

TRAINEESHIP NOTICE – FINANCIAL MARKETS PROFILE (F/M)

REF.: ESMA/VAC1/TRP

Type of contract	Paid traineeship
Duration of traineeship	From 6 to 12 months
Traineeship (in one of the following departments)	<ul style="list-style-type: none"> • Risk Analysis & Economics Department • Markets Department • Investors and Issuers Department • Supervision Department • Legal, Convergence and Enforcement Department • Corporate Affairs Department <p>For more information, see ESMA organigramme¹</p>
Place of traineeship	Paris, France
Monthly grant	As per Article 5.3 (2) of the ESMA traineeship policy ² : <ul style="list-style-type: none"> • 1.080 € (undergraduate traineeship)³ • 1.621 € (graduate traineeship)⁴
Deadline for applications	Open call (without a specific deadline)
Reserve list	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 traineeship offers 6-12 months applied training in market analysis, statistics or data

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

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

³ Indicative calculation for 2018.

⁴ See footnote 1.

management. It provides also insights into conceptual and empirical issues of financial market functioning and integration, as well as regulation, supervision and enforcement in the European Union. On the other hand, trainees 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/project, depending on his/her background, education and set of skills.

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

- Risk Analysis and Economics is the analytical and statistics department at ESMA. It monitors market, systemic and innovation risks in the EU’s securities markets, financial infrastructures, and investment businesses, conducts research on market functioning, investor protection, and financial stability issues. The Risk Analysis and Economics department is responsible for ESMA’s data management and providing statistical services to the organisation. RAE offers traineeships in research and analytical work in different areas, by developing and monitoring risks, data gathering and management, as well as statistical analysis and data programming.
- Markets Department is responsible for the rule-making, supervisory convergence and supervisory tasks related to market infrastructures (at the trading and post-trading levels) and secondary markets conduct rules. MKT department offers traineeship positions for assistance in specific projects, by providing support in analysis of data, data collection for regulatory purposes and assisting in certain policy issues.
- Investors & Issuers Department is in charge of the rule-making and supervisory convergence work related to asset managers, protection of investors and financial innovation, and leads ESMA’s work on files like the AIFMD, UCITS and MiFID II/MIFIR. INI department offers traineeships positions for assisting in different projects/ad-hoc projects (e.g. analysis of data, data collection, risk monitoring, assisting in certain policy issues etc.)
- The Supervision department is responsible for the registration and ongoing supervision of credit rating agencies and trade repositories. The department consists of two areas: the Monitoring and Strategy team is responsible for the day-to-day supervision and related risk analysis of all registered entities, and the Investigations Unit is responsible for the assessment of registration applications and conducting targeted investigations. Supervision department offers traineeships in the area of analytical support (identification/development of key statistics, assisting in preparation of manuals, documentations, reports and reporting standards/tools), assisting in definition and methodologies of rating of funds.
- The Legal, Convergence and Enforcement Department of ESMA 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. LCE offers traineeship positions for assistance in specific projects, by providing support in the collection and analysis of information on the national competent authorities’ supervisory frameworks, in preparing regular updates on supervisory convergence initiatives underway, and in assisting in the preparation of key meetings with other EU bodies.

- The Corporate Affairs Department (CAD) is responsible for a broad range of horizontal functions such as relations to the EU institutions and other stakeholders, support to ESMA's Board of Supervisors and Management Board, the spokesman service, internal control, and strategic planning. CAD offers traineeships in the areas of (EU) stakeholder relations and strategic planning; potential areas of work include assisting with ESMA's Securities and Markets Stakeholder Group, support to ESMA's Senior Management and Management team, as well as other ad hoc projects.

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

- provide support to the markets analysis of different policies, ad-hoc projects or guidelines documents that are managed by the Authority, which requires quantitative and qualitative data collection and analysis;
- support experts in research/policy/supervisory convergence work and analysis of developments in financial markets area/operations;
- assist in preparation of manuals, documentations, reports and reporting tools;
- collect, analyse the data and monitor trends (data management);
- design and update reports/statistics/databases on various subjects, or
- assist in preparation of briefings, presentations and/or speeches on ESMA's scope of action.

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 English⁵;
- be covered in the event of illness or accident by a national social security scheme or a private insurance policy⁶, 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:

⁵ 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>

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

- university degree in the field of economics, finance, mathematics or comparable disciplines;
- good drafting skills in English (preparation of presentations, speeches, articles, revising of documents);
- knowledge (acquired by experience or education) of financial markets;
- knowledge of the standard Microsoft applications (Excel, Access, PowerPoint);
- ability to extract and analyse sets of data using Excel, Access, EViews, Stata, or similar data analysis applications;
- familiarity with statistical or mathematical software, or
- programming skills⁷.

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;
- analytical mind with conceptual thinking;
- 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 format⁸), a motivation letter (maximum one page⁹) 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;
- 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, and saved as follows:

ESMA_VAC1_TRP_FAMILY NAME_First name

Example: ESMA_VAC1_TRP_SMITH_Anna

Indicating in the subject line of the email:

ESMA_VAC1_TRP_FAMILY NAME_First name

Example: ESMA_VAC1_TRP_SMITH_Anna

⁷ For traineeships in the area of RAE department.

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

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



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: <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>