



## VACANCY NOTICE

### ADMINISTRATIVE ASSISTANT (F/M)

#### REF.: ESMA/2015/VAC12/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>
Division/Unit	General (different Divisions/Units of ESMA)
Place of employment	Paris, France
Monthly salary <sup>3</sup>	2,892 € at grade 8 step 1 or 3,273 € at grade 9 step 1 or 3,703 € at grade 10 step 1, plus specific allowances <sup>4</sup> where applicable (see part 4)
Deadline for applications	28 July 2015 (23:59 hrs, Paris local time)
Reserve list valid until	31/12/2016 <sup>5</sup>

#### 1. The Authority

ESMA is an independent EU Authority that was established on 1 January 2011. It works closely with the national competent authorities who are members of the European System of Financial Supervision and the other European Supervisory Authorities – the European Banking Authority (EBA) responsible for banking and the European Insurance and Occupational Pensions Authority (EIOPA) responsible for insurance and occupational pensions.

ESMA's mission is to enhance the protection of investors and promote stable and well-functioning financial markets in the European Union (EU). As an independent institution, ESMA achieves this aim by building a single rule book for EU financial markets and ensuring its consistent application across the EU. ESMA contributes to the regulation of financial services firms with a pan-European reach, either through direct supervision or through the active co-ordination of national supervisory activity.

ESMA also contributes to the financial stability of the European Union, in the short, medium and long-term, through its contribution to the work of the European Systemic Risk Board, which

<sup>1</sup> According to the Article 3(a) 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>

<sup>2</sup> Temporary/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 basic salary weighted by the correction coefficient for France (currently 116.8 %). Classification according to the years of experience after obtaining the minimum qualification (see point 3A): up to 7 years of work experience (grade 8), more than 7 years of experience (grade 9) and more than 20 years of experience (grade 10).

<sup>4</sup> An estimation of net salary with allowances, including the deduction for tax and social security (e.g. expatriation allowance, household allowance and with one dependent child allowance): FGIII 8.1 (3,727 €), FGIII 9.1 (4,084 €), FGIII 10.1 (4,512 €).

<sup>5</sup> The validity of the reserve list may be extended.



identifies potential risks to the financial system and provides advice to diminish possible threats to the financial stability of the Union. ESMA is also responsible for coordinating actions of securities supervisors or adopting emergency measures when a crisis situation arises. For further information, please refer to ESMA's website <http://www.esma.europa.eu>

## **2. Job description**

ESMA is looking for several candidates for the position of Administrative Assistant and aims to establish a reserve list of about 15 suitable candidates for future recruitments. The successful candidate will be responsible for providing overall administrative support to the Head of Unit/Division and the respective Unit/Division/team.

The jobholder will be responsible for providing general administrative and secretarial support, involving some of 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.
- Registering, distributing, printing, copying documentation, maintaining physical and electronic documents, shared files, correspondence and requests for clarification according to established filing procedures and relevant rules.
- Providing support in preparation and follow-up of the budget.
- Management of mails, including potential filtering and redistribution within the team.
- 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.
- Managing office supplies.
- Acting as a first point of contact for internal and external queries.
- Maintaining and updating ESMA intranet mini-site and/or website.
- 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>6</sup>;  
OR

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<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.

a level of secondary education attested by a diploma<sup>7</sup> giving access to post-secondary education and after having obtained the diploma, 3 years of proven professional experience<sup>8</sup>;

- be a national of a Member State of the European Union or the EEA (Norway, Liechtenstein, Iceland);
- enjoy full rights as a citizen<sup>9</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 thorough knowledge of one of the languages of the European Union and a satisfactory knowledge<sup>10</sup> of another language of the European Union;
- be physically fit to perform 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 30 candidates who obtain the highest scores and reach a minimum score of 65% will be invited to undergo 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 providing support in financial transactions;
- c) Excellent written and oral English<sup>12</sup>;

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<sup>7</sup> See footnote 6.

<sup>8</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>

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

<sup>10</sup> 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>

<sup>11</sup> 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.

<sup>12</sup> At least at the level of C1, according to the Common European Framework of Reference for Languages English: working language of ESMA.

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

- d) Additional years of any relevant experience in excess to the criterion a) would be an asset;
- e) Proficient user of IT applications (Word, Excel, Outlook and Power Point);
- f) Experience in providing administrative support in contract management and/or in procurement procedures;
- g) Experience in proof-reading of documents in English;
- h) Experience of website, intranet administration and familiarity with design and/or publishing software;
- i) Experience in drafting reports and/or preparing statistics;
- j) Previous experience within an EU institution/body, especially for requirements b) and f);
- k) Knowledge of French;
- l) Motivation for the advertised position<sup>13</sup>.

## **INTERVIEWS & WRITTEN TESTS PHASE**

Candidates invited for interviews and written tests will be assessed against all selection criteria (part B1, B2 and B3).

## **B.3. Supplementary requirements**

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

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.

## **B.4. How to apply**

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

Any other application documents will be rejected.

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<sup>13</sup> The Selection Committee will evaluate from one side: expressed motivation of a candidate, and from other: the quality of the submitted written application document (e.g. accuracy, proficiency etc.).



- ESMA application form<sup>14</sup>:  
[http://www.esma.europa.eu/system/files/vac\\_12\\_-\\_esma\\_application\\_form.docx](http://www.esma.europa.eu/system/files/vac_12_-_esma_application_form.docx)  
saved as follows:  
ESMA\_2015\_VAC12\_FGIII\_FAMILY\_NAME\_First name  
*Example: ESMA\_2015\_VAC12\_FGIII\_SMITH\_Anna*

Indicating in the subject line of the email:  
*ESMA\_2015\_VAC12\_FGIII\_FAMILY\_NAME\_First name*

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.

Please note that the “**Candidates Guidelines**” published on ESMA’s website represent an integral part of this vacancy notice and should be consulted before applying:  
[http://www.esma.europa.eu/system/files/2013-1450\\_candidate\\_guidelines.pdf](http://www.esma.europa.eu/system/files/2013-1450_candidate_guidelines.pdf)  
<http://www.esma.europa.eu/page/Vacancies-0>

#### 4. Summary of conditions of employment

- Successful candidate will be recruited in the respective grade, classified in the step 1. The applicable monthly basic salary is multiplied by the correction coefficient for France (currently on the date of publication of the vacancy notice: 116.8%);
- 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;
- Annual leave entitlement of two days per calendar month plus additional days for age, grade, distance from the place of origin 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;
- General and applicable professional training plus professional development opportunities;
- Probationary period of nine months;

Further information regarding rights, conditions of employment and benefits can be found at the following links:

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<sup>14</sup> Document can be submitted either in a Word or PDF form (the application form replaces CV & motivation letter).



- <http://www.esma.europa.eu/page/Working-ESMA-1>
- <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>