fresh point of view and up-to-date academic knowledge.

For this open call, the received applications will be evaluated, every two months, by a designated Committee. As a result, a database/reserve list of candidates for a potential selection will be established. The successful candidate will be assigned to a specific domain/area/department/project, depending on his/her background, education and set of skills.

Traineeship positions, where candidates with a “Legal profile” could be placed, are available in different departments across ESMA, for example within:

- The Legal, Convergence and Enforcement Department of ESMA is responsible for providing support and expertise to other Departments of ESMA, to senior management and to ESMA's Board of Supervisors (BoS) in the following three main areas: Legal services; Enforcement, and Supervisory Convergence. LCE offers traineeship positions for assistance in specific projects, by providing support in the collection and analysis of information on the national competent authorities' supervisory frameworks, in preparing regular updates on supervisory convergence initiatives underway, and in assisting in the preparation of key meetings with other EU bodies.
- The Corporate Affairs Department (CAD) is responsible for a broad range of horizontal functions such as relations to the EU institutions and other stakeholders, support to ESMA's Board of Supervisors and Management Board, the spokesman service, internal control, and strategic planning. CAD offers traineeships in the areas of (EU) stakeholder relations and strategic planning; potential areas of work include assisting with ESMA's Securities and Markets Stakeholder Group, support to ESMA's Senior Management and Management team, as well as other ad hoc projects.
- Markets Department is responsible for the rule-making, supervisory convergence and supervisory tasks related to market infrastructures (at the trading and post-trading levels) and secondary markets conduct rules. MKT department offers traineeship positions for assistance in specific projects, by providing support in analysis of data, data collection for regulatory purposes and assisting in certain policy issues.
- Investors & Issuers Department is in charge of the rule-making and supervisory convergence work related to asset managers, protection of investors and financial innovation, and leads ESMA's work on files like the AIFMD, UCITS and MiFID II/MIFIR. INI department offers traineeships positions for assisting in different projects/ad-hoc projects (e.g. analysis of data, data collection, risk monitoring, assisting in certain policy issues etc.)
- The Supervision department is responsible for the registration and ongoing supervision of credit rating agencies and trade repositories. The department consists of two areas: the Monitoring and Strategy team is responsible for the day-to-day supervision and related risk analysis of all registered entities, and the Investigations Unit is responsible for the assessment of registration applications and conducting targeted investigations. Supervision department offers traineeships in the area of analytical support (identification/development of key statistics, assisting in preparation of manuals, documentations, reports and reporting standards/tools), assisting in definition and methodologies of rating of funds.

Depending on the specific domain, the selected candidate, under direct supervision of the traineeship tutor, may be responsible for some of the following:

- assist the Department in its daily activities;
- provide assistance on various files and (legal) requests;
- draft and revise various documents, under supervision;
- interact with internal and external stakeholders on legal questions;
- research and analyse law sources such as EU regulations, legislations, legal articles, treaties, etc.;
- assist in briefings of meetings;
- contribute to internal reporting tasks, or
- provide administrative support (archiving, data entry and processing, etc.) related to the above mentioned tasks.

3. Qualifications and other requirements

A. Eligibility requirements

Candidates must satisfy all eligibility criteria and provide relevant supporting documents at the time of submission of their application:

- be a national of a Member State of the European Union or the European Economic Area (EEA): Iceland, Liechtenstein or Norway;
- have a good knowledge of English⁵;
- be covered in the event of illness or accident by a national social security scheme or a private insurance policy⁶;
- *for “graduate traineeships”*: have completed the first cycle of a higher education course and obtained a university degree or its equivalent (bachelor degree)
OR
for “undergraduate traineeships”: have an official declaration from the relevant university.

B. Advantageous requirements

The below mentioned requirements are not obligatory, and substitute an additional asset:

- university degree in law;
- specialisation in EU financial and/or administrative law would be highly desirable;
- knowledge (acquired by experience or education) of financial markets;
- good drafting skills in English (preparation of presentations, speeches, articles, revising of documents), or
- knowledge of the standard Microsoft applications (Excel, PowerPoint).

Behavioural competencies:

- good organisation skills and ability to handle large volume of work in an efficient and timely manner;

⁵ A self-declaration of the applicant or provided language certificate.

At least at the level of “independent user B2”, as a minimum level of English according to the Common European Framework of Reference for Languages <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

⁶ The supporting document must be provided the latest before signature of the traineeship contract, covering the whole period of traineeship.

- precise and punctual work approach, attentive to details;
- good communication skills;
- dynamic personality with strong aptitude for team work;
- developed sense of initiative, is able to carry out assigned tasks without close supervision;
- handling sensitive information in a discreet manner, with respect to confidentiality, and
- being flexible and motivated.

4. Application procedure

Candidates must submit their application electronically. The application shall be composed of a CV in English (Europass format⁷), a motivation letter (maximum one page⁸) and the following supporting documents:

- ID card/passport (proof of nationality)
- diplomas, academic qualifications, declaration from the relevant university, language certificate etc. needed to prove s/he satisfies the eligibility criteria;
- documents showing that the trainee has public or private cover for accident insurance and sickness (covering entire duration of the traineeship period).

Documents must be sent only to vacancies@esma.europa.eu, and saved as follows:

ESMA_VAC2_TRP_FAMILY NAME_First name

Example: ESMA_VAC2_TRP_SMITH_Anna

Indicating in the subject line of the email:

ESMA_VAC2_TRP_FAMILY NAME_First name

Example: ESMA_VAC2_TRP_SMITH_Anna

The designated Committee shall assess the eligible applications and select those best matching the selection criteria and the profile required for this traineeship. Further information on traineeship programme at ESMA (selection process, rights and duties of trainees, duration, grant, leave entitlements etc.) can be found on ESMA's Career website, under traineeships: <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 ESMA's privacy statement on recruitment procedures <http://www.esma.europa.eu/page/Personal-data-protection>

⁷ <http://europa.europa.eu/en/documents/curriculum-vitae/templates-instructions>

⁸ If possible, with an indication in which area the applicant is interested to perform traineeship.