



VACANCY NOTICE
ICT OFFICER (IT PROJECT MANAGEMENT PROFILE)
(F/M)

REF.: ESMA/2016/VAC10/AD6

Type of contract	Temporary Agent ¹
Function group and grade	AD6
Duration of contract	3 years, with possibility of extension ²
Division/Unit	Resources Department
Place of employment	Paris, France
Deadline for applications	01/04/2016 extended till 21/04/2016 (23:59 hrs, Paris local time)
Reserve list valid until	31/12/2017 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 2(f) of the [Conditions of Employment of Other Servants \(CEOS\)](#) of the European Union.

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 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 description

ESMA is organising a selection procedure for the post of ICT Senior Officer (IT project management) in the Resources Department, within the Information & Communication Technology (ICT) team. The Resources Department is responsible for the Authority's common resources and support functions.

The activities of the Department cover four areas:

- Human Resources - supporting ESMA staff in 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 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;
- 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.

Main duties

Under the supervision of the ICT Team Leader, the jobholder will carry out the following main duties:

- initiate, plan and coordinate the execution of projects, and deliver the expected results within agreed scope, budget and time frames;
- be responsible for the management and proper use of allocated project resources, such as human resources (internal and external), budget and procured services;
- manage and maintain good relationships with external suppliers;
- organise and chair meetings with EU work groups to define business requirements for IT systems;
- coordinate the analysis and design work, ensuring alternative solutions are being assessed that fulfil the specified requirements of a new IT system;
- liaise with other internal stakeholders (e.g. IT architecture, information security, IT operations) to ensure alignment with IT architecture and compliance with non-functional requirements and policies;
- adhere to the project management methodology (PM2) and be responsible for the delivery of mandatory project artefacts;
- plan and coordinate quality assurance activities for project deliverables;
- plan and coordinate the execution of tests, such as site acceptance and user acceptance tests, and the creation of necessary test artefacts (e.g. test plans, test specifications, test reports etc.), and

- any other duties in the area of competence as assigned by the ICT Team Leader.

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 **diploma**⁵, and after having obtained the diploma, **three years of proven professional experience**⁶;
- 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

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 the "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 in both oral and written form 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 12(2) (d) of the CEOS (physical fitness to perform the duties).

- a) Three years of experience (acquired after the minimum qualification required under part 3.A above) in IT project management (see part 2 above);
- b) Experience in managing and motivating a diverse team (i.e. effectively planning, monitoring the progress of work forward, providing guidance and setting direction);
- c) Experience of core disciplines in project management (i.e. planning, budgeting, reporting, scope and change management, risk management, stakeholder management and communication);
- d) Experience of main phases in a systems development process (i.e. analysis, design, development, testing and deployment);
- e) Experience of requirements analysis and design, and
- f) Experience of planning and coordination of tests.
- g) Excellent written and oral English¹¹.

B.2. Advantageous requirements

- h) With reference to the essential criterion “a”, experience in excess to three (3) years would be an asset (scope of responsibilities, number/level of people supervised and level of budget managed will be assessed);
- i) Project management certification (Prince2, PM2, PMI, or equivalent);
- j) Experience of public procurement regulations and rules;
- k) Knowledge of the ITIL framework;
- l) Knowledge of financial markets and financial regulations/compliance, and
- m) 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

- n) Excellent communication skills;
- o) Strong analytical and problem solving skills, with a drive to find solutions to problems;
- p) Strong interpersonal skills and the ability to interact with internal and external stakeholders in a multicultural work environment;
- q) Ability to work under pressure and deliver high quality work under tight time frames.

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.

¹¹ At least at B2 level. The Selection Board will assess the candidate's drafting/oral skills.

B.4. How to apply

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

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

CV in the European (Europass) format¹², saved as:
ESMA_2016_VAC10_AD6_FAMILY NAME_First name_CV
Example: ESMA_2016_VAC10_AD6_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_2016_VAC10_AD6_FAMILY NAME_First name_Motivation letter

Indication in the subject line of the email:
ESMA_2016_VAC10_AD6_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 deadline for submitting applications.

4. Summary of conditions of employment

- Successful external candidates may be offered an employment contract for three years as a temporary agent. The contract may be renewed for a second fixed-term period, and upon its second renewal converted into a contract of indefinite duration.
- Successful external candidates will be recruited in the grade and classified either in step 1 or 2.

Grade/step	Minimum requirements for classification in step ¹³ (required level of university studies + minimum number of years of experience after university graduation)	Monthly salary ¹⁴	Monthly net salary, including specific allowances ¹⁵
AD6 step 1	3 years' university degree + 3 years' experience	5,820 €	6,525 €
AD6 step 2	3 years' university degree + 6 years' experience	6,065 €	6,746 €

¹² <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

Please refer in your CV to all selection criteria.

¹³ ESMA Management Board Decision ESMA/2011/MB/55, adopting of implementing rules on classification in grade and step on appointment or engagement - Commission decision (C(2004) 1313 of 07/04/2004):
https://www.esma.europa.eu/sites/default/files/library/ta_rules_on_classification_in_grade_and_step.pdf

¹⁴ The basic salary weighted by the correction coefficient for France (currently at 114.6 %).

¹⁵ An estimation of net salary, including the deduction for tax and social security and adding the allowances (this estimation has been calculated with expatriation allowance, household allowance and with one dependent child allowance). Allowances depend in any case on the personal situation of the candidate.

- The monthly basic salary is multiplied by the correction coefficient for France (currently 114.6%).
- 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.

Information reserved for applicants employed under Article 2(f) of the CEOS, in EU agencies other than ESMA:

According to ESMA Management Board decision ESMA/2015/MB/56¹⁶, adopting the implementing rules on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS, and in particular Article 12 (2), if a successful applicant from this external selection procedure, on the closing date for applications, as well as on the day of taking up duty at ESMA

- is a member of temporary staff under Article 2(f) of the CEOS, and
- is employed within his/her agency in function group and grade included in the range AD6 – AD7,

ESMA shall offer the applicant, in writing, the opportunity either:

- a) to be assigned to the post by means of mobility, as per Article 10 of ESMA/2015/MB/56. In this case the contract at ESMA will be in continuity with the contract of the previous agency (namely with regard to grade, step, seniority in step, and duration),
OR
- b) to be assigned to the post on the basis of a new contract (first fixed-term) of three years duration, subject to the probationary period of 9 months, at the grade indicated in this external vacancy notice (AD6)¹⁷.

For more information, please refer to Careers' page of ESMA:

<https://www.esma.europa.eu/about-esma/careers>

¹⁶ <https://www.esma.europa.eu/sites/default/files/library/2015/10/2015-mb-56.pdf>

¹⁷ Classification in step will be based on Articles 15 or 55 of the CEOS, as appropriate.

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](#).