



VACANCY NOTICE
FACILITY MANAGEMENT OFFICER
(F/M)

REF.: ESMA/2019/VAC11/AD5

Type of contract	Temporary Agent ¹
Function group and grade	AD 5
Duration of contract	5 years, with possibility of extension ²
Department/Unit	Resources Department
Place of employment	Paris, France
Deadline for applications	30/09/2019
Reserve list valid until	31/12/2020 ³

1. The Authority

ESMA is an independent Paris-based 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 re-inforce 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.

ESMA achieves its mission within the European System of Financial Supervision (ESFS)

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.

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.

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 aim of this publication is to organize a selection procedure for the post of Facility Management Officer, within the Facility Management team in the Resources Department.

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 and provides the following services:
 - missions and travel arrangements;
 - meeting organisation including meeting room preparation and catering;
 - inventory management together with reception of goods, recycling and disposal;
 - building maintenance and building projects;
 - reception;
 - mail;
 - physical security, health and safety and access control to the building;
 - cleaning; and
 - furniture and office supplies.

Main duties:

Under the responsibility of the Facility Management Team Leader, the jobholder will assist and support the team leader in carrying out the daily supervision of the Facility Management activities of the Authority.

The jobholder will provide his contribution to grant the coordination of the Facility Management function by supporting the development, implementation and monitoring of the strategies, poli-

cies, rules and processes in the Facility Management area in line with ESMA's mission and objectives.

Strategies, policies and procedures

- Contribute to the definition, drafting and implementation of the Facility Management strategies, policies and procedures;
- Provide support to the Management in the definition and implementation of physical security, health and safety and environmental rules, as well as guidance.

Budget, financial rights and contract management

- Contribute in ensuring the overall monitoring of Facility Management team's budget and in supervising the correct and timely determination, follow up and payment of the team's budget;
- Define the terms of reference, prepare, launch, monitor and manage the calls for tenders, including the evaluation and selection of proposals;
- Support the team in drafting tender specifications;
- Implement the performance management techniques to monitor and demonstrate achievement of agreed service levels and to lead on improvement;
- Contribute to the definition of outsourcing strategies.

Coordination

- According to the team organisation, act as back-up of other members of the team during their absence, including the Team Leader;
- Manage the procedures and activities related to the Environment, Security, Health and Safety;
- Plan best allocation and utilisation of space and resources for the premises;
- Liaise with the Authority's landlord in all matters related to the management of the lease contract and its associated obligations;
- Provide support and proactive contribution to the continuous improvement of ESMA's Facility Management services and to keep at the highest level the customers' satisfaction;
- Manage and coordinate the Facility Management stand-by duty team;
- Manage dedicated projects related to the improvements and maintenance of the infrastructure;
- Build and maintain good relationships with the contractors under his/her responsibility;
- Provide contribution and draft regular reporting to the Team Leader, Head of Resources, the Executive Director and the Management Board;
- Maintain contacts with the ESMA staff and support them concerning their needs; and
- Any other tasks assigned by the Facility Management Team Leader.

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 (part B.1) and 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 will be invited for interviews and written tests.

B.1. Essential requirements

- a) At least 3 years of experience (acquired after the minimum qualification, see part A) in the provision of the services provided by the Facility Management Team (see point 2: Job framework and profile);
- b) Experience in project and contract management, financial and budget procedures;
- c) Experience in drafting tender specifications for Facility Management services and running procurement procedures and budget preferably in a public environment;
- d) Excellent written and oral English¹⁰.

B.2. Advantageous requirements

- e) Experience in drafting Facility Management strategies, policies and procedures;
- f) Experience in managing a team (please indicate the team size and how long you have lead it), preferably in an EU agency/institution;

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).

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.

- g) Very good communication and negotiation skills;
- h) Proven professional experience in customer orientated services;
- i) Work experience in an international environment;
- j) Knowledge of French (oral and written); 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) Ability to work both collaboratively and autonomously;
- m) Ability to communicate clearly and effectively with internal and external stakeholders; and
- n) Ability to challenge others' views while maintaining good relationships.

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 submit their applications 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 candidates to submit their applications 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 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.
- 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>

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/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

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 correction coefficient for France, deduction for tax and social security, without any allowances (this estimation has been calculated for a candidate who is not entitled to expatriation allowance in France and has no family).

¹³ An estimation of net salary, including the correction coefficient for France, 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

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

- 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>

1. 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](#).

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