



**VACANCY NOTICE**  
**DATA & STATISTICS TEAM LEADER**  
**(F/M)**

**REF.: ESMA/2015/VAC25/AD8**

<b>Type of contract</b>	Temporary Agent <sup>1</sup>
<b>Function group and grade</b>	AD8
<b>Duration of contract</b>	3 years, with possibility of extension <sup>2</sup>
<b>Department</b>	Risk Analysis & Economics Department
<b>Place of employment</b>	Paris, France
<b>Deadline for applications</b>	<b>03/01/2016 extended till 10/01/2016 (23:59 hrs, Paris local time)</b>
<b>Reserve list valid until</b>	31/12/2016 <sup>3</sup>

**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 co-ordination 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. For further information, please refer to ESMA's website: <https://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.

## 2. Organisational background & job description

ESMA is organising a selection procedure for the post of Data & Statistics Team Leader, in the Data & Statistics team, within the Risk Analysis and Economics (RAE) Department.

RAE 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, is responsible for ESMA's data management and providing statistical services to the organisation. In doing so, it contributes to ESMA's operational duties, including regulatory impact assessments or supervisory stress testing, and to the work of EU and international bodies, such as the ESRB, IOSCO or the FSB.

The RAE Department is composed of three teams:

- Data & Statistics (DST);
- Innovation & Products, and
- Markets & Investors.

The DST team is responsible for:

- managing the proprietary and commercial data at ESMA and for providing cutting-edge statistical services, developing its data and statistical capabilities is a strategic objective of ESMA;
- overseeing a wide and growing range of statistical databases and regulatory and supervisory registers;
- further developing ESMA's unified approach to data management, including definitions, formats, sourcing, quality and security management, continuity, automation, and user interfaces;
- based on these data sources, cooperating with RAE and other operational Departments on developing market indicators, risk metrics, and tailor-made statistical analyses for topical research in ESMA's remit, including securities markets, market infrastructure, and financial investors.

### Main duties

The DST Team Leader will be in charge of leading the data and statistics work at ESMA, including in particular the following duties:

(a) Data strategy

- lead the development of the strategic agenda for data and statistics management at ESMA;
- develop data governance framework for ESMA, including planning, supervision and control, data security, confidentiality, access, data quality management;
- coordinate the development and production of methodologies, meta-data, reference and master data, and
- lead the data integration of datasets and the process to make them accessible to all ESMA.

(b) Business development

- ensure the implementation of the strategic agenda for data and statistics management and the development of the necessary policies, processes, and tools;
- lead the strategic planning, development and implementation of the data management activities;
- publication containing data and statistics, in particular those that are part of the transparency mandate;
- coordinate with IT department, in particular in the areas of data architecture, data warehousing, data security, data virtualization and any software tool related to the data;
- coordinate with policy and supervision departments as well as with other teams inside RAE for the data development, quality checks and the creation of business intelligence recurrent analysis as well as specific data projects;
- lead the cooperation with EU and international bodies in this area, and represent ESMA, as well as the coordination with ESMA's National Competent Authorities;
- propose and analyse the acquisition of commercial databases;
- coordinate data sourcing and analysis, and the development of business intelligence tools, and
- lead the data provision to support risk analysis, economic research and innovative products;

(c) Team management

- manage the Data and Statistics Team in an active, motivating, and pragmatic manner;
- plan and organise the efficient allocation of the work between the various members of the team;
- ensure timely delivery of high-quality work in the various areas of competence of ESMA in this field, and in particular in implementation of data quality analysis;
- plan and manage data resources, databases, and relevant IT requirements, and
- ensure good communication between the different members of the team, as well as across the rest of the Department and across ESMA.

(d) Managerial support

- The DST Team Leader supports the Head of RAE Department in his functions.

### **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>4</sup>, and after having obtained the diploma, nine years of proven professional experience<sup>5</sup>

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<sup>4</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>5</sup> Professional experience is counted only as from the time the candidate obtained the diploma required for being eligible. At the later stage (interviews), the candidate will be asked to provide supporting documents confirming the length and level of his/her professional experience, and as well as other eligibility requirements.

## OR

Have at least a level of education which corresponds to completed university studies of three years attested by a diploma<sup>6</sup>, and after having obtained the diploma, ten years of proven professional experience<sup>7</sup>;

- be a national of a Member State of the European Union or the EEA (Norway, Liechtenstein, Iceland);
- enjoy full rights as a citizen<sup>8</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 thorough knowledge of one of the languages of the European Union<sup>9</sup> and a satisfactory knowledge<sup>10</sup> of another language of the European Union, and
- be physically fit to perform duties linked to the post<sup>11</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) Six (6) years of experience (required in the part 3A) in financial market data management and analysis;
- b) Three (3) years of experience in managing a team<sup>12</sup> or working in a managerial role, including strong leadership and social skills;
- c) Excellent written and oral English<sup>13</sup>;

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For more information on calculating the professional experience, please consult "Candidates Guidelines" document published on ESMA's website <https://www.esma.europa.eu/about-esma/careers>

<sup>6</sup> See footnote 4.

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

<sup>8</sup> Prior to the appointment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.

<sup>9</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>10</sup> At least at the level of B2, according to the Common European Framework of Reference for Languages:

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

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

<sup>11</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 (fit for work/medical clearance certificate).

<sup>12</sup> Please indicate the size of the team.

<sup>13</sup> At least B2 level. The Selection Board will assess the candidate's self-evaluation and drafting skills.

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

- d) Excellent quantitative data management and statistical skills;
- e) Excellent knowledge of state-of-the-art data management and statistical methodologies and instruments;
- f) Excellent expertise (acquired by experience) in using financial market databases, including proprietary regulatory data and relevant commercial databases (e.g. Bloomberg, Datastream, Morningstar), and in applying core statistical software (e.g. Stata, R, Python, EViews) as well as business intelligence software (e.g. Tipco Spotfire, Tableau);
- g) Strong awareness of ESMA-relevant securities and markets regulatory framework and EU policy processes;
- h) Project management and delivery experience;
- i) Experience of working in a multicultural environment, in particular within an EU institutional framework;
- j) A PhD or doctoral degree in the relevant fields will be considered an asset, and
- k) 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**

- l) Strong interpersonal skills and ability to interact with multiple internal and external stakeholders;
- m) Strong communication and organisational skills;
- n) Ability to work under pressure and deliver high quality work under very tight timelines, and
- o) Ability to lead and motivate staff and enhance work performance.

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**

Candidates must apply via email by sending the following documents, by the specified deadline, via the [online application tool](#):

- 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>14</sup>**, saved as:  
ESMA\_2015\_VAC25\_AD8\_FAMILY NAME\_First name\_CV  
Example: ESMA\_2015\_VAC25\_AD8\_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\_2015\_VAC25\_AD8\_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 closing date of the vacancy notice.

#### 4. Summary of conditions of employment

- Successful external candidates may be offered an employment contract for three years as a temporary agent. This contract may be renewed for a definite period. If renewed for a second time, the contract becomes indefinite.
- Successful external candidates will be recruited in the respective grade and classified either in step 1 or 2.

Grade/step	Minimum requirements for classification in step <sup>15</sup> (required level of university studies + minimum number of years of experience after university graduation)	Monthly salary <sup>16</sup>	Monthly salary, plus specific allowances <sup>17</sup>
AD8.1	4 years' university degree + 9 years	7,450 €	7,933 €
AD8.2	4 years' university degree + 12 years	7,765 €	8,200 €

- The applicable monthly basic salary is multiplied by the correction coefficient for France (currently on the date of publication of the vacancy notice: 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,

<sup>14</sup> <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

<sup>15</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>16</sup> The basic salary, weighted by the correction coefficient for France (currently at 114.6 %).

<sup>17</sup> An estimation of net salary with allowances, including the deduction for tax and social security (e.g. expatriation allowance, household allowance and with one dependent child allowance).

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 coverage, unemployment and invalidity allowance and insurance.
- 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>18</sup>, 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 AD8 – AD9,

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 (AD8)<sup>19</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>18</sup> <https://www.esma.europa.eu/sites/default/files/library/2015/10/2015-mb-56.pdf>

<sup>19</sup> Classification in step will be based on Articles 15 or 55 of the CEOS, as appropriate.