

## Communications Officer

**REF.: ESMA/2025/VAC02/AD5**

<b>Type of contract</b>	Temporary Agent <sup>1</sup>
<b>Function group and grade</b>	AD5
<b>Duration of contract</b>	5 years, with possibility of extension <sup>2</sup>
<b>Department</b>	Governance and External Affairs Department (Communications Team)
<b>Place of employment</b>	Paris, France – office based
<b>Deadline for applications</b>	02/06/2025 (23:59 hrs, Paris local time)
<b>Reserve list valid until</b>	31/12/2026

## 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 Regulation](#) and encompasses this objective through three strategic priorities:

- fostering effective markets and financial stability;
- strengthening supervision of EU financial markets;
- enhancing protection of retail investors;

and two thematic drivers:

- enabling sustainable finance; and
- facilitating technological innovation and effective use of data.

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

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

<sup>2</sup> 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.

the ESFS as it exercises direct supervision over a number of financial markets participants, established in the EU or offering financial services in the EU from third countries.

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

## 2 Job framework and profile

ESMA is organising a selection procedure for the post of **Communications Officer** to fill a position in the Communications Team of the Governance and External Affairs (GEA) Department and to constitute a reserve list of suitable candidates.

The GEA Department is responsible for the horizontal support to ESMA's governance bodies, planning, reporting and decision-making processes, coordination of external stakeholder interactions and engagement with EU Institutions and international organisations, as well as protection of ESMA's reputation through proactive external communication.

The **Communications Team** is responsible for ensuring proactive external communication, driving relations with media and managing ESMA's social media presence. The Communications Team is also the owner of ESMA's Website, leading on content creation and corporate branding, as well as coordinating internal communication throughout the organisation.

Reporting to the Communications Team Leader, the **Communications Officer** will play a key role in supporting ESMA's strategy and mission, working with Senior Management and colleagues across the organisation to explain and promote our work. The post holder will contribute to the management of ESMA's image and the promotion of our work to a broad audience through the media, online and via social media. The ideal candidate will be a self-starter with a can-do attitude and a flexible and adaptable mindset, with a genuine interest and expertise in the media and communications sector. They will also be a natural and confident communicator with excellent written and oral English skills and with a keen interest in political and economic developments and how they affect markets and our stakeholders.

### Main duties:

- contribute to driving our strategic communications approach among our key external audiences;
- act as a trusted communications advisor to internal stakeholders at all levels of the organisation, including senior management;
- contribute to enhancing ESMA's internal communications by providing advice and participating in major internal projects and events.
- develop communication plans with a targeted range of impactful messages;
- draft communication materials (press releases, briefings, speeches, social media etc.) and activities (interviews, press briefings etc.) and then implement and measure results, accordingly;
- analyse and provide relevant content for daily media monitoring, including traditional and social media as well as carrying out ad-hoc media analyses;

- respond to media enquiries in a timely manner;
- plan, edit and produce content for corporate social media channels, including managing social media campaigns or events;
- produce and/or project managing the production of multimedia content for print, online or social media;
- contribute to enhancing ESMA's internal communications by providing advice, drafting news and articles and contributing to major internal projects and events; and
- take on additional tasks as required in the interest of the service.

## 3 Professional qualifications and other requirements

### 3.1 Eligibility criteria

To be considered eligible, candidates must satisfy all the eligibility criteria listed below, by the deadline for submitting applications:

- must have a level of education which corresponds to completed university studies of at least **three years** attested by a diploma<sup>3</sup>;
- be a national of a Member State of the European Union<sup>4</sup> or the EEA (Norway, Liechtenstein, Iceland);
- enjoy full rights as a citizen<sup>5</sup>;
- have fulfilled any obligations imposed by the applicable laws concerning military service;
- have a thorough knowledge<sup>6</sup> of English as this is the ESMA's working language, and a satisfactory knowledge (B2) of another language<sup>7</sup> of the European Union; and
- be physically fit to perform the duties linked to the post<sup>8</sup>.

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<sup>3</sup> 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 State shall be taken into consideration. If the main studies took place outside the European Union, the candidate's qualification must have been recognised by a body delegated officially for the purpose by one of the European Union Members States (such as a national Ministry of Education) or a NARIC recognition is required: <https://www.enic-naric.net/> and a document attesting so must be uploaded with the application by the closing date. If you have a diploma recognised in an EU Member State, you don't need NARIC recognition for your lower-level diploma(s). Example: If you have a bachelor's degree from a university outside the EU, and a master's degree from an EU university, you don't need NARIC recognition for the bachelor's degree. Qualifications/diplomas awarded until 31/12/2020 in the United Kingdom are accepted without further recognition. For diplomas awarded after this date (from 01/01/2021), a NARIC recognition is required.

<sup>4</sup> Member States of the EU: Member States of the EU: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.

<sup>5</sup> Prior to the appointment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.

<sup>6</sup> The assessment is done in accordance with the [Common European Framework of Reference for Languages \(CEFR\)](#). Native English speakers will be tested to prove their second language skills.

<sup>7</sup> The official languages of the EU: 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.

<sup>8</sup> Before the appointment, the successful candidate shall be examined by ESMA's medical centre in order to confirm that the candidate fulfils the requirements of Article 12(2) (d) of the CEOS (physical fitness to perform the duties).

## 3.2 Selection criteria

Applications which fulfil the above Eligibility criteria (part 3.1) will be assessed and scored against the Essential requirements (part 3.2.1). Candidates who do not meet all the Essential requirements (part 3.2.1) will be excluded from the selection process.

Candidates who meet all the Essential requirements (part 3.2.1) will be scored against the Advantageous requirements (part 3.2.2).

Within this comparative evaluation of applications, the **15 best candidates** (who obtain the highest scores) will be invited first for a written test<sup>9</sup> (1<sup>st</sup> part of the selection procedure).

Consequently, the candidates, who reach a minimum score of 60% for the written tests, will then be invited for interviews with the Selection Board (2<sup>nd</sup> part of the selection procedure).

Candidates are required to clearly indicate in their application **how they acquired the knowledge and experience allowing them to meet the Selection criteria** mentioned below and to give specific examples.

### 3.2.1 Essential requirements

a) At least one (1) year of experience<sup>10</sup> in two of the following area(s):

- corporate/institutional communications, handling tasks such as corporate media relations, corporate and executive social media and/or internal communication, preferably in an international context;
- journalism, preferably in an international context;
- public or government relations in the financial sector (please explain your role and the tasks relevant for a communications position).
- financial services, regulation or supervision (please explain your role and the tasks relevant for a communications position).

b) Excellent written and oral English and clear and concise writing style.

Please provide details, specifying your role, contributions, tools used and level of responsibility.

### 3.2.2 Advantageous requirements

c) Experience working with external contractors in the context of communications projects (please detail your role, project team/level, tools used and outcome);

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<sup>9</sup> Tests and/or interviews may be performed remotely (via dedicated online platform and/or video application).

<sup>10</sup> Experience must be acquired after the minimum education, as required under part 3.1. ESMA-2014-MB-14, adopting of general implementing provisions concerning the criteria applicable to classification in step on appointment or engagement - [Commission decision \(C\(2013\) 8970 of 16/12/2013\)](#).

- d) Experience in speechwriting ideally in the area of financial markets;
- e) Experience in developing and implementing external or internal communication plans with a targeted range of impactful messages, materials and activities; and
- f) Motivation for the advertised position.

Please provide details, specifying your role, contributions, tools used and level of responsibility.

### 3.2.3 Supplementary requirements

- g) Professional training/certification related to the profile;
- h) Strong writing, editing and verbal communication skills;
- i) Ability to build and maintain collaborative working relationships, inside and outside of the organization; and
- j) Critical thinking, problem solving skills and strong aptitude for teamwork.

Candidates invited for interviews will be assessed against all selection criteria.

The candidates who receive at least 60% of the maximum points in the interviews 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.

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.

## 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. 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, to avoid potential problems due to increased activity on the recruitment platform.

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.

## 5 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 in step 1 or 2.

Grade/step	Minimum requirements for classification in step <sup>11</sup> <i>(required level of university studies + minimum number of years of experience after university graduation)</i>	Monthly net salary, without expatriation or family allowances	Monthly net salary, with expatriation and without family allowances	Monthly net salary, with expatriation and family allowances for one child
AD5 step 1	3 years university degree	€ 5,320.20	€ 6,411.66	€ 7,709.76
AD5 step 2	3 years university degree + 3 years experience	€ 5,521.43	€ 6,658.76	€ 7,973.10

- The monthly basic salary is multiplied by the correction coefficient for France (currently 114.2%).
- Salaries are subject to a Union tax deducted at source and are exempt from national taxation. In the above mentioned examples, tax is already deducted.
- 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;

<sup>11</sup> ESMA Management Board Decision ESMA-2014-MB-14, adopting of general implementing provisions concerning the criteria applicable to classification in step on appointment or engagement - Commission decision (C(2013) 8970 of 16/12/2013): [https://www.esma.europa.eu/sites/default/files/library/decision\\_on\\_classification\\_in\\_step\\_2013.pdf](https://www.esma.europa.eu/sites/default/files/library/decision_on_classification_in_step_2013.pdf)

- 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.

## 6 Diversity, equity and inclusion

Here at ESMA we believe in diversity, equity and inclusion. ESMA is an equal opportunity employer committed to providing a welcoming environment. We welcome applications from all qualified candidates, irrespective of their age, gender, ethnicity or social origin, political or religious affiliation, disability or sexual orientation.

All ESMA's staff members are committed to fostering an open and inclusive workplace culture. The ESMA encourages the applications of women for positions where they are currently under-represented.

If you require any special arrangements during the selection procedure related to a physical, mental, intellectual or sensory disability, please indicate it in your application, and HR will contact you for any adjustments or arrangements needed relating to your disability, so that your full and equal participation in the selection process can be ensured.

Please consult [here](#) the ESMA Diversity, Equity and Inclusion Strategy.

## 7 Ethics obligations

ESMA Staff members act as ambassador of ESMA and abide by, and actively promote, the highest ethical, integrity and good administration principles as set out in [ESMA's Conflict of Interest Policy for ESMA Staff](#) and [ESMA's Code of Good Administrative Behaviour](#).

Selected candidates who are offered a position at ESMA undergo a conflict-of-interest check before they can be effectively recruited by ESMA. Similarly, before leaving, a conflict-of-interest check is performed on staff's prospective employment and former staff remains under an obligation to notify ESMA of new employment positions for two years after leaving<sup>12</sup>.

Strict professional secrecy duties apply while working at ESMA and after leaving.

## 8 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

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<sup>12</sup> See in particular Section 7.8 of ESMA's Conflict of Interests Policy and Title Four of Commission Decision C(2018)404 final of 29 June 2018 on outside activities and assignments and on occupational after leaving the Service, as incorporated in ESMA's Conflict of Interests Policy.

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<sup>13</sup>. This applies in particular to the confidentiality and security of such data. For more information, please check the [data protection statement](#) and [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.

## 9 Appeal procedure

If, at any stage of the selection procedure, you consider that your interests have been prejudiced by a particular decision, you can take the actions detailed in point 5.7 of the [Candidates Guidelines](#).

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<sup>13</sup> 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.