



VACANCY NOTICE

SECONDED NATIONAL EXPERT – IT PROJECTS (F/M)

REF.: ESMA/2016/VAC7/SNE

Type of contract	Seconded National Expert (SNE) ¹
Function group and grade	SNE
Duration of contract	2 years ²
Department	Resources Department
Place of employment	Paris, France
SNE's monthly basic salary	Monthly and daily allowance paid by ESMA to the SNE ³ Employers' costs may be fully reimbursed to the national competent authority that is part of ESMA, EIOPA and EBA
Deadline for applications	14/03/2016 (23:59 hrs, Paris local time)
Reserve list valid until	31/12/2016 (the validity of the reserve list may be extended)

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:

- **Investors' 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 Staff employed by a member of the European System of Financial Supervision, as per the ESMA Management Board decision on secondment of national experts – ESMA/2014/MB/67: <https://www.esma.europa.eu/sites/default/files/library/2015/10/2014-mb-67.pdf>

² See Article 4 (Period of secondment) of the Management Board decision on secondment of national experts – ESMA/2014/MB/67: The initial period of secondment may not be more than two years. It may be extended once or more, up to a total period not exceeding four years. The period of secondment can also be shortened.

³ See Article 17 (Allowances and expenses) of the Management Board decision on secondment of national experts – ESMA/2014/MB/67.

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 description

ESMA is looking for a Seconded National Expert (SNEs) in the area of IT projects business analysis and data quality management for a secondment within the Information & Communication Technology (ICT) team, in the Resources Department.

The Resources Department is responsible for the Authority's resources and support functions. The activities of the Department cover four areas:

- Human Resources - supporting ESMA staff in all matters related to recruitment, payroll, individual rights and career development;
- Finance & Procurement - 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;
- Information & Communication Technology (ICT) - 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, and
- The Facility Management - 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.

Given the relevance of projects for the European securities and derivatives markets, and the associated need to strengthen the resources to deliver and implement them, ESMA is looking for SNEs with a strong motivation to contribute to IT implementation of MIFIR/MIFID II delegated projects. Depending on the skills, qualifications and expertise of the successful candidates and of the needs of the Department, the successful candidate will be offered a secondment position within the ICT team.

The ICT Team 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 12 internal staff members (among them IT project managers) 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.

Main duties for Senior Business Analyst /Data Quality Manager:

- brings to the project a sound business knowledge of the areas that the systems will cover (MiFIR pre- and post-trade transparency regime and reference data reporting);
- contributes to the definition of technical guidelines on a market data reporting (MiFID II reference data, quantitative data for transparency and liquidity calculations), and to the design and the maintenance of the relevant ISO 20022 messages in that area;

- contributes to a registering process of the reporting entities (which includes ESMA's national competent authorities and around 100 venues from countries delegating the data collection via the FIRDS project);
- gathers, documents and analyses requirements for IT systems (including Use Cases, business process models and testing specification);
- coordinates integration and testing with business users and other IT teams;
- reports on the progress of the above tasks to an ESMA IT Project Manager;
- contributes to a resolution of issues and to a identification and management of risks;
- organises workshops and coordination of project stakeholders, taking into account the information required for this activity and the project schedule;
- analyses the accuracy of the data reported for regulatory purposes;
- cross-checks results of calculations performed for regulatory purposes with alternatives data sources;
- maintains a log documenting data quality issues, assesses their impact on the results, reviews them with relevant business and IT stakeholders, and follows up their resolution
- liaises with entities in charge of reporting the data, and escalates to national competent authorities as necessary in case of recurring data quality issues;
- analyses possible technical solutions consistent with business and functional requirements, IT plans and, if relevant, defining required customisations, and
- develops analytics and processes to enhance efficiency of data quality supervision.

3. Qualifications and experience required

A. Eligibility Criteria

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

- be employed by a member of the **European System of Financial Supervision (ESFS)**⁵ (which includes in particular the national competent authorities that are part of ESMA, EIOPA and EBA);
- have worked for their employer on a permanent or contract basis **for at least 12 months before their secondment** and shall remain in the service of that employer throughout the period of secondment⁶, and
- be a **national of an EU or EFTA Member State** or a country with which the Council has decided to open accession negotiations and which has concluded a specific agreement on staff secondments (except where the Executive Director grants derogation).

⁵ As specified in Article 2 of Regulation (EU) no 1095/2010 establishing the European Securities and Markets Authority <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2010:331:0084:0119:EN:PDF>

⁶ Before the application, the candidates should receive the formal approval/authorisation of their potential secondment from the National Authority in which they are employed.



B. Selection criteria

PRE-SCREENING PHASE

The received applications will be screened by HR against the eligibility criteria listed in the vacancy notice. Applications which fulfil the Eligibility criteria (part A) will be provided to the hiring manager (Head of Department) for assessment against selection requirements/criteria (part B.1 & B.2 & B.3).

The respective hiring manager may contact directly the applicants, perform phone or personal interviews, check availability of candidates and discuss mutual expectations with the employer of the SNE prior to the final selection decision. As a result, the hiring manager provides his/her proposal about the candidate to be offered the secondment. The proposal is submitted for decision to the ESMA Executive Director.

Short-listed candidates, who were not offered a secondment position, are placed on a reserve list. The validity of the list is of one year, with a possibility of an extension for another year.

B.1. Essential requirements

- a) Relevant experience in performing duties specified for the role (as specified in the part 2 above) for at least:
 - 3 years in the role of Business Analyst, and/or
 - 2 years in the role of Data Quality Manager, and
- b) Excellent command of English⁷.

B.2. Advantageous requirements

- c) Knowledge and experience in financial markets and financial regulations;
- d) Experience in European regulatory IT projects;
- e) Experience in quantitative data analysis;
- f) Experience in data quality management;
- g) Project management certification (PM², Prince2 or equivalent);
- h) ITIL certification;
- i) Professional experience in multicultural environment, and
- j) Motivation for applying for the advertised position.

B.3. Supplementary requirements

- a) Excellent organisation skills and ability to handle large volume of work in an efficient and timely manner;
- b) Excellent communication skills;
- c) Dynamic personality with strong aptitude for team work, and

⁷ At least B2 level, as in line with the Common European Framework of Reference for Languages.
<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>
English: working language of ESMA.



- d) Developed sense of initiative with proven ability to work independently with minimum supervision.

B.4. How to apply

Applicants must apply by sending the following documents (CV and motivation letter), by the specified deadline, to vacancies@esma.europa.eu.

The application documents must be sent in English (working language of ESMA), with the indication in the subject line of the email:

ESMA_2016_VAC7_SNE_FAMILY NAME_First name;

Example: ESMA_2016_VAC7_SNE_SMITH_Anna.

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 closing date of the vacancy notice. For more information, please contact vacancies@esma.europa.eu

4. Conditions of secondment

For further information on the respective SNE conditions, please consult Careers website of ESMA: <https://www.esma.europa.eu/about-esma/careers>