



## VACANCY NOTICE

### ICT OFFICER

(F/M)

**REF.: ESMA/2016/VAC15/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>	Resources Department
<b>Place of employment</b>	Paris, France
<b>Deadline for applications</b>	11/09/2016 (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> 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 framework & profile

The Resources Department is responsible for the Authority's resources and support functions. The Department is structured in four parts:

- Information & Communication Technology (ICT) Unit - 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;
- Human Resources team - supporting ESMA staff in all matters related to recruitment, payroll, individual rights and career development;
- Finance & Procurement team - preparing and implementing the budget and procurement plan, and ensuring that budgetary transactions are run in a sound manner and in respect of existing EU rules and procedures, and
- The Facility Management team - 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.

The IT team has the responsibility within the Resources Department for developing and operating critical ICT solutions and capabilities supporting the core mission and support processes of ESMA, including the implementation of the ESMA Regulatory Work Programme. Over 12 internal staff members and a significant number of domain-specific consultants are responsible for developing, delivering and maintaining information management and communication technology capabilities that ensure enhanced information exchange among ESMA, National Competent Authorities, Credit Rating Agencies, and third parties.

ESMA is organising a selection procedure to recruit **ICT Officers**, and establish a list of suitable candidates, which could be employed in one or more of the following roles:

- IT Production Engineer;
- IT Security Administrator;
- IT Quality Assurance Lead;
- Sharepoint Analyst;
- IT Architect;
- Database Administrator, and
- Software Engineer.

**Candidates shall indicate in their application documents (motivation letter) for which profile(s) they wish to apply for.**

### **IT Production Engineer**

- troubleshooting and incident resolution;
- liaising with ESMA outsource vendors;
- deploying applications into the ESMA environments, and
- working with the ESMA teams to ensure the smooth running of the ESMA environment and services.

### **IT Security Administrator**

- implementation of the IT Security Roadmap;
- performing security assessments and penetration tests;
- implementing projects associated with security improvements (e.g. Vulnerability analysis tools, Network Design, Firewall upgrades);
- administration of the existing security infrastructure, and
- participating in writing functional and technical specifications for security related topics, and working with peer colleagues and users to collect requirements, analyse and evaluate proposals, conduct negotiations and implement specifications according to defined architectural standards.

### **IT Quality Assurance**

- contributing to design of ESMA IT quality procedures and processes;
- developing and maintaining testing strategies;
- coordinating testing resources, reporting on test releases to stakeholders, mentoring and supporting team members;
- creating UAT test plans, raising of change requests and testing other software, and
- managing the delivery, performance testing and testing strategy.

### **Sharepoint Analyst**

- performing the analysis for additional business needs or developing the additional functionality needed to support the business needs in SharePoint;
- supporting the diagnosis of issues in SharePoint technical environment;
- coordinating user acceptance testing and supporting the drafting of the business area's related documentation;
- assisting project managers and/or application managers in planning activities, and
- performing requirement engineering activities based on formal techniques and methods (analysing, capturing and managing requirements), and modelling of business processes.

### **IT Architect**

- collecting business visions and needs, in coordination with other IT stakeholders, of the ICT interface in the field of architecture;
- providing contributions to improvement of ESMA IT architecture;
- designing IT solutions that meet business requirements in line with the IT architectural principles and ensuring outsource companies adhere to ESMA's architecture standards;
- designing and drafting functional and technical specifications of applications or data in accordance with business requirements and ESMA's architecture standards, and
- working with peer colleagues and users to collect requirements, analyse and evaluate proposals, conduct negotiations and implement specifications according to defined architectural standards.

### **Database Administrator**

- designing and developing efficient and robust database solutions;
- installing, configuring and maintaining database servers and schemas for applications;
- ensuring that disaster recovery procedures are robust and regularly tested;
- maintaining multiple development and test environments, and
- planning, implementing and maintaining security at the database level.

## Software Engineer

- developing, integrating, testing and documenting application software modules implemented in .NET, or JEE and ESMA's middleware to meet agreed business specifications;
- performing technical testing and preparing the relevant technical documentation;
- investigating, diagnosing and resolving bugs and incidents of applications developed in the ESMA's technologies, and
- installation of software applications from outsource vendors and liaising with outsource vendors.

### 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.

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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 "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).

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 35 best candidates who obtain the highest scores and reach a minimum score of 65% will be invited for written test and oral interviews.

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

- a) Three years experience (acquired after the minimum qualification, as required under part 3A) must be acquired in one of the following areas:
  - IT Production Engineer or
  - IT Security Administrator
  - IT Quality Assurance or
  - Sharepoint Analyst or
  - IT Architect or
  - Database Administrator or
  - Software Engineer.
- b) Excellent written and oral English<sup>11</sup>.

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

- c) With reference to the criterion “a”, experience in addition to the requested three years would be an asset;
- d) Certifications and/or professional training relevant to the profile;
- e) Experience in leading teams;
- f) Experience of working with outsource/offshore vendors/teams;
- g) Experience of managing projects and/or work packages;
- h) Experience in multicultural environments and in particular in the EU institutional framework, and
- i) 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**

- a) Ability to deliver high-quality work under pressure and tight deadlines.
- b) Dynamic personality with strong aptitude for team work.
- c) Excellent inter-personal and communication skills.
- d) 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.

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<sup>11</sup> 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, 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).

**Candidates shall indicate in their application documents (motivation letter) for which profile(s) they wish to apply for.**

**CV in the European (Europass) format<sup>12</sup>**, saved as:  
 ESMA\_2016\_VAC15\_FGIV\_FAMILY NAME\_First name\_CV  
*Example: ESMA\_2016\_VAC15\_FGIV\_SMITH\_Anna\_CV*

**Motivation letter** of no more than 2 pages, explaining the interest and motivation of the candidate for this particular post and profile, saved as:  
 ESMA\_2016\_VAC15\_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> <i>(required level of university studies + minimum number of years of experience after university graduation)</i>	Monthly salary <sup>14</sup>	Monthly net salary, including specific allowances <sup>15</sup>
FGIV 13 step 1	University degree of at least 3 years	3,720 €	4,533 €

<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.

	+ up to 8 years' experience		
FGIV 14 step 1	University degree of at least 3 years + more than 8 years' experience	4,210 €	5,001 €
FGIV 16 step 1	University degree of at least 3 years + 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.
- 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](#).