



VACANCY NOTICE
HEAD OF DATA REPORTING UNIT
(F/M)

REF.: ESMA/2020/VAC08/AD9

Type of contract	Temporary Agent ¹
Function group and grade	AD9
Duration of contract	5 years, with possibility of extension ²
Department	Markets & Data Reporting Department
Place of employment	Paris, France
Deadline for applications	30/07/2020 (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:

- **Investor 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's four main activities⁴:

- 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) through active co-operation with National Competent Authorities (in particular with securities

¹ According to the Article 2(f) of the [Conditions of Employment of Other Servants \(CEOS\)](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140501) of the European Union.
<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140501>

² 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.

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).

⁴ <https://www.esma.europa.eu/about-esma/who-we-are>
<https://www.esma.europa.eu/about-esma/esma-in-short/esma-organigramme>



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

ESMA is organising a selection procedure for the post of **Head of Data Reporting (DAR) Unit** reporting to the Head of Markets & Data Reporting Department.

The Markets and Data Reporting Department is covering a range of activities across ESMA and is organised across 2 Units with following responsibilities:

- Data Reporting Unit

The Unit is responsible for the regulation, supervision and supervisory convergence in the field of data reporting in the markets area. The Unit will be structured in two teams reporting to the head of Unit: 1) Trade Repositories Team; 2) Data Service Providers Team. The Unit is in charge of the following:

- Setting up or reviewing existing regulatory frameworks for reporting market data under EMIR, SFTR, MIFIDII/MIFIR, MAR and other relevant regulations and contribute to the standardisation of data fields, in the EU and globally.
- Supervision of trade repositories (TRs) under EMIR and SFTR. In particular, it is responsible for the registration of TRs, their on-going supervision, off-site and on-site inspections, investigation, development and implementation of a risk-based approach and data quality assessments.
- Setting up the supervisory responsibilities for Data Reporting Service Providers (DRSP) and coordinate with IT (RES Department) the development of the relevant tools to collect and use transaction reports from National Competent Authorities.
- Supervisory convergence work on market data reporting, namely development of data quality action plans, supervisory briefings, Q&As, etc. to define measures for enhancing the quality and usability of market data, as well as the methodologies to assess the quality of the data provided by trade repositories and data service providers and to measure the effectiveness of the measures taken and coordinate together with the Risk Analysis and Economic Department (RAE - Data and Statistic Team) the activity of the Data Standing Committee.

- Trading Unit

The Unit is responsible for regulatory and supervisory convergence work in the following areas:

- Secondary markets: MiFIDII/MiFIR requirements for trading venues and market participants aiming at increasing transparency and orderly market functioning. In particular trading obligations for shares and derivatives, applying and assessing the position limit

regime for commodity derivatives, transparency calculations, waivers to the transparency framework and high frequency trading.

- Post-trading: EMIR requirements on derivatives and CSDR. In particular, under EMIR, clearing obligation, bilateral margins, risk-reducing services and special categories of counterparties such as pension funds or non-financial counterparties. Under CSDR, requirements addressed to CSDs and the implementation of the settlement discipline regime.
- Market Integrity: regulatory and supervisory convergence work related to the Market Abuse Regulation (MAR) and the Short Selling Regulation (SSR). In particular, MAR review, opinions on short sale bans, coordination of market abuse investigations and convergent implementation and application of market abuse or short selling provisions.

Main duties:

Reporting to the Head of Markets & Data Reporting Department, the Head of Data Reporting (DAR) Unit will be responsible for the management of policy and supervision officers (around 20), ensuring ESMA's achievement of its strategic orientations in the field of data reporting under multiple legislative frameworks, including MIFIDII/R, EMIR, MAR, SFTR.

Management areas:

- leading the development and implementation of ESMA's work program in the areas of responsibility by defining the Unit's priorities and the necessary coordination with other Units/Departments;
- managing and coordinating the human resources of the Unit and if necessary its financial resources, so that people are well motivated, act professionally and deliver consistently high performance within sound ethical principles;
- representing the Unit and ESMA at relevant internal and external meetings in order to support and promote the Authority's decisions, proposals and values;
- act as the main channel for the exchange of information between senior and middle management and the staff members of the Unit;
- developing and fostering strong strategic relations with EU institutions and other relevant stakeholders, and
- accomplish any other tasks assigned by the Head of the Department and replace the Head of Department when needed.

Specific areas related to the job:

- leading the regulatory, supervisory and convergence work in the areas covered by the DAR Unit by timely delivering high quality work;
- defining the strategy for ESMA's positioning in the field of market data reporting;
- coordinating the work of the DAR Unit and their contribution to ESMA objectives;
- developing good cooperation with the other Unit and with other departments, most notably RES and RAE;

- ensuring trust-based and collaborative cooperation with and coordination between National Competent Authorities;
- providing support for the finalisation of documents to be presented to the senior management, Management Board or Board of Supervisors;
- ensuring high quality and timely outputs, on the basis of ESMA's annual work programme;
- organise regular reporting to the Head of Department, the Senior Management and the Management Board; and
- liaise with counterparts in other institutions and international fora (European Commission, ECB, FSB, CPMI-IOSCO).

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 at least a level of education which corresponds to completed university studies of **four years** attested by a **diploma**⁵, and after having obtained the diploma, **twelve years** of proven **professional experience**⁶ (both must be acquired in some or all of the fields covered by the job description);
OR
have at least a level of education which corresponds to completed university studies of **three years** attested by a **diploma**⁷, and after obtained the diploma, **thirteen years** of proven **professional experience**⁸ (both must be acquired in some or all of the fields covered by the job description);
- be a national of a Member State of the European Union or the EEA (Norway, Liechtenstein, Iceland);
- enjoy full rights as a citizen⁹;
- have fulfilled any obligations imposed by the applicable laws concerning military service;
- have a thorough knowledge of one of the languages of the European Union¹⁰ and a satisfactory knowledge¹¹ of another language of the European Union, and
- be physically fit to perform the duties linked to the post¹².

⁵ 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.

⁶ 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>

⁷ See footnote 5.

⁸ See footnote 6.

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

¹⁰ 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.

¹¹ 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.

¹² 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).

B. Selection criteria

PRE-SCREENING PHASE

Applications which fulfil the above Eligibility criteria (part A) will be assessed and scored 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 assessed and scored against the Advantageous requirements (part B.2). Within this comparative evaluation of applications, the **6 best candidates** will be invited for the written test and oral interview with the ESMA Selection Board.

B.1. Essential requirements

- a) Out of twelve (12) years of proven professional experience (acquired after the required level of education, see part 3A) at least two (2) years of work experience should have been acquired as a manager¹³.
- b) At least three (3) years of work experience (acquired after the required level of education, see part 3A) in the area of financial data reporting;
- c) Experience of the EU regulatory requirements for reporting data under ESMA's remit;
- d) Excellent written and oral English¹⁴.

B.2. Advantageous requirements

- e) Experience in financial supervision at EU or national level;
- f) Work experience in a multicultural environment;
- g) Motivation for the advertised position.

INTERVIEWS & WRITTEN TESTS PHASE

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

B.3. Supplementary requirements

- i) Ability to lead and motivate staff (management skills);
- j) Ability to deal with people effectively, with a client-oriented approach, and build productive and cooperative working relationships with other Units and colleagues (interpersonal skills);
- k) Ability to communicate clearly and present complex subjects simply, both orally and in writing, including to the members of the team (communication skills), and

¹³ Managing a team or working in a managerial role.

¹⁴ English at least at B2 level <https://europass.cedefop.europa.eu/resources/european-language-levels-cefr>

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



- l) Ability to steer discussions and generate the best possible results without compromising productive working relationships with the other parties involved (negotiation skills).

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. Reserve list candidates will be invited for an **one-day assessment centre**, followed by an **interview with ESMA's Executive Director and one member of the Selection Board**.

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

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 English¹⁵. 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.

4. 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.

¹⁵ 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.



Grade/step	Minimum requirements for classification in step ¹⁶ (required level of university studies + minimum number of years of experience after university graduation)	Monthly net salary without allowances ¹⁷	Monthly net salary, including specific/family allowances ¹⁸
AD9 step 1	4 years' university degree + 12 years' experience	7,200 €	10,130 €
AD9 step 2	4 years' university degree + 15 years' experience	7,460 €	10,470 €

- The salaries paid by ESMA are those applicable to all EU staff members. They are subject to 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 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.
- Managerial allowance (4.2% of the basic salary) subject to completing successfully the 9-months trial period¹⁹.

For more information, please refer to the Careers' page of ESMA:

<https://www.esma.europa.eu/about-esma/careers>

5. 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.²⁰ This applies in particular to the confidentiality and security of such data. For more information, please check the [privacy](#)

¹⁶ 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

¹⁷ 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 candidate who is single and not entitled to expatriation allowance in France).

¹⁸ 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 for a candidate who is entitled to expatriation allowance, household allowance and with one dependent child). Allowances depend in any case on the personal situation of the candidate.

¹⁹ [ESMA MB decision on implementing rules on middle management staff](#)

²⁰ 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



[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.