



VACANCY NOTICE
ICT OFFICER (F/M)
REF.: ESMA/2018/VAC14/AD5

Type of contract	Temporary Agent ¹
Function group and grade	AD 5
Duration of contract	5 years, with possibility of extension ²
Division/Unit	Resources Department
Place of employment	Paris, France
Deadline for applications	07/01/2019 (23:59 hrs, Paris local time)
Reserve list valid until	31/12/2019 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 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) 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 In-

¹ According to the Article 2(f) of the Conditions of Employment of Other Servants (CEOS) of the European Union
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

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.

surance 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. The full text of the proposal can be found on the [EU Commission's website](https://ec.europa.eu/info/law/better-regulation/initiatives/com-2017-536_en)⁵. For further information, please refer to ESMA's website: <http://www.esma.europa.eu>.

2. Job framework & profile

ESMA is organising this selection procedure to recruit **ICT Officers** and to establish a list of suitable candidates, which might be employed in one of the following areas of expertise/profiles:

- IT Data Architect
- IT Project Manager

Candidates are asked to specify in their Motivation which profile they are applying for.

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 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 ICT Unit 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 20 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.

⁵ https://ec.europa.eu/info/law/better-regulation/initiatives/com-2017-536_en

Main duties

IT Data Architect

- Be responsible for the ESMA data models (Conceptual, Logical and Physical) and perform data modelling work that enables production systems, applications and data analysts to use data and drive business processes.
- Be the Service Owner and Subject Matter Expert for data warehousing, analytics and reporting.
- Take control of ESMA's underlying data structures and techniques required to support its complex financial and economic analysis and reporting.
- Oversee ESMA wide data governance, assuring project design against transitional and target data architecture states (including working with offsite and outsourced teams).
- Providing direction to Solution Designers and Database Administrators.
- Mentoring of team members, outsource companies and change delivery teams in the use of semantic models.
- Building composite views from multiple data sets for IT and the Business; for the Subject Matter Expert and service owner for master data management.
- Evaluate existing data models and physical databases for variances and discrepancies.
- Validate business use cases for accuracy and completeness of proposed data models.
- Leverage and enforce standards for data naming conventions to ensure consistency and reuse of data models.
- Perform reverse engineering of physical data models from databases and SQL scripts.
- Work closely with the business units to help them achieve their business goals by leveraging the technologies ESMA has, mentoring them and helping the IT team improve their Service Portfolio.
- Supporting and contributing to the ESMA's other oversight activities.
- Present to a wide audience ideas, models and other relevant material
- Any other duties related to the area of competence as assigned by the Architecture and Technology Team Leader.

IT Project Manager

- Initiate, plan and coordinate the execution of projects, and deliver the expected results within agreed scope, budget and time frames;
- Be responsible for the management and proper use of allocated project resources, such as human resources (internal and external), budget and procured services;
- Manage and maintain good relationships with external suppliers;
- Organise and chair meetings with EU work groups to define business requirements for IT systems;
- Coordinate the analysis and design work, ensuring alternative solutions are being assessed that fulfil the specified requirements of a new IT system;
- Liaise with other internal stakeholders (e.g. IT architecture, information security, IT operations) to ensure alignment with IT architecture and compliance with non-functional requirements and policies;

- Adhere to the project management methodology (PM2) and be responsible for the delivery of mandatory project artefacts;
- Plan and coordinate quality assurance activities for project deliverables;
- Plan and coordinate the execution of tests, such as site acceptance and user acceptance tests, and the creation of necessary test artefacts (e.g. test plans, test specifications, test reports etc.);
- Any other duties related to the area of competence as assigned by the Projects and Programmes 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 diploma⁶;
- Be a national of a Member State of the European Union or the EEA (Norway, Liechtenstein, Iceland);
- Enjoy full rights as a citizen⁷;
- 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 thorough knowledge of one of the languages of the European Union and a satisfactory knowledge⁸ of another language of the European Union;
Be physically fit to perform 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). Those who do not meet all the Essential requirements (part B.1) will be excluded from the selection process.

Within this comparative evaluation of applications, the **5 best candidates per profile**, who obtain the highest scores and reach a minimum score of 65%, will be invited for interviews and written tests.

⁶ 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.

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

⁸ At least at the level of B2, according to the Common European Framework of Reference for Languages:
<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Knowledge of 2nd language will be tested in the oral and written form for candidates invited for interviews.

⁹ Before the appointment, the successful candidate shall be examined in a medical centre indicated by ESMA in order to confirm that the requirements of Article 12(2) (d) of the CEOS of EU are met (fit for work/medical clearance certificate).

B.1. Essential requirements

- a) Three (3) years of experience (acquired after the minimum qualification required under 3.A above) in the role of either IT Project Manager or IT Data Architect;
- b) Excellent written and oral English¹⁰;
- c) Motivation for the advertised position.

B.2. Advantageous requirements

- d) Certifications and/or professional training relevant to the profile;
- e) Experience working in a multicultural environment;
- f) Experience working with outsource and/or offshore teams.

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) Strong analytical skills;
- b) Strong interpersonal skills and ability to interact with multiple internal and external stakeholders;
- c) Strong communication and organisational skills;
- d) Ability to work under pressure and deliver high quality work under very tight timelines;

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.

C. How to apply

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

Candidates are asked to specify in their Motivation which profile they are applying for.

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.

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 1095/2020](#) establishing ESMA.

You will receive an automatic email acknowledging receipt of your application. Please note that all correspondence will take place by email, so please ensure that the email address associated with your applicant account is correct and that you check your email regularly.

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	4,440 €	6,390 €

- The monthly basic salary is multiplied by the correction coefficient for France (currently 114.8%).
- 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.
- Reimbursement 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.

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.

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,

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 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 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](#).

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.