



VACANCY NOTICE

SECONDED NATIONAL EXPERT (CORPORATE FINANCE PROFILE)

(F/M)

REF.: ESMA/2017/VAC11/SNE

Type of contract	Seconded National Expert (SNE) ¹
Function group and grade	SNE
Duration of contract	2 years ²
Department	Investors & Issuers Department
Place of employment	Paris, France
SNE's monthly basic salary	Monthly and daily allowance paid by ESMA to the SNE ³
Deadline for applications	01/08/2017
Reserve list valid until	31/12/2018 (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. 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:

- **Investor 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 avoid 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 www.esma.europa.eu

¹ Staff employed by a member of the European System of Financial Supervision, as per the [ESMA Management Board decision on secondment of national experts – ESMA/2014/MB/67](#)

² See Article 4 (Period of secondment) of the Management Board decision on secondment of national experts – ESMA/2014/MB/67: The initial period of secondment may not be more than two years. It may be extended once or more, up to a total period not exceeding four years. The period of secondment can also be shortened.

³ See Article 17 (Allowances and expenses) of the Management Board decision on secondment of national experts – ESMA/2014/MB/67. For more information on daily and monthly allowances, see chapter 4 of this vacancy notice "Conditions of secondment".

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

ESMA is seeking a Seconded National Expert (SNE) who will contribute to ESMA's mission within the Investors & Issuers Department, in the team dealing with prospectus matters.

The Investors & Issuers Department is in charge of the rule-making and supervisory convergence work related to five different areas of the ESMA scope of intervention:

- Corporate Finance;
- Corporate Reporting;
- Credit Rating Agencies Policy;
- Securitisation;
- Investor protection & intermediaries and
- Investment management.

Under the responsibility of the Head of Department and in conjunction with the team coordinator, the successful candidate will be required to:

- draft different types of policy documents such as consultation papers, feedback reports, technical advice, technical standards and guidelines;
- contribute to the supervisory convergence work such as review or preparation of guidelines and Q&A and participation in peer reviews;
- liaise with ESMA colleagues, Commission representatives and participating in international working groups, including with National Competent Authorities, and
- represent ESMA in meetings, seminars and conferences in the above areas and supporting the Head of Department and team coordinator .

3. Qualifications and experience required

A. Eligibility Criteria

To be considered eligible, candidates must satisfy all the eligibility criteria listed below, by the deadline for submitting applications:

- be employed by a member of the **European System of Financial Supervision (ESFS)**⁵ (which includes in particular the national competent authorities that are part of ESMA, EIOPA and EBA);
- have worked for their employer on a permanent or contract basis **for at least 12 months before their secondment** and shall remain in the service of that employer throughout the period of secondment⁶, and

⁵ As specified in Article 2 of Regulation (EU) no 1095/2010 establishing the European Securities and Markets Authority <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2010:331:0084:0119:EN:PDF>

⁶ Before the application, the candidates should receive the formal approval/authorisation of their potential secondment from the National Authority in which they are employed.

- be a **national of an EU or EFTA Member State** or a country with which the Council has decided to open accession negotiations and which has concluded a specific agreement on staff secondments.

B. Selection criteria

PRE-SCREENING PHASE

The received applications will be screened by HR against the eligibility criteria listed in the vacancy notice. Applications which fulfil the Eligibility criteria (part A) will be provided to the hiring manager (Head of Unit/Department) for assessment against selection requirements/criteria (part B.1 & B.2 & B.3).

The respective hiring manager may contact directly the applicants, perform phone or personal interviews, check availability of candidates and discuss mutual expectations with the employer of the SNE prior to the final selection decision. As a result, the hiring manager provides his/her proposal about the candidate to be offered the secondment. The proposal is submitted for decision to the ESMA Executive Director.

Short-listed candidates, who were not offered a secondment position, are placed on a reserve list. The validity of the list is of one year, with a possibility of an extension for another year.

B.1. Essential requirements

- a) At least 5 years of experience in the area of supervision, scrutiny and approval of prospectuses and/or preparation of prospectuses;
- b) Excellent command of English⁷, and
- c) Motivation for the advertised position.

B.2. Advantageous requirements

- d) Familiarity with the work, role and objectives of ESMA;
- e) Experience in drafting policy documents at the EU and/or national level and
- f) Work experience in an international environment.

B.3. Supplementary requirements

- g) Excellent organisation and prioritisation skills and ability to handle a large volume of work in an efficient and timely manner;
- h) Excellent communication skills;
- i) Dynamic personality with critical thinking, ability to solve problems and a strong aptitude to and interest in team work;

⁷ At least B2 level, as in line with the Common European Framework of Reference for Languages.
<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>
English: working language of ESMA.



- j) Developed sense of initiative with proven ability to work independently with minimum supervision.

B.4. How to apply

Candidates must apply by sending the following documents, by the specified deadline, to vacancies@esma.europa.eu

CV in the European (Europass) format⁸, saved as:

ESMA_2017_VAC11_SNE_FAMILY_NAME_First name_CV

Example: ESMA_2017_VAC11_SNE_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_2017_VAC11_SNE_FAMILY_NAME_First name_Motivation letter

Indication in the subject line of the email:

ESMA_2017_VAC11_SNE_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 closing date of the vacancy notice. For more information, please contact vacancies@esma.europa.eu

4. Conditions of secondment

During the secondment, the Seconded National Expert's (SNE) employer shall undertake to continue to pay his/her salary, to maintain his/her administrative status throughout the period of secondment and to inform ESMA of any change in the SNE's situation in this regard. The SNE's employer shall also continue to be responsible for all his/her social rights, particularly social security and pension.

Throughout the period of secondment at ESMA, an SNE shall be entitled to:

- a daily subsistence allowance and
- a monthly subsistence allowance, equal to the amount established by the European Commission each year.

These subsistence allowance shall be granted under the same conditions as the expatriation allowance for officials⁹. The allowances are intended to cover SNE's living expenses in the place of secondment on a flat-rate basis and shall in no circumstances be construed as remuneration paid by ESMA. The subsistence allowances shall be multiplied by the correction coefficient for France (currently 113.8%).

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

Please refer in your CV to all selection criteria.

⁹ Article 4 of Annex VII of the [Staff Regulations](#) and the provisions implementing this Article shall apply by analogy.

- Daily allowance: 154.88 €¹⁰ and
- Monthly allowance, based on the distance between the place of origin/of recruitment and the place of secondment (Paris).

Distance between the place of origin/of recruitment and Paris in km	Amount in € ¹¹
0-150	0
>150	99.55 €
>300	176.98 €
>500	287.63 €
>800	464.63 €
>1300	730.14 €
>2000	873.98 €

For further information on the respective SNE's conditions, please consult Careers website of ESMA www.esma.europa.eu/about-esma/careers or contact vacancies@esma.europa.eu

¹⁰ The amount is already weighted by the correction coefficient for France (currently at 113.8 %).

¹¹ The amount is already weighted by the correction coefficient for France (currently at 113.8 %).