



VACANCY NOTICE
COMMUNICATION OFFICER
(F/M)
REF.: ESMA/2019/VAC24/AD5

Type of contract	Temporary Agent ¹
Function group and grade	AD5
Duration of contract	5 years, with possibility of extension ²
Department	Corporate Affairs Department (Communications Team)
Place of employment	Paris, France
Deadline for applications	25/11/2019 (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:

- **Investor 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>

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.



2. Job framework and profile

The **Corporate Affairs Department** covers activities in the following areas:

- External and internal communication

The Department is responsible for handling external (including the press, speeches, etc.) and internal communication, setting the overall communication strategy and implementing it effectively, including through active support of Senior Management.

- Relationships with EU institutions, national authorities and ESMA's stakeholders

The Department is leading and coordinating ESMA's relationship with the EU Institutions (in particular the European Commission, the European Parliament and the Council of the European Union) and National Competent Authorities, including effective accountability on ESMA's work and strategic direction. It is also supporting ESMA's governance bodies and coordinating ESMA's relationships with the private sector, consumer representatives and market participants, as well as international counterparties. It supports ESMA's work in relation to the activities conducted by the European Supervisory Authorities (ESAs) and the Joint Committee.

- Strategic planning

The Department supports Senior Management in continuously reviewing ESMA's strategic direction and developing Multi-Annual and Annual Work Programmes that are aligned with this strategy. It also involves communicating ESMA's strategy, objectives and work plans effectively internally and externally.

- Assurance and accountability

Support Senior Management and the Management Board in ensuring ESMA's effectiveness, compliance and efficiency. This involves internal control, risk assessment and internal governance, as well as regular monitoring and related reporting, including through Annual Reports and other communication means.

Main duties:

Reporting to the Communications Team Leader, the jobholder will contribute to the Communications Team's daily interaction with internal and external stakeholders, in particular the media. The jobholder will also be responsible for relations with internal business areas on specific policy topics and support ESMA's external stakeholder strategy, and, where required, its internal communications strategy. Duties will include:

- Supporting the ESMA Chair and Executive Director in the preparation of speeches;
- Drafting press releases, briefings, speeches etc.;
- Dealing with press queries, interview and briefings;
- Developing content for the ESMA website;
- Producing material for use on social media;
- Acting as a spokesperson when required; and
- Working with colleagues across ESMA to determine communication priorities and key messages to be delivered to internal and external stakeholders;

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;
- 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 assessed and scored 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 will be invited for interviews and written tests.

B.1. Essential requirements

- a) At least three (3) years of experience (acquired after obtaining the minimum qualification, see point 3A) in an external communications or stakeholder relations role, similar to the job description above;
- b) Experience in preparing, press releases, lines to take, key messages, as well as speeches and other public communications material directed to broad audiences;
- c) Proven track record of dealing with the media;
- d) Experience in a communications function either in the private sector or in a public body; and
- e) Excellent written and oral English¹⁰.

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 C1 level for the post in question.

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.



B.2. Advantageous requirements

- f) Familiarity with social media tools and their use as part of broader communications activities;
- g) Experience of working in financial services communications;
- h) Knowledge (proven by work experience or education) of the EU institutions and/or financial regulatory 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

- j) Ability to work both collaboratively and autonomously;
- k) Ability to communicate clearly and effectively with internal and external stakeholders; and
- l) Ability to challenge others' views while maintaining good relationships

Candidates who receive at least 60% 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 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.

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
- is employed within his/her agency in function group and grade included in the range AD5 – AD6,

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 candidates who is not entitled for 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>



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 the ESMA Careers page:

<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](#).

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