

Senior Policy Officer (digital finance and innovation profile)

REF.: ESMA/2023/VAC21/AD7

Type of contract	Temporary Agent ¹
Function group and grade	AD7
Duration of contract	5 years or less (in case of time limited projects), with possibility of extension ²
Department	Markets & Digital Innovation Department (Digital Finance & Innovation team)
Place of employment	Paris, France – office based
Deadline for applications	22/11/2023 (23:59 hrs, Paris local time)
Reserve list valid until	31/12/2024

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](#) and encompasses this objective through three strategic priorities:

- fostering effective markets and financial stability;
- strengthening supervision of EU financial markets;
- enhancing protection of retail investors;

and two thematic drivers:

- enabling sustainable finance; and
- facilitating technological innovation and effective use of data.

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

¹ According to the [Article 2\(f\) of the Conditions of Employment of Other Servants \(CEOS\) of the European Union](#).

² Temporary agents may be engaged under their first contract for a fixed period of 5 years or less. Any further renewal (beyond 5 years) shall be in principle for an indefinite duration. Probationary period for the first contract is nine months.

Insurance and Occupational Pensions Authority (EIOPA). ESMA has a unique position within the ESFS as it exercises direct supervision over a number of financial markets participants, established in the EU or offering financial services in the EU from third countries.

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 **Senior Policy Officer (digital finance and innovation profile)** to staff a vacant post and to constitute a reserve list of suitable candidates for potential staffing needs for upcoming mandates.

The successful candidate will be assigned to the Digital Finance and Innovation Team within the Markets & Digital Innovation Department.

The Markets & Digital Innovation Department is responsible for developing effective policies and ensuring their consistent application for an orderly and transparent functioning of markets, as well as for understanding the impact of new technologies on financial markets and ensuring the regulatory and supervisory framework remains fit for purpose.

The Digital Finance and Innovation Team ensures that ESMA delivers on its Digital Finance mandates and, more generally, develops effective policies and promotes their consistent application in the EU by understanding the impact of new technologies on financial markets and ensuring the regulatory and supervisory framework adequately takes those into account, and ensuring cross-ESMA coordination on digital finance and innovation topics.

For more information, please consult [ESMA's Departments](#) and [organigramme](#).

Main duties:

Reporting to the relevant Team Leader once established and the Head of Department, the jobholder will:

- contribute to ESMA policy work in relation to the Digital Operational Resilience Act (DORA) through:
 - draft technical advice, technical standards, opinions and guidelines and recommendations;
 - support the work of the relevant discussion groups and, notably, the Joint Committee Sub-Committee on Digital Operational Resilience (JC SC DOR);
 - coordinate policy approaches with the other ESAs³ on DORA related issues;
 - promote the consistent application of relevant regulations by National Competent Authorities and, more generally, convergent supervisory practice in the EU;

³ ESAs - European Supervisory Authorities.

- prepare and contribute to the oversight activities of ESMA for ICT third-party services providers under DORA⁴:
 - develop the oversight framework and related processes;
 - contribute to the establishment of the joint examination teams;
- contribute to ESMA's policy work under the other existing or upcoming regulations and directives on digital finance and innovation, such as MiCA⁵, and the DLT⁶ Pilot Regime;
- support the work of the relevant ESMA Standing Committee(s) and, notably, the Digital Finance Standing Committee;
- prepare briefings for senior management in relation to digital finance and innovation topics; and
- present and promote ESMA work in the relevant external fora.

3 Professional qualifications and other requirements

3.1 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 diploma⁷, and after having obtained the diploma, **six years** of proven professional experience⁸;

OR

have at least a level of education which corresponds to completed university studies of **three years** attested by a **diploma**⁷, and after having obtained the diploma, **seven years** of proven professional experience⁸;

- 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;

⁴ DORA – Digital Operational Resilience Act.

⁵ MiCA – Markets in Crypto-Assets.

⁶ DLT – Distributed ledger technology.

⁷ 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.

⁸ For more information on calculating the professional experience, please consult the “Candidates Guidelines” document published on [ESMA's website](#).

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

- 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.

3.2 Selection criteria

Applications which fulfil the above Eligibility criteria (part 3.1) will be assessed and scored against the Essential requirements (part 3.2.1). Candidates who do not meet all the Essential requirements (part 3.2.1) will be excluded from the selection process.

Candidates who meet all the Essential requirements (part 3.2.1) will be scored against the Advantageous requirements (part 3.2.2).

Within this comparative evaluation of applications, the **20 best candidates** (who obtain the highest scores) will be invited first for a written test¹³ (1st part of the selection procedure).

Consequently, the candidates, who reach a minimum score of 60% for the written tests, will then be invited for interviews with the Selection Board (2nd part of the selection procedure).

3.2.1 Essential requirements

- a) At least six (6) years of work experience¹⁴ related to one or more of the following areas:
 - EU regulatory framework applicable to financial entities and notably DORA, MiCA, DLT Pilot Regime, Artificial Intelligence Act;
 - Supervision of financial entities;
 - Compliance, audit or control functions in relation to ICT systems, services or activities, ideally in relation to financial entities.

Please specify in your application your contributions, role and level of responsibility.

- b) Excellent written and oral English and clear and concise writing style¹¹.
- c) Proven experience in drafting documents summarising highly technical topics in a clear and understandable way for non-technical audiences (please detail).

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](#). 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).

¹³ Tests and/or interviews may be performed remotely.

¹⁴ Experience must be acquired after the minimum education, as required under part 3.1.

3.2.2 Advantageous requirements

- d) Knowledge (acquired by experience or education) of the DORA framework;
- e) Experience in setting up or implementing audit, supervisory or compliance frameworks (please specify in your application your contributions, role and level of responsibility);
- f) Knowledge (acquired by experience or education) of ICT risk management methods and processes (risk identification, assessment, monitoring, mitigation);
- g) Experience in project management, ideally in a coordination function (please specify the complexity of the project, your contribution and role);
- h) Motivation for the advertised position.

Candidates invited for interviews and written tests will be assessed against all selection criteria (parts 3.2.1 & 3.2.2 & 3.2.3).

3.2.3 Supplementary requirements

- i) Very good communication, organisation and prioritisation skills and ability to handle large volumes of work in an efficient and timely manner;
- j) Very good analytical skills and ability to prepare well-structured advice;
- k) Critical thinking, problem solving skills and strong aptitude for teamwork;
- l) Strong interpersonal skills and ability to interact smoothly and efficiently with multiple internal and external stakeholders, including at senior level;

The candidates who receive at least 60% of the maximum points in both the written tests and interviews 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.

The Selection Board's work and deliberations are strictly confidential and any contact with its members is strictly forbidden. Any contact made by the candidates or third parties in order to influence the Members of the Selection Board in relation to the selection constitutes grounds for disqualification from the selection procedure.

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 English. 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, to avoid potential problems due to increased activity on the recruitment platform.

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.

5 Summary of conditions of employment

- Successful external candidates may be offered an employment contract for five years or less (in case of time limited projects) as a temporary agent. Any further renewal (beyond five years) shall be in principle for an indefinite duration.
- Successful external candidates will be recruited in the grade and classified in step 1 or 2.

Grade/step	Minimum requirements for classification in step ¹⁵ <i>(required level of university studies + minimum number of years of experience after university graduation)</i>	Monthly net salary, without expatriation or family allowances (incl. correction coefficient for France)	Monthly net salary, with expatriation and without family allowances (incl. correction coefficient for France)	Monthly net salary, with expatriation and family allowances for one child (incl. correction coefficient for France)
AD7 step 1	4 years' university degree + 6 years' of experience	€ 6,198	€ 7,963	€ 8,797
AD7 step 2	4 years' university degree + 9 years' of experience	€ 6,421	€ 8,248	€ 9,095

- The monthly basic salary is multiplied by the correction coefficient for France (currently 115.6%).
- Salaries are subject to a Union tax deducted at source and are exempt from national taxation. In the above-mentioned examples, tax is already deducted.

¹⁵ 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\)](#).

- 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.

6 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.¹⁶ This applies in particular to the confidentiality and security of such data. For more information, please check the [data protection statement](#) and [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.

7 Ethics obligations

ESMA Staff members act as ambassador of ESMA and abide by, and actively promote, the highest ethical, integrity and good administration principles as set out in [ESMA's Conflict of Interest Policy for ESMA Staff](#) and [ESMA's Code of Good Administrative Behaviour](#).

Selected candidates who are offered a position at ESMA undergo a conflict of interest check before they can be effectively recruited by ESMA. Similarly, before leaving, a conflict of interest check is performed on staff's prospective employment and former staff remains under an obligation to notify ESMA of new employment positions for two years after leaving¹⁷.

¹⁶ 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

¹⁷ See in particular Section 7.8 of ESMA's Conflict of Interests Policy and Title Four of Commission Decision C(2018)404 final of 29 June 2018 on outside activities and assignments and on occupational after leaving the Service, as incorporated in ESMA's Conflict of Interests Policy.

Strict professional secrecy duties apply while working at ESMA and after leaving.

8 Appeal procedure

If, at any stage of the selection procedure, you consider that your interests have been prejudiced by a particular decision, you can take the actions detailed in point 5.7 of the [Candidates Guidelines](#).

9 Equality and diversity

Here at ESMA we believe in equality & diversity. ESMA is an equal opportunity employer committed to providing a welcoming environment. We welcome applications from all qualified candidates, irrespective of their age, gender, ethnicity or social origin, political or religious affiliation, disability or sexual orientation.