



## TRAINEESHIP NOTICE – TRANSVERSAL PROFILE (F/M)

### REF.: ESMA/VAC3/TRP

<b>Type of contract</b>	Paid traineeship
<b>Duration of traineeship</b>	From 6 to 12 months
<b>Traineeship (in one of the following departments)</b>	<ul style="list-style-type: none"><li>• Corporate Affairs Department (Risk &amp; Control team, Communications team)</li><li>• Senior management team (Accounting team)</li><li>• Resources department (teams: HR, Finance &amp; Procurement, Facility Management, ICT and Planning &amp; Reporting).</li></ul> <p>For more information, see <a href="#">ESMA organigramme</a><sup>1</sup></p>
<b>Place of traineeship</b>	Paris, France
<b>Monthly grant</b>	As per Article 5.3 (2) of the ESMA traineeship policy <sup>2</sup> : <ul style="list-style-type: none"><li>• 1.080 € (undergraduate traineeship)<sup>3</sup></li><li>• 1.621 € (graduate traineeship)<sup>4</sup></li></ul>
<b>Deadline for applications</b>	Open call (without a specific deadline)
<b>Reserve list</b>	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 traineeships offer 6-12 months applied training in EU environment, assisting and contributing to different projects in the area of interest of a trainee. On the other hand, trainees

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

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

<sup>3</sup> Indicative calculation for 2018.

<sup>4</sup> See footnote 1.

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/Unit/project, depending on his/her background, education and set of skills.

Traineeship positions, where candidates with a “transversal profile” could be placed, are available in different Departments/teams across ESMA, for example within:

- Corporate Affairs Department (Risk & Control team, Communications team)
- Senior management team (Accounting team)
- Resources department (teams: HR, Finance & Procurement, Facility Management, ICT and Planning & Reporting).

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

In the domain of Human Resources:

- contribution to/assisting in different HR projects, e.g.:
  - defining a competency framework;
  - creating external training programme;
  - supporting in coordination and organisation of training events, workshops and other external activities;
  - contributing to re-organisation process of information published on external website in the area of recruitment;
  - contributing to integration and information process for newcomers (re-organising the content of welcome pack and uploading it to the extranet website);
  - contributing to the improvement of recruitment procedures at ESMA, or
  - interacting with internal and external stakeholders on procurement/HR questions.

In the domain of Risk & Control:

- providing assistance in the organisation of Internal Audits and the follow up of resulting non-conformances, customer/stakeholder feedback and suggestions for improvement.
- contributing to the development of procedures and work instructions across all Department.
- compiling of reports, documents and presentations under supervision, and
- managing under supervision the Risk & Control documentation and presentation of information on the intranet.

In the domain of Communication:

- contributing to/assisting in different Communication’s projects, e.g.:

- re-organising the layout of external website (in-house desk-top publishing, graphic design, re-drafting articles for internal and external communication materials);
- supporting the Authority's presence in key social media channels;
- supporting in the creation of targeted sector press/media lists and support in the development of relevant content based on key media editorial calendars, or
- liaising with external stakeholders i.e. media, trade associations etc.

In the domain of Finance or Procurement or Accounting:

- contributing to/assisting in different Finance or Procurement projects, e.g.:
  - budgeting and monitoring support;
  - data entry of financial information into IT tools;
  - reorganizing of existing physical and digital files;
  - creating/drafting financial Q&A documents, for publication on ESMA intranet side;
- interacting with internal and external stakeholders on procurement/contract management questions.

In the domain of ICT or Facility Management:

- contributing to/assisting in different ICT or Facility Management projects, e.g.:
  - improving the functionality/organisation/distribution of a first-line helpdesk (phone, e-mail) e.g. IT-Helpdesk, FM-Helpdesk (receiving and answering calls from the users, making a first quick assessment of the situation and either relaying the problem to a system administrator or taking an action themselves);
  - providing direct assistance to the end users, all kinds of troubleshooting and practical advice.
  - assisting in installation and configuration of user workstations;
  - in-depth testing of computers and/or applications;
  - improving the document/mail/post management, or
  - providing assistance and making suggestions for improvement of the mission management system/ booking of travel arrangements of staff.

In the domain of Planning & Reporting:

- assisting in re-setting/organising and preparation of monthly, quarterly and annual reporting;
- coordinating/drafting briefings on the Resources Department's activities, or
- drafting the internal newsletter on behalf of the Resources Department.

### **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 English<sup>5</sup>;
- be covered in the event of illness or accident by a national social security scheme or a private insurance policy<sup>6</sup>, and
- *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 the field of business administration, economics, finance, IT or comparable disciplines;
- good drafting skills in English (preparation of presentations, speeches, articles, revising of documents);
- knowledge of standard Microsoft applications (Excel, Word, PowerPoint);
- knowledge of specific applications (e.g. in the area of Finance: ABAC, SI2, SAP)
- working knowledge of HTML and web-marketing strategies<sup>7</sup>.

Behavioural competencies:

- good organisation skills and ability to handle large volume of work in an efficient and timely manner;
- 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 format<sup>8</sup>), a motivation letter (maximum one page<sup>9</sup>) 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;

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<sup>5</sup> A self-declaration in the submitted CV 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>

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

<sup>7</sup> For traineeship in the Communication’s domain.

<sup>8</sup> <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

<sup>9</sup> If possible, with an indication in which area the applicant is interested to perform traineeship.



- 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](mailto:vacancies@esma.europa.eu), and saved as follows:

**ESMA\_VAC3\_TRP\_FAMILY NAME\_First name**

*Example: ESMA\_VAC3\_TRP\_SMITH\_Anna*

Indicating in the subject line of the email:

**ESMA\_VAC3\_TRP\_FAMILY NAME\_First name**

*Example: ESMA\_VAC3\_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>