



VACANCY NOTICE

PROCUREMENT ASSISTANT (F/M)

REF.: ESMA/2014/VAC27/FGIII

Type of contract	Contract Agent ¹
Function group and grade	FGIII
Duration of contract	3 years, with possibility of extension ²
Division/Unit	Operations Division - Finance & Procurement Team
Place of employment	Paris, France
Monthly basic salary ³	2,907 € at grade 8 step 1 or 3,289 € at grade 9 step 1 or 3,722 € at grade 10 step 1, plus specific allowances where applicable (see part 4)
Deadline for applications	09 November 2014 (23:59 hrs, Paris local time)
Reserve list valid until	31/12/2015 (the validity of the reserve list may be extended)

1. The Authority

ESMA is an independent EU Authority that was established on 1 January 2011. It works closely with the national competent authorities who are members of the European System of Financial Supervision and the other European Supervisory Authorities – the European Banking Authority (EBA) responsible for banking and the European Insurance and Occupational Pensions Authority (EIOPA) responsible for insurance and occupational pensions.

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 coordination of national supervisory activity.

ESMA also contributes to the financial stability of the European Union, in the short, medium and long-term, through its contribution to the work of the European Systemic Risk Board, which identifies potential risks to the financial system and provides advice to diminish possible threats to the financial stability of the Union. ESMA is also responsible for coordinating actions of securities supervisors or adopting emergency measures when a crisis situation arises.

¹ According to the Article 3(a) of the Conditions of Employment of Other Servants (CEOS) of the European Union
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

² Temporary/Contract Agents may be engaged under their first contract for a fixed-term period. The contract may be renewed for a second fixed-term period, and upon its second renewal converted into a contract of indefinite duration. Probationary period for the first contract is nine months.

³ The amount of basic salary is already weighted by the correction coefficient factor for France (currently 117.4 %).

Classification according to the years of experience after obtaining the minimum qualification (see point 3A): up to 7 years of work experience (grade 8), more than 7 years of experience (grade 9), more than 20 years of experience (grade 10).



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

2. Job description

The Operations Division is responsible for the Authority's resources and support functions. The activities of the Division cover five areas:

- Human Resources - supporting ESMA staff in all matters related to recruitment, payroll, individual rights and career development;
- Finance & Procurement - 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;
- Information & Communication Technology (ICT) - 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;
- The Facility Management - 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;
- Planning and Reporting - in charge of the preparation of the Multi-Annual Work Programme, Management Plans and Work Programme of the Authority, as well as reporting on their progress to the Management Board.

Main duties for the position of the Procurement Assistant:

Under responsibility and supervision of Finance and Procurement Team Leader, the jobholder shall carry out the following tasks:

- Support in monitoring and maintaining reports on the implementation of the annual procurement plan;
- Support in ensuring the timely implementation of the annual procurement plan and advising responsible project managers accordingly;
- Support in providing guidance and advice on the preparation and drafting of tender documents (ex-ante verification) and contracts;
- Assisting in the development and implementation of procurement policies/procedures;
- Assisting the procurement officers in daily procurement administrative tasks supporting the preparation and implementation of calls for tenders and/or proposals;
- Arranging and carrying out opening sessions and assisting evaluations;
- Maintaining physical and electronic documents, shared files, correspondence and requests for clarification according to established filing procedures and relevant rules;
- Coordinating replies to information request from tenderers;
- Assisting in the development and updating of templates, guidelines and training activities on procurement rules and procedures for the staff of the Authority in cooperation with the relevant internal and external stakeholders;
- Assisting in solving complex problems arising in procurement and contract management processes;
- Advising staff on financial and procurement rules in line with the Financial Regulation and implementing rules;
- Any other related tasks as required by the Team Leader Finance and Procurement.

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:

- A level of post-secondary education attested by a diploma⁴,
OR
A level of secondary education attested by a diploma⁵ giving access to post-secondary education and after obtained the diploma, 3 years 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 thorough knowledge of one of the languages of the European Union and a satisfactory knowledge⁸ of another language of the European Union;
- Be physically fit to perform duties linked to the post⁹.

B. Selection criteria

PRE-SCREENING PHASE

Applications which fulfil the above Eligibility criteria (part A) will be assessed for the compliance with Essential requirements (part B1).

Candidates who do not meet all of the Essential requirements (part B.1) will be excluded from the selection process.

Candidates who meet all 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

⁴ 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.

⁵ See the footnote number 4.

⁶ Professional experience shall be taken into account from the date on which the person fulfils the minimum qualifications. Only duly documented professional activity is taken into account. Any given period may be counted only once. Professional activities pursued part time will be calculated pro-rata on the basis of the certified percentage of full-time hours worked. Free-lance or self-employed applicants must provide either a practicing certificate (or equivalent), or a copy of the entry in the relevant trade register, or any other official document (for example a tax document) showing clearly the length of the relevant work experience. Compulsory military service or equivalent civilian service accomplished after the achieving the minimum qualification as stated in Eligibility Criteria shall be taken into account as professional experience, if the official documentation is provided. Completed PhD studies can be counted as professional experience up to the total duration of 3 years.

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

⁸ At least at the level of B2, according to the Common European Framework of Reference for Languages http://www.coe.int/t/dg4/education/elp/elp-reg/Source/Key_reference/CEFR_EN.pdf
http://www.coe.int/t/dg4/education/elp/elp-reg/cefr_EN.asp

Knowledge of 2nd language will be tested in the oral and written form for candidates invited for interviews.

⁹ Before the appointment, the successful candidate shall be examined in a medical centre indicated by ESMA in order to confirm that the requirements of Article 12(2) (d) of the CEOS of EU are met.



score of 65% will be invited for interviews and written tests.

B.1. Essential requirements

- a) Experience of at least 2 years in the procurement function;
- b) Experience in the area of EU public procurement processes within EU institutions/bodies;
- c) Excellent written and oral English¹⁰;

B.2. Advantageous requirements

- d) Training in the area of EU procurement procedures;
- e) Training in the area of EU financial regulations;
- f) Experience in using financial and/or procurement applications (such as ABAC, SAP, SIMAP and TED);
- g) Knowledge of French;
- h) Experience in multicultural environment;
- i) 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

- j) Capacity to work as part of a team and cooperate easily with others;
- k) Precise and punctual work approach, attentive to details;
- l) Excellent communication and organisation skills;
- m) Ability to deliver accurate work under pressure and tight deadlines, organise the workload and prioritise tasks;
- n) Client-service oriented attitude at work.

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 post depending on the needs of ESMA. Please note that inclusion in the reserve list does not guarantee recruitment.

B.4. How to apply

Applications will be **disregarded** and not evaluated, if at least one of the following criteria is not met:

- 1. The application must include both CV and motivation letter in English** (working language of ESMA);
- 2. Application documents must be sent to vacancies@esma.europa.eu by the**

¹⁰ At least B2 level, as in line with the Common European Framework of Reference for Languages.

The Selection Board will assess the applicants' self-evaluation indicated in the application documents and applicant's English drafting skills.

specified deadline, indicated in the vacancy notice;

3. Application documents must be marked accordingly with the reference number of the vacancy notice, and

4. CV must be submitted in the European format (see templates below).

- ✓ **CV in the European (Europass) format¹¹**, saved as:
ESMA_2014_VAC27_FGIII_FAMILY NAME_First name_CV
Example: ESMA_2014_VAC27_FGIII_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_2014_VAC27_FGIII_FAMILY NAME_First name_Motivation letter
Example: ESMA_2014_VAC27_FGIII_SMITH_Anna_Motivation letter
- ✓ **Indication in the subject line of the email:** ESMA_2014_VAC27_FGIII_FAMILY NAME_First name
Example: ESMA_2014_VAC27_FGIII_SMITH_Anna

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 closing date of the vacancy notice.

Please note that “Candidate Guideline” document published on ESMA website represents an integral part of this vacancy notice and should be consulted before sending application documents:

http://www.esma.europa.eu/system/files/2013-1450_candidate_guidelines.pdf
<http://www.esma.europa.eu/page/Vacancies-0>

4. Summary of conditions of employment

- Successful candidate will be recruited in the respective grade. The applicable monthly basic salary is multiplied by the correction coefficient for France (currently on the date of publication of the vacancy notice: 117.4%);
- 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, distance from the place of origin 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

¹¹ <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>



- coverage, unemployment and invalidity allowance and insurance;
- General and applicable professional training plus professional development opportunities;
 - Probationary period of nine months;

Further information regarding rights, conditions of employment and benefits can be found at the following links:

<http://www.esma.europa.eu/page/Working-ESMA-1>

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>