

VACANCY NOTICE
ADMINISTRATIVE ASSISTANT
(F/M)

REF.: ESMA/2019/VAC31/FGIII

Type of contract	Contract Agent ¹
Function group and grade	FGIII
Duration of contract	5 years, with possibility of extension ²
Department	Not specified/any ESMA Department
Place of employment	Paris, France
Deadline for applications	31/01/2020 (23:59 hrs, Paris local time)
Reserve list valid until	31/12/2021

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 Regulation³ 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 these objectives through four activities:

- 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

ESMA achieves its mission within the European System of Financial Supervision (ESFS)

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 is of nine months.

³ [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.

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 aim of this vacancy is to establish a reserve list of suitable candidates for the profile of **Administrative Assistant** and recruit (across ESMA) for several available positions.

The successful candidates will be offered a post either as :

1. Administrative Assistant **supporting a Department/Unit/Team** and/or its managers. This may also include dealing with financial/budgeting matters; OR as
2. Administrative Assistant **working in one of the following support areas** :
 - a. Finance and Procurement
 - b. Communication
 - c. Human Resources Management
 - d. Facilities Management
 - e. Information and Communication Technologies

Tasks may include

As Administrative Assistant **supporting a Department/Unit/Team** :

- 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.

As Administrative Assistant **working in one of the support areas**

Finance and Procurement

- Ensuring compliance with the EU Finance and Procurement rules and regulations and with internal instructions and guidelines on financial and procurement procedures;
- Initiating and verifying budgetary commitments, payments, reimbursements, recoveries and budget transfers;
- Registering legal entities and bank accounts, and acting as back-up, when required, for the registration of invoices in ABAC (EU financial software);
- Coordinating and monitoring the access rights to the IT financial systems;
- Drafting contracts and purchase orders, interacting with contractors and project managers, ensuring their signature and filing in the central Contract Database;
- Advising and supporting staff on financial, contract management or procurement questions posted via helpdesk;
- Delivering training to staff on financial/procurement matters;
- Providing administrative support to the Budget Officer and to the Team Leader

Communication

- Providing secretarial support and assistance to the Communication team as required (including: draft documents - agendas, briefings, reports);
- Supporting the preparation & execution of key external stakeholder events, press briefings, conferences and events;
- Carrying out day-to-day editing and updating content for the ESMA website;
- Following-up the Communication's budget lines for public relation/communication activities including preparing financial commitments, order forms, and subsequent checking of invoicing and administrative follow-up

Human Resources Management

Recruitment:

- Organising and coordinating recruitment procedures including pre-selecting applicants, organising tests and interviews, conducting interviews, and preparing the respective reports;
- Coordination of the reimbursement process for candidates (e.g. collection of documents, obtaining internal approval for reimbursements, follow up);
- Assisting in the Employer Branding activities of the Authority;
- Assisting in the analysis and planning of the Authority's staffing needs, and following up on the execution of the staffing plan;
- Administering and monitoring of interim staff, trainees and Seconded National Experts.

Administration & Services:

- Ensuring the administrative management of entitlements and benefits for staff (including: determination of individual rights, payroll, contracts, administration of personal files);
- Ensuring the correct and timely preparation of payments related to the payroll;
- Ensuring the follow-up of the personnel budget execution and forecast, and assisting in the personnel budget planning;
- Contributing to the design and delivery of the induction programme for newcomers, and of the administrative procedures for staff leaving the organisation;

- Ensuring timely information to staff on issues related to HR Administration & Services and changes in the relevant rules.

Training & Development:

- Assisting in running performance appraisal and promotion procedures;
- Supporting the assessment of competencies and assisting in the implementation of competency maps;
- Ensuring the identification of individual and organisational training needs and the establishment of training maps for staff members;
- Contributing to the design, implementation, monitoring and coordination of general training activities in the Authority, including management training and induction training for newcomers.

Facilities Management

- Organisation and follow-up of internal and external meetings;
- Dealing with internal/external queries and acting as the point of contact for the ESMA providers (building maintenance/services providers, catering companies, travel agency, etc), administering purchase orders, and liaising with contractors;
- Assisting in the monitoring of the maintenance and reparation of the Agency's building, proactively scheduling the repair activities;
- Assisting in ensuring that building facilities are compliant with occupational safety, health regulations, Environmental (like EMAS) and security policies;
- Assisting with the compilation of monthly reports (meetings, missions, facilities management requests);
- Management of mails, including potential filtering and redistribution within the team;
- Preparation and follow-up of financial transactions;
- Keeping track of work in progress and ensuring the follow-up of assigned tasks until completion;
- Acting as back-up for other colleagues on all tasks related to Facility Management including mission management and
- Fulfilling other tasks on an ad hoc basis within the post's area of responsibility

Information and Communication Technologies

- Assisting in the monitoring of budget planning for assigned projects
- Serving as the point of contact on contractual matters
- Organising regular meetings with the main IT providers
- Providing IT project managers with assistance and facilitation in projects and tasks

In each of the areas the jobholder may be responsible for transversal tasks such as:

- Assisting in the preparation of rules, reports, policy proposals and management information including periodic reports;
- Ensuring timely communication to staff on any changes in the relevant rules;
- Initiation of financial transactions in the relevant area of activities;
- Liaising with relevant services in the European Commission and other EU Institutions and Agencies on issues related to the function;
- Acting as a focal point for internal and external queries;
- Continuous updating of the intranet, web pages and databases;

- Other 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 diploma⁴,
OR
a level of secondary education attested by a diploma⁵ giving access to post-secondary education and after having obtained the diploma, 3 years of proven professional experience
- be a national of a Member State of the European Union or the EEA (Norway, Liechtenstein, Iceland);
- enjoy full rights as a citizen⁶;
- have fulfilled any obligations imposed by the applicable laws concerning military service;
- have a thorough knowledge of one of the languages of the European Union⁷ and a satisfactory knowledge⁸ of another language of the European Union, and
- be physically fit to perform the duties linked to the post⁹.

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 **60 best candidates** (who obtain the highest scores and reach a minimum score of 60%) will be invited first for the written test. Consequently, the best candidates, who reach a minimum score of 60% for the written tests, will then be invited for the oral interviews with the ESMA Selection Board.

⁴ 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.

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⁶ Prior to the appointment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.

⁷ 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.

⁸ 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.

⁹ 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.1. Essential requirements

- a) At least one (1) year¹⁰ of experience in administrative and/or secretarial support (related to responsibilities mentioned under point 2 above);
- b) Proficient user of IT applications (MS Office or similar, Sharepoint or similar); and
- c) Experience in drafting in English and good oral English¹¹.

B.2. Advantageous requirements

- d) Experience in providing support to senior management;
- e) Experience in contract management;
- f) Experience in proof-reading of documents in English;
- g) Experience in organising meetings and travel arrangements/reimbursements/business trips
- h) Experience in working for public or private organisation active in the financial markets;
- i) Experience in multicultural environments and in particular in the EU institutional framework; and
- j) Motivation for the advertised position.

INTERVIEWS & WRITTEN TESTS PHASE

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

B.3. Supplementary requirements

- k) Ability to work both collaboratively and autonomously;
- l) Client-service attitude;
- m) Ability to manage priorities, work under pressure and meet tight deadlines;
- n) Ability to communicate clearly and effectively with internal and external stakeholders; and
- o) Ability to challenge others' views while maintaining good relationships.

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 established reserve list may be used for the recruitment of a similar profile depending on the needs of ESMA. Please note that inclusion in the reserve list does not guarantee recruitment.

B.4. How to apply

You must submit your application through [e-Recruitment](#). ESMA does not accept applications submitted by any other means.

¹⁰ For more information on calculating the professional experience, please consult the "Candidates Guidelines" document published on ESMA's website <https://www.esma.europa.eu/about-esma/careers>

¹¹ 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.

All sections of the application must be completed in English. 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.

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 respective grade, and classified in the step 1.

Function group/grade/step	Minimum requirements for classification in step ¹² (required level of university studies + minimum number of years of experience after university graduation)	Monthly net salary without allowances ¹³	Monthly net salary, including specific allowances ¹⁴
FGIII 8 step 1	Post secondary education + up to 7 years' experience	2,856 €	4,195 €
FGIII 9 step 1	Post secondary education + more than 7 years' experience	3,231 €	4,597 €
FGIII 10 step 1	Post secondary education + more than 15 years' experience	3,507 €	5,079 €

- The monthly basic salary is multiplied by the correction coefficient for France (currently 117.7%).
- 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

¹² 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

¹³ 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 candidates who is not entitled for expatriation allowance in France and has no family).

¹⁴ 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 .

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>

4. 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.¹⁵ 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.

¹⁵ 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