



VACANCY NOTICE
SUPERVISION OFFICER
(IT PROFILE)

(F/M)

REF.: ESMA/2019/VAC04/AD5

| | |
|----------------------------------|---|
| Type of contract | Temporary Agent ¹ |
| Function group and grade | AD5 |
| Duration of contract | 5 years, with possibility of extension ² |
| Department | Supervision Department |
| Place of employment | Paris, France |
| Deadline for applications | 13/05/2019 (23:59 hrs, Paris local time) |
| Reserve list valid until | 31/12/2020 ³ |

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 Regulation⁴ 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 these objectives through four activities:

- Assessing risks to investors, markets and financial stability;
- Completing a single rulebook for EU financial markets;
- Promoting supervisory convergence; and
- Directly supervising specific financial entities

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

² Temporary agents may be engaged under their first contract for a fixed period of 5 years. Any further renewal shall be in principle for an indefinite duration. The probationary period for the first contract is nine months.

³ The validity of the reserve list may be extended.

⁴ 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.



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 exercises direct supervisory responsibilities at Union level as regards credit rating agencies, trade repositories and third country CCPs. The EU institutions are currently considering proposals aimed at enhancing further ESMA's role and responsibilities.

For further information, please refer to ESMA's website: <http://www.esma.europa.eu>.

2. Job framework and profile

The **Supervision Department** of ESMA is currently responsible for the registration and ongoing supervision of credit rating agencies (CRAs) and trade repositories (TRs). Additional supervisory mandates under the Securities Financing Transactions Regulation (SFTR) and the Securitisation Regulation (STS) will be added in the course of 2019 and 2020.

Two Units with respective heads report to the head of the Supervision Department:

- the Investigations Unit, which is responsible for the assessment of registration applications and conducting targeted investigations, and
- the Monitoring and Strategy Unit, which is responsible for the day-to-day supervision and related risk analysis of all registered entities.

ESMA applies a risk-based approach to supervision, which means that – following a thorough registration process - ESMA actively prioritises a number of high priority supervisory issues. Through a variety of supervisory tools, including an increasing on-site presence and detailed desk-based analysis, ESMA aims to have a good understanding of the entities that supervises and of their risks. ESMA enforces breaches in a proportionate and effective manner and evaluates continuously its supervisory activities to further improve the effectiveness of its supervision.

The CRA Regulation and ESMA require that CRAs apply high quality standards in their rating process with a focus on independence, transparency, up-to-date methodologies, internal controls, sufficient expert staffing and robust IT systems. As regards TRs, ESMA's key regulatory objectives are: stability of systems, data quality, confidentiality and regulatory access.

Main duties :

ESMA is looking for candidates with experience in IT and information security with a strong motivation to contribute to supervision of credit rating agencies and trade repositories at EU level. The successful candidate will be involved in various supervisory activities of CRAs and TRs like registration, risk identification, on-going supervision, investigations and on-site inspections including non-IT related aspects of supervision. The successful candidates will have to work closely with colleagues in the Supervision Department and other ESMA Departments.

ESMA is currently aiming to offer one position in the Supervision Department to join a team of highly qualified supervisory officers.



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 diploma⁵;
- be a national of a Member State of the European Union or the EEA (Norway, Liechtenstein, Iceland);
- enjoy full rights as a citizen⁶;
- 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 Union⁷ and a satisfactory knowledge⁸ of another language of the European Union, and
- be physically fit to perform the duties linked to the post⁹.

B. Selection criteria

PRE-SCREENING PHASE

Applications which fulfil the above Eligibility criteria (part A) will be scored against the Essential requirements (part B.1) and the Advantageous requirements (part B.2). Candidates who do not meet all of the Essential requirements (part B.1) will be excluded from the selection process. 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) The diploma mentioned in part 3A must be acquired in mathematics, statistics, engineering, computer science, data science, information technology or any other relevant field;
- b) At least three (3) years of experience (acquired after the required level of education, see part 3A) must be matured in:
 - IT internal audit or IT / information security reviews or IT assurance / IT risk assessmentsOR

⁵ 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.

⁶ Prior to the appointment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.

⁷ 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.

⁸ 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 2nd EU language will be tested orally for candidates invited for interviews.

⁹ 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).



- Demonstrable experience in IT supervision in a supervisory body;
- c) Excellent written and oral English¹⁰.

B.2. Advantageous requirements

- d) Experience in audit, assurance and risk in the areas of IT and information security / cybersecurity in Financial Market Infrastructures and/or financial institutions;
- e) Experience in on-site inspections of financial institutions in a supervisory body;
- f) Experience in digital forensics;
- g) Certifications in the field of information security, IT audit, risk and governance (e.g. CISA, CISSP, CISM, ISO 27001; 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) Strong communication skills and ability to deliver clear messages and articulate concerns;
- j) Ability to challenge others' views while maintaining good relationships;
- k) Proactive person with strong aptitude for teamwork.

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

You must submit your application through [e-Recruitment](#). ESMA does not accept applications submitted by any other means.

All sections of the application must be completed in English. In order to be considered, applications must be received by 23:59:59 CET on the closing date. We advise you to submit your application well ahead of the deadline, in order to avoid potential problems due to heavy traffic on the website.

Please consult the [Candidates Guidelines](#) for instructions on completing your application. Following the submission of the application candidates will receive an automatic email acknowledging receipt of the application.

Please note that all correspondence will take place by email, so candidates should ensure that

¹⁰ At least at B2 level.

English is the internal working language of ESMA, as decided by ESMA Management Board with the decision ESMA/2011/MB/3 of 11/01/2011. This decision implements Article 73 (2) of the ESMA [Regulation \(EU\) No 1095/2010](#) establishing ESMA.

the email address associated with applicant's account is correct and that it is checked regularly.

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 five years as a temporary agent. Any further renewal shall be in principle for an 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 ¹¹ (required level of university studies + minimum number of years of experience after university graduation) | Monthly net salary without allowances ¹² | Monthly net salary, including specific allowances ¹³ |
|------------|---|---|---|
| AD5 step 2 | 3 years' university degree + 3 years' experience | 4,590 € | 6,600 € |

- The monthly basic salary is multiplied by the correction coefficient for France (currently 116.7%).
- 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.
- Support of schooling costs in Paris may be provided
- 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:

¹¹ 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

¹² An estimation of net salary, including the deduction for tax and social security, without any allowances (this estimation has been calculated for a candidates who is not entitled for expatriation allowance in France and has no family).

¹³ 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 .

According to ESMA Management Board decision ESMA/2015/MB/56¹⁴, 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 AD5 – AD6,

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 for a fixed period of five years, subject to the probationary period of 9 months, at the grade indicated in this external external vacancy notice (AD5)¹⁵.

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 the Regulation (EU) No 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data ¹⁶. This applies in particular to the confidentiality and security of such data. For more information, please check the [privacy statement on recruitment procedures](#).

¹⁴ <https://www.esma.europa.eu/sites/default/files/library/2015/10/2015-mb-56.pdf>

¹⁵ Classification in step will be based on Articles 15 or 55 of the CEOS, as appropriate.

¹⁶ Regulation (EU) No 2018/1725 of the European Parliament and of the Council of 23 October 2018, OJ L 295, 21.11.2018, p. 39.