



VACANCY NOTICE
INFORMATION SECURITY OFFICER
(F/M)

REF.: ESMA/2020/VAC14/FGIV

Type of contract	Contract Agent ¹
Function group and grade	FGIV
Duration of contract	5 years, with possibility of extension ²
Department	Resources Department
Place of employment	Paris, France
Deadline for applications	13/01/2021 (23:59 hrs, Paris local time)
Reserve list valid until	31/12/2022 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 these objectives through four activities⁵:

- 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 3 (a) of the [Conditions of Employment of Other Servants \(CEOS\)](#) of the European Union.

² Contract 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. Notwithstanding the provisions above, the duration of the first contract may be adjusted in accordance with the interest of the service, with a possibility of renewal for a second fixed-term period. In that case, the total duration of the first and second fixed-term periods will normally be of 5 years. 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.

⁵ <https://www.esma.europa.eu/about-esma/esma-in-short/esma-organigramme>

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>

2. Job framework and profile

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

- **Corporate Services (CPS) Unit** - 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, and for supporting the coordination within the Resources Department, in particular in terms of planning, reporting, document management and communication. It ensures also the health, safety and security of ESMA staff and visitors;
- **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 (HRM) Unit** - supporting ESMA and its staff in all matters related to recruitment, payroll, individual rights and career development, in accordance with the EU Staff Regulations and implementing rules; and
- **Finance & Procurement (FIP) Unit** - 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.

Main duties

ESMA is organising the selection procedure to recruit a suitable candidate for the position of **Information Security Officer**.

Reporting to the Head of Resources Department and working together with a Senior Information Security Officer, the jobholder will be in charge of ensuring that ESMA data and documents is adequately protected against threats to their security and that security rules are respected and implemented. In particular, he/she assures that information created, acquired or maintained by ESMA and its authorised users, is used in accordance with its intended purpose; to protect ESMA's information and infrastructure from external and internal threats; and to assure that ESMA complies with statutory and regulatory requirements regarding information access, security and privacy. He/she will also contribute to the safe handling and processing of confidential information.

The jobholder's principal role would be to provide support in drafting the specific strategic documentation, policies, procedures, standards or guidelines regarding information security, safety, business continuity and disaster-recovery management at ESMA.

He/she will advise and support the Department in personal data protection matters according to the applicable European Data Protection legal framework (mainly EUDPR⁶/GDPR) and perform data protection compliance analysis and evaluations. The jobholder will also be responsible for supporting the preparation, organisation and performance of specific security, safety or business continuity related awareness, outreach or briefing activities in ESMA.

The jobholder will be responsible for the following duties:

- coordinate and support the work related to Data Protection within the Resources Department, mainly by:
 - advising and supporting Resources Department staff on data protection matters;
 - supporting the drafting of data protection deliverables (records, threshold assessments, data protection impact assessments (DPIA), and deliverables of the same nature);
 - collaborating with the ESMA's Data Protection Officer's Team;
 - assessing personal data protection compliance issues on existing and acquired services, solutions and products;
- support the development, drafting, implementation and maintenance of the information/data security policy policies, procedures and guidelines;
- prepare policy papers, reports and briefing notes as required in the relevant fields of competence;
- assist with the planning and implementation of the objectives set forth in the Security and Continuity Strategy, Security and Continuity Management Framework and Annual Work Programmes;
- provide advice and guidance on the requirements related to information security across the organization;
- contribute to the drafting of Business Cases for information security related projects, and perform specific activities regarding the implementation of such projects;
- contribute to the assurance that information risks are managed effectively, and proportionately by performing risk evaluations and assessments, business impact analyses, and security and business continuity plans;
- perform and/or support security assessments, inspections, reviews and audits on information processes, standards, and systems to ensure full compliance with ESMA security policies, procedures and guidelines; provide awareness sessions on information security issues, threats, vulnerabilities and best practices to ESMA management and staff;
- contribute to the review of security-related contracts, procurement documentation and technical offers received during the procurement process;
- monitor and ensuring the implementation of information information security related contractual agreements, according to the specific rules and regulations;
- participate in the investigations of security incidents or security risks identified, and recommend appropriate corrective actions;
- coordinate with other teams and departments to validate and govern the implementation of security policies and projects.

⁶ Regulation (EU) 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

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 diploma⁷ and after having obtained the diploma, **one year of proven professional experience**⁸;
- be a national of a Member State of the European Union or the EEA (Norway, Liechtenstein, Iceland);
- enjoy full rights as a citizen⁹;
- have fulfilled any obligations imposed by the applicable laws concerning military service;
- have a thorough knowledge of one of the languages of the European Union¹⁰ and a satisfactory knowledge¹¹ of another language of the European Union, and
- be physically fit to perform the duties linked to the post¹².

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 the Essential requirements (part B.1) will be excluded from the selection process.

Candidates who meet all the Essential requirements (part B.1) will be scored against the Advantageous requirements (part B.2).

Within this comparative evaluation of applications, the **12 best candidates** (who obtain the highest scores) will be invited first for the **written test** (1st part of the selection process). Consequently, the candidates who reach a minimum score of 60% for the written test will be invited for the **interviews** with the ESMA Selection Board (2nd part of the selection process).

B.1. Essential requirements

- a) Minimum three (3) years' work experience (acquired after the minimum qualification/education, as required under part 3A) in a position related to the main duties described under part 2 above;

⁷ Only qualifications that have been awarded in EU Member States or that are subject to equivalence certificates issued by the authorities of an EU Member States shall be taken into consideration.

⁸ For more information on calculating the professional experience, please consult "Candidates Guidelines" document published on ESMA's website <https://www.esma.europa.eu/about-esma/careers>

⁹ Prior to the appointment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.

¹⁰ 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.

¹¹ 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.

¹² Before the appointment, the successful candidate shall be examined by one of the ESMA's 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).

- b) Knowledge and/or proven professional experience in Information Security Management Systems (ISMS) industry frameworks and standards, risk management methodologies and techniques;
- c) Knowledge and/or proven professional experience in personal data protection matters;
- d) Excellent written and oral English¹³.

B.2. Advantageous requirements

- e) Certifications and/or professional training relevant to the profile (e.g. Information Security Management (ISO/IEC 27001 Lead Auditor and Implementer, 27002, ISMAS), EU personal data protection legal framework, Information Security Auditing Standards);
- f) Proven experience in data and document management technologies;
- g) Experience in data protection, data classification, and/or data leakage prevention projects;
- h) Proven experience in drafting and delivering policies, procedures and technical standards in the area of data security, preferably at EU and/or national administration;
- i) Experience in multicultural environments; and
- j) Motivation for the advertised position.

INTERVIEWS & WRITTEN TESTS PHASE

During the written test and interviews candidates will be assessed against all selection criteria (parts B1 & B2 & B3).

B.3. Supplementary requirements

- k) Excellent methodological and analytical skills and capacity to identify key issues;
- l) Strong communication skills and ability to communicate clearly and effectively with internal and external stakeholders;
- m) Ability to deliver high-quality work under pressure and tight deadlines;
- n) Dynamic personality with strong aptitude for teamwork, and
- o) Ability to tackle complex issues, as well as presenting the results of his/her work in a structured manner to various stakeholders in a clear and understandable way.

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 Selection Board's work and deliberations are strictly confidential and any contact with its members is strictly forbidden. Any contact made by the candidates or third parties in order to influence the Members of the Selection Board in relation to the selection constitutes grounds for disqualification from the selection procedure.

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.

¹³ 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.

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 English¹⁴. 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 contract agent. Any further renewal shall be in principle for an indefinite duration.
- Successful external candidates will be recruited in the grade and classified in step 1.

Function group/grade/step	Minimum requirements for classification in step ¹⁵ (required level of university studies + minimum number of years of experience after university graduation)	Monthly net salary without allowances ¹⁶	Monthly net salary, including specific allowances ¹⁷
FGIV 13 step 1	University studies of at least 3 years + less than 5 years of professional experience	3,750€	5,280 €
FGIV 14 step 1	University studies of at least 3 years + between 5 and 17 years of professional experience	4.050€	5,850 €
FGIV 16 step 1	University studies of at least 3 years + 17 and more years of professional experience	5,000 €	7,080€

- The salaries paid by ESMA are those applicable to all EU staff members. They are subject to correction coefficient for France (currently 120.5%).

¹⁴ 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.

¹⁵ ESMA Management Board decision on the conditions of employment of contract staff under the terms of Article 3a: https://www.esma.europa.eu/sites/default/files/library/decision_on_ir_on_employment_of_contract_staff.pdf

¹⁶ 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 for expatriation allowance in France and has no family).

¹⁷ 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.

- 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 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.¹⁸ This applies in particular to the confidentiality and security of such data. For more information, please check the [privacy statement on recruitment procedures](#).

ESMA will take all necessary measures to ensure the confidentiality of the procedure, however it cannot be ruled out that candidates see one another on the day of the interview or written test.

¹⁸ 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