



## VACANCY NOTICE ADMINISTRATIVE ASSISTANT (RESERVE LIST)

(F/M)

REF.: ESMA/2016/VAC17/FGIII

Type of contract	Contract Agent <sup>1</sup>
Function group and grade	FGIII
Duration of contract	3 years, with possibility of extension <sup>2</sup>
Department	Not specified / All ESMA
Place of employment	Paris, France
Deadline for applications	<del>28/08/2016</del> <b>extended until 30/09/2016 (23:59 hrs, Paris local time)</b>
Reserve list valid until	31/12/2017 <sup>3</sup>

### 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<sup>4</sup> 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>

<sup>1</sup> According to the Article 3 (a) of the [Conditions of Employment of Other Servants \(CEOS\)](#) of the European Union.

<sup>2</sup> Contract agents may be engaged under their first contract for a fixed-term period. The contract may be renewed for a second fixed-term period, and upon its second renewal converted into a contract of indefinite duration. Probationary period for the first contract is nine months.

<sup>3</sup> The validity of the reserve list may be extended.

<sup>4</sup> [Regulation \(EU\) No 1095/2010](#) of the European Parliament and of the Council of 24 November 2010 establishing a European Supervisory Authority (European Securities and Markets Authority), amending Decision No 716/2009/EC and repealing Commission Decision 2009/77/EC.

## 2. Job profile and framework

ESMA is launching this selection procedure in order to establish a reserve list of about 15 suitable candidates for future recruitments. The successful candidates will be responsible for providing overall administrative support to a Unit/team/Head of Department and possible also dealing with financial/budgeting matters.

The jobholder will be responsible for providing general administrative and secretarial support, involving some of the following areas, such as:

- organisation and follow-up of internal and external meetings, as well as business trips and mission reimbursement requests;
- minutes taking, follow-up of information flows and deadlines, managing calendars/agendas;
- drafting correspondence, preparation of relevant reports, statistics, databases, notes, presentations and proof-reading of documents;
- managing office supplies;
- registering, distributing, maintaining physical and electronic documents, shared files, correspondence and requests for clarification according to established filing procedures and relevant rules;
- management of mails, including potential filtering and redistribution within the team;
- providing support in preparation and follow-up of the budget;
- preparation and follow-up of financial transactions;
- administrative support in contract management and in all steps of tender procedures;
- keeping track of work in progress and ensuring the follow-up of assigned tasks until completion;
- acting as a first point of contact for internal and external queries;
- maintaining and updating ESMA intranet and/or website, and
- performing any other secretarial and administrative tasks, as deemed necessary.

## 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 a level of post-secondary education attested by a diploma<sup>5</sup>,  
OR  
a level of secondary education attested by a diploma<sup>6</sup> giving access to post-secondary education and after having obtained the diploma, 3 years of proven professional experience<sup>7</sup>;

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<sup>5</sup> 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.

<sup>6</sup> 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.

<sup>7</sup> For more information on calculating the professional experience, please consult "Candidates Guidelines" document published on ESMA's website <http://www.esma.europa.eu/page/Vacancies-0>

- be a national of a Member State of the European Union or the EEA (Norway, Liechtenstein, Iceland);
- enjoy full rights as a citizen<sup>8</sup>;
- 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 a thorough knowledge of one of the languages of the European Union<sup>9</sup> and a satisfactory knowledge<sup>10</sup> of another language of the European Union, and
- be physically fit to perform the duties linked to the post<sup>11</sup>.

## **B. Selection criteria**

### **PRE-SCREENING PHASE**

Applications which fulfil the above Eligibility criteria (part A) will be assessed 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 first 40 candidates who obtain the highest scores and reach a minimum score of 65% will be invited for collective written tests. Consequently, the best candidates who reach a minimum score of 65% for the written tests will then be invited for oral interviews.

#### **B.1. Essential requirements**

- a) Two (2) years of experience in administrative support, related to responsibilities mentioned under point 2;
- b) Experience in administrative support in finance or procurement matters;
- c) Experience in organising meetings and travel arrangements/business trips, and
- d) Excellent written and oral English<sup>12</sup>.

#### **B.2. Advantageous requirements**

- e) Additional years of any relevant experience in excess to the criterion a) would be an asset;
- f) Proficient user of IT applications (Word, Excel, Outlook and Power Point);
- g) Experience in providing support to senior management;

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<sup>8</sup> Prior to the appointment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.

<sup>9</sup> 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.

<sup>10</sup> 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 2<sup>nd</sup> EU language will be tested in both oral and written form for candidates invited for interviews.

<sup>11</sup> 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 82(3)(d) of the CEOS (physical fitness to perform the duties).

<sup>12</sup> 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.

- h) Experience in contract management;
- i) Experience in proof-reading of documents in English;
- j) Experience in drafting reports and/or preparing statistics;
- k) Experience of website, intranet administration and familiarity with design and/or publishing software;
- l) Knowledge of French;
- m) Experience in multicultural environments and in particular in the EU institutional framework, and
- n) 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**

- o) Professionalism and attention to details;
- p) Excellent communication and writing skills;
- q) Ability to deliver accurate work under pressure and tight deadlines, organise the workload and prioritise tasks;
- a) Client-service oriented attitude at work;
- b) Capacity to work as part of a team and cooperate easily with others.

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**

Candidates must apply by sending the following documents, by the specified deadline, via email to [vacancies@esma.europa.eu](mailto:vacancies@esma.europa.eu):

- The application must include both CV and motivation letter in English (working language of ESMA<sup>13</sup>);
- Application documents must be marked accordingly with the reference number of the vacancy notice (see templates below).

**CV in the European (Europass) format<sup>14</sup>**, saved as:  
ESMA\_2016\_VAC17\_FGIII\_FAMILY NAME\_First name\_CV  
*Example: ESMA\_2016\_VAC17\_FGIII\_SMITH\_Anna\_CV*

**Motivation letter** of no more than 2 pages, explaining the interest and motivation of the candidate for this particular post, saved as:  
ESMA\_2016\_VAC17\_FGIII\_FAMILY NAME\_First name\_Motivation letter

<sup>13</sup> See footnote nr 11.

<sup>14</sup> <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>  
Please refer in your CV to all selection criteria.

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 three years as a contract agent. The contract may be renewed for a second fixed-term period, and upon its second renewal converted into a contract of indefinite duration.
- Successful external candidates will be recruited in the respective grade, and classified in the step 1.

Function group/grade/step	Minimum requirements for classification in step <sup>15</sup> (required level of university studies + minimum number of years of experience after university graduation)	Monthly salary <sup>16</sup>	Monthly net salary, including specific allowances <sup>17</sup>
FGIII 8 step 1	Post secondary education + up to 7 years' experience	2,906 €	3,744 €
FGIII 9 step 1	Post secondary education + more than 7 years' experience	3,288 €	4,103 €
FGIII 10 step 1	Post secondary education + more than 15 years' experience	3,720 €	4,533 €

- The monthly basic salary is multiplied by the correction coefficient for France (currently 114.6%).
- 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

<sup>15</sup> 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](https://www.esma.europa.eu/sites/default/files/library/ta_rules_on_classification_in_grade_and_step.pdf)

<sup>16</sup> The basic salary weighted by the correction coefficient for France (currently at 114.6 %).

<sup>17</sup> 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.



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 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](#).