



**VACANCY NOTICE**  
**CONVERGENCE TEAM LEADER**  
**(F/M)**

**REF.: ESMA/2016/VAC1/AD9**

<b>Type of contract</b>	Temporary Agent <sup>1</sup>
<b>Function group and grade</b>	AD9
<b>Duration of contract</b>	3 years, with possibility of extension <sup>2</sup>
<b>Department</b>	Legal, Convergence and Enforcement Department
<b>Place of employment</b>	Paris, France
<b>Deadline for applications</b>	28/02/2016 (23:59 hrs, Paris local time)
<b>Reserve list valid until</b>	31/12/2017 <sup>3</sup>

**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 Regulation<sup>4</sup> 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>

<sup>1</sup> According to the Article 2(f) of the [Conditions of Employment of Other Servants \(CEOS\)](#) of the European Union.

<sup>2</sup> 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.

<sup>3</sup> The validity of the reserve list may be extended.

<sup>4</sup> 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 one available position of **Convergence Team Leader** within the Convergence team, in the Legal, Convergence and Enforcement (LCE) Department.

The LCE Department 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.

As part of its 2016-2020 Strategic Orientations, ESMA agreed to shift its focus from Single Rule Book to supervisory convergence. In this context, LCE's Convergence Team has been tasked with a new central coordination function: it is at the core of ESMA's missions.

The Convergence Team was set up to foster convergence by reducing regulatory arbitrage resulting from different supervisory practices across the EU and therefore to contribute to the integrity, efficiency and orderly functioning of markets. The Authority aims to use its convergence tools to drive its activities in the areas defined in ESMA work programmes. This entails complementing the Single Rulebook through issuing guidelines and recommendations in cases where difference of application exists, identifying best practices at national level, providing technical assistance to National Competent Authorities to foster a convergent application of the rules, conducting peer reviews, facilitating settlement of disagreements between National Competent Authorities, or handling complaints against alleged breach of Union law by these authorities.

### Main duties:

Under the supervision of the Head of LCE Department, and in close co-operation with the Heads of Markets, Investment and Issuers and Risk Analysis and Economics Departments, the jobholder will be playing a leading transversal role in ESMA's activities in the field of convergence and will be responsible for:

Development of policies/strategies:

- organizing and coordinating the identification of areas and issues of insufficient practical implementation of Union sectoral legislation and of diverging supervisory practices, in a close cooperation with other Departments of ESMA;
- ensuring the sound and consistent provision of advice in relation to designing and putting in place new practical instruments and convergence tools, including technical assistance, to promote common supervisory approaches and consistent supervisory practices (a "Common Supervisory Culture");
- organizing the team work in relation to peer reviews, and coordinating, when required, adequate reviews and actions, including on-site visits, under the steer of the Board of Supervisors;

- ensuring the sound and consistent provision of advice and assistance on ESMA's tasks and powers, including its powers regarding Settlement of Disagreements (between national supervisors), Action in Emergency Situations, and Breach of Union Law;
- advising on general supervisory convergence issues, especially in the context of ESMA's 2020 strategy;
- coordinating the preparation and monitoring of the Supervisory Convergence Work programme, internally, with ESMA's groups and stakeholders, and
- contributing actively to ESMA's tasks in promoting the supervisory convergence among national authorities, in liaison with the other European Supervisory Authorities, the European Commission or the International Organization of Securities Commissions, as useful.

#### Coordination and planning:

- planning and organising the effective allocation of work in the team and coordinating the contribution against the objectives assigned;
- developing effective cooperation and communication within the team, across ESMA and with relevant stakeholders;
- organising a regular reporting to the Senior Management and the Management Board;
- representing the team and ESMA in important meetings with internal and external stakeholders, and
- any other tasks assigned by the Head of LCE Department.

### 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 four years attested by a **diploma<sup>5</sup> in a field relevant for this position**, and after having obtained the diploma, **twelve years of proven professional experience<sup>6</sup> in some or all of the fields covered by the job description**;  
OR
- have at least a level of education which corresponds to completed university studies of three years attested by a **diploma<sup>7</sup> in a field relevant for this position**, and after obtained the diploma, **thirteen years of proven professional experience<sup>8</sup> in some or all of the fields covered by the job description**;
- be a national of a Member State of the European Union or the EEA (Norway, Liechtenstein, Iceland);

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<sup>5</sup> 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.

<sup>6</sup> 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>

<sup>7</sup> See footnote 5.

<sup>8</sup> See footnote 6.

- enjoy full rights as a citizen<sup>9</sup>;
- 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 Union<sup>10</sup> and a satisfactory knowledge<sup>11</sup> of another language of the European Union, and
- be physically fit to perform the duties linked to the post<sup>12</sup>.

## **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**

- a) Twelve years of experience (required under 3.A above) in a supervisory function in the financial sector within a public body, national authority, international organisation or private company;
- b) Experience of running on-site missions;
- c) Knowledge and understanding of the EU financial regulatory and institutional framework;
- d) Excellent written and oral English<sup>13</sup>.

#### **B.2. Advantageous requirements**

- e) Experience in the application of the European financial market regulatory framework in areas relevant to ESMA's tasks;
- f) Experience in managing a team<sup>14</sup> or working in a managerial role;
- g) The university diploma (required under part A) in law, finance or any relevant subject;
- h) Work experience in managing complex projects;
- i) Work experience in a multicultural environment, and in particular within the EU institutional framework, and

<sup>9</sup> Prior to the appointment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.

<sup>10</sup> 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.

<sup>11</sup> 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 2<sup>nd</sup> EU language will be tested in both oral and written form for candidates invited for interviews.

<sup>12</sup> 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).

<sup>13</sup> At least at B2 level. The Selection Board will assess the candidate's drafting/oral skills.

<sup>14</sup> Please indicate the size of the team.

- j) 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**

- k) Ability to lead and motivate staff and enhance work performance;
- l) Strong analytical and investigation skills;
- m) Excellent organisational and planning skills;
- n) Excellent communication and presentation skills, orally and in writing, and
- o) Ability to work under pressure and deliver high quality work under very tight timelines.

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. Reserve list candidates will be invited for an individual meeting with ESMA's Executive Director.

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**

Candidates must apply by sending the following documents, by the specified deadline, via the [online application tool](#) accessible through the ESMA website:<sup>15</sup>

- 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) format**<sup>16</sup>, saved as:  
ESMA\_2016\_VAC1\_AD9\_FAMILY NAME\_First name\_CV  
*Example: ESMA\_2016\_VAC1\_AD9\_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\_VAC1\_AD9\_FAMILY NAME\_First name\_Motivation letter

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.

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<sup>15</sup> <https://www.esma.europa.eu/about-esma/careers/vacancies>

<sup>16</sup> <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

Please refer in your CV to all selection criteria.

For the criterion B.1 (b) "experience in a managerial role for at least 5 years", please indicate the size of the team.

#### 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 <sup>17</sup> (required level of university studies + minimum number of years of experience after university graduation)	Monthly salary <sup>18</sup>	Monthly net salary, including specific allowances <sup>19</sup>
AD9 step 1	4 years' university degree + 12 years' experience	8,392-431 €	8,716-798 €
AD9 step 2	4 years' university degree + 15 years' experience	8,744-785 €	9,007-090 €

- 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/56<sup>20</sup>, adopting the

<sup>17</sup> 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](https://www.esma.europa.eu/sites/default/files/library/ta_rules_on_classification_in_grade_and_step.pdf)

<sup>18</sup> The basic salary weighted by the correction coefficient for France (currently at 114.6 %).

<sup>19</sup> 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.

<sup>20</sup> <https://www.esma.europa.eu/sites/default/files/library/2015/10/2015-mb-56.pdf>

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 AD9 – AD10,

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 (AD9)<sup>21</sup>.

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

<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 the [privacy statement on recruitment procedures](#).

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<sup>21</sup> Classification in step will be based on Articles 15 or 55 of the CEOS, as appropriate.