



**VACANCY NOTICE**  
**RISK ANALYSIS OFFICER – DATA MANAGER PROFILE**  
**(F/M)**

**REF.: ESMA/2016/VAC5/FGIV**

<b>Type of contract</b>	Contract Agent <sup>1</sup>
<b>Function group and grade</b>	FGIV
<b>Duration of contract</b>	3 years, with possibility of extension <sup>2</sup>
<b>Division/Unit</b>	Risk Analysis and Economics Department
<b>Place of employment</b>	Paris, France
<b>Deadline for applications</b>	30/03/2016 (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 3 (a) 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 the profile of “Risk Analysis Officer” within the Data and Statistics Team (DST) of the Risk Analysis and Economics Department (RAE).

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. Risk Analysis and Economics Department 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 Data and Statistics 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, the Data and Statistics Team is 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, the Data and Statistics Team cooperates 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 role of the Risk Analysis Officer will be to manage databases, including database design, data collection, data integration, data quality management, and data exploitation and statistical analysis. The Risk Analysis Officer will be involved in the development and operation of key proprietary market databases, such as EMIR, CRA, AIFMD, MiFID, and SFT data. The functions will be carried out in close cooperation with ESMA Risk Analysts, Policy and Supervision Officers, and the IT Team. In doing so, the Risk Analysis Officer will contribute with pertinent quantitative information in order to analyse financial market trends and risks – particularly in securities markets, market infrastructure, and investment behaviour – and address issues of financial regulation analytically with the goal of reaching practical solutions.

Under the responsibility of the Head of the RAE Department and/or the Data & Statistics Team Leader, the jobholder will be responsible for:

- collaborating with other ESMA units on the design of databases, data infrastructure and data governance;
- supporting the data gathering process and data users, both internal and external ones;
- supporting activities regarding database planning and integration within the ESMA data system;
- analysing data quality and propose remedial actions;
- ensuring timely publication and updates of relevant datasets;
- incorporating and using third party databases to the data analysis of ESMA;



- contributing to the development and carrying out of quantitative analysis, in collaboration with end users, and
- supporting the Head of Department and the Team Leader in their 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 three years attested by a diploma<sup>5</sup>, and after having obtained the diploma, one year of proven professional experience<sup>6</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>7</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>8</sup> and a satisfactory knowledge<sup>9</sup> of another language of the European Union, and
- be physically fit to perform the duties linked to the post<sup>10</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 15 best candidates who obtain the highest scores and reach a minimum score of 65% will be invited for interviews and written tests.

---

<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 "Candidates Guidelines" document published on ESMA's website <http://www.esma.europa.eu/page/Vacancies-0>

<sup>7</sup> Prior to the appointment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.

<sup>8</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>9</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>10</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 82(3)(d) of the CEOS (physical fitness to perform the duties).



## **B.1. Essential requirements**

- a) The diploma (required under the part 3A) must be acquired in economics, finance, mathematics, statistics, engineering, IT or other relevant fields;
- b) 2 years of professional experience in using tools and techniques required for data management, data modelling or quantitative analysis such as SQL, SPSS, and other, and
- c) Excellent written and oral English<sup>11</sup>.

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

- d) With reference to the criterion “b”, experience in addition to the requested two (2) years would be an asset;
- e) Knowledge (acquired by academic training or professional experience) of financial markets;
- f) Knowledge of databases such as Bloomberg, Datastream, and Dealogic, or other data sources, such as proprietary regulatory or supervisory databases
- g) Experience in multicultural environments and in particular in the EU institutional framework, and
- h) 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**

- i) Ability to deliver high-quality work under pressure and tight deadlines;
- j) Dynamic personality with strong aptitude for team work;
- k) Excellent inter-personal and communication skills, and
- l) Ability to tackle complex issues, as well as presenting the results of his/her work in a structured manner to a general audience in a clear and understandable way.

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 email to [vacancies@esma.europa.eu](mailto: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) format<sup>12</sup>**, saved as:

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



ESMA\_2016\_VAC5\_FGIV\_FAMILY NAME\_First name\_CV

Example: ESMA\_2016\_VAC5\_FGIV\_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\_VAC5\_FGIV\_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.

#### 4. Summary of conditions of employment

- Successful external candidates may be offered an employment contract for three years as a contract 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 respective grade, and classified in the step 1.

Function group/grade/step	Minimum requirements for classification in step <sup>13</sup> (required level of university studies + minimum number of years of experience after university graduation)	Monthly salary <sup>14</sup>	Monthly net salary, including specific allowances <sup>15</sup>
FGIV 13 step 1	Post secondary education + up to 8 years' experience	3,720 €	4,533 €
FGIV 14 step 1	Post secondary education + more than 8 years' experience	4,210 €	5,001 €
FGIV 16 step 1	Post secondary education + more than 21 years' experience	5,389 €	6,098 €

- 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.

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

Please refer in your CV to all selection criteria.

<sup>13</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>14</sup> The basic salary weighted by the correction coefficient for France (currently at 114.6 %).

<sup>15</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.



- 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.

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](#).