

## Senior HR Officer

### REF.: ESMA/2023/VAC22/AD7

<b>Type of contract</b>	Temporary Agent <sup>1</sup>
<b>Function group and grade</b>	AD7
<b>Duration of contract</b>	5 years, with possibility of extension <sup>2</sup>
<b>Department</b>	Resources Department (Human Resources Unit)
<b>Place of employment</b>	Paris, France – office based
<b>Deadline for applications</b>	22/11/2023 (23:59 hrs, Paris local time)
<b>Reserve list valid until</b>	31/12/2024

## 1 The Authority

The European Securities and Markets Authority (ESMA) is an independent EU authority established in January 2011. ESMA's mission is to enhance investors' protection and promote stable and orderly financial markets as specified in its [founding Regulation](#).

The Authority has published its [ESMA Strategy 2023-2028](#) identifying for the coming years 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 Insurance and Occupational Pensions Authority (EIOPA). ESMA has a unique position within

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

<sup>2</sup> 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.

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 an experienced, dynamic and forward-thinking **Senior HR Officer** to staff a vacant post in the HR Unit (Resources Department) and to constitute a reserve list of suitable candidates.

The Resources Department is responsible for the Authority's human, financial and physical resources and support functions. The Department is structured in three Units: Corporate Services, Finance & Procurement and Human Resources.

The **Human Resources Unit** supports ESMA in achieving its core objectives by selecting, developing, engaging and retaining the right talents in alignment with ESMA's strategies, business needs and values. The Unit is responsible for the development and implementation of the HR policies and procedures, recruitment and onboarding, learning and development, individual rights and benefits, performance review and reclassification exercise.

The HR Unit deals with employees' relations and promotes diversity, inclusion and well-being of staff in accordance with the EU Staff Regulations and implementing rules. As part of the continuous modernisation and transformation effort, ESMA is adopting a new HR Strategy to meet the organisation's future needs and demands.

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

We are looking for a dynamic, proactive, highly motivated professional with an innovative mindset and extensive solid experience in HR matters. The ideal candidate has excellent communication and analytical skills, coupled with a strong drive to achieve HR's goals in a modern and dynamic service function.

### **Main duties:**

The Senior HR Officer will bring innovative ideas and tangible contributions mainly in functional areas of resourcing and talent management, by managing and coordinating related initiatives. The jobholder is also responsible and works with management in the formulation of HR budget forecasts and monitors its implementation, as well as the development and optimisation of HR databases and specific HR tools.

The jobholder will report to the Head of HR Unit and be responsible – in particular - for the following tasks:

### **Staff planning, talent attraction and recruitment**

- Contribute to the staff and budget allocation process, take the lead on staff planning and monitoring;
- Analyse staffing needs in cooperation with business units for current and upcoming mandates and contribute to the development and implementation of related recruitment strategies;
- Develop and maintain recruitment plans and drive implementation, coordinate day to day recruitment activities and represent HR in Selection Boards;
- Optimise recruitment processes with the goal to setting up lean, modern and flexible recruitment procedures;
- Bring value to internal stakeholders and candidates by enhancing the use of technology and smart solutions in recruitment;
- Enhance outreach to potential candidates and manage the pool of successful candidates; and
- Contribute to embedding diversity, equity and inclusion considerations in recruitment.

### **HR budgeting, metrics, and reporting**

- Forecast and implement the staff budget, verify budget contributions of internal stakeholders;
- Produce and optimise statistical reports, human resources metrics and maintaining relative databases;
- Improve data quality and reliability of HR statistics;
- Assist in the preparation and optimisation of regular HR reports with the coordination and production of relevant data and key performance indicators; and
- Track progress and present regular updates to internal stakeholders.

### **Digital transformation and HR tools**

- Facilitate and accompany HR digital transformation process: analyse HR business processes with internal stakeholders and identify supporting technology needs, including the promotion of technology and tools to boost the efficiency and improvement of the HR processes;
- Contribute to the development and optimisation of Human Resources databases and specific HR tools;
- Manage operations in HR management tool (currently SYSPER) including its several functionalities;
- Ensure that HR IT systems/tools and processes are effective, aligned, and compliant with HR policies, and that design methodology, approval process, change controls and documentation are standardised and consistently applied.

## General HR activities

- Draft decisions, policies, procedures, briefings, notes in the area of human resources;
- Contribute to developing and implementing HR strategy; prepare strategic advice and propose new ideas in the area of HR to support and facilitate decision making;
- Manage processes, projects and contracts, control quality and ensure compliance; and
- Develop and design presentations and other communication material, guide and give high quality advice to internal stakeholders.

## 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 **diploma**<sup>3</sup>, and after having obtained the diploma, **six years** of proven professional experience<sup>4</sup>

OR

have at least a level of education which corresponds to completed university studies of **three years** attested by a **diploma**<sup>3</sup>, and after having obtained the diploma, **seven years** of proven professional experience<sup>4</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>5</sup>;
- have fulfilled any obligations imposed by the applicable laws concerning military service;
- have a thorough knowledge of one of the languages of the European Union<sup>6</sup> and a satisfactory knowledge<sup>7</sup> of another language of the European Union, and

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<sup>3</sup> 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.

<sup>4</sup> For more information on calculating the professional experience, please consult the “Candidates Guidelines” document published on [ESMA's website](#).

<sup>5</sup> Prior to the appointment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.

<sup>6</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>7</sup> At least at the level B2, according to the [Common European Framework of Reference for Languages](#). Knowledge of the 2<sup>nd</sup> EU language will be tested orally for candidates invited for interviews.

- be physically fit to perform the duties linked to the post<sup>8</sup>.

## 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 not be considered further in 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 **10 best candidates** (who obtain the highest scores) will be invited first for a written test<sup>9</sup> (1<sup>st</sup> 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 (2<sup>nd</sup> part of the selection procedure).

### 3.2.1 Essential requirements

- a) At least six (6) years of relevant experience<sup>10</sup> in the HR areas covered by the above job description;
- b) Experience in preparation, monitoring and implementation of budget and data analysis in HR (please detail volume, complexity, performance indicators, analysis tools and reports you used);
- c) Experience in coordinating recruitment activities and HR projects; and
- d) Excellent written and oral English and clear and concise writing style<sup>11</sup>.

### 3.2.2 Advantageous requirements

- e) University degree<sup>12</sup> or professional qualification in a discipline relevant to profile and/or Knowledge of the EU Staff Regulations or similar regulations in international organisations/institutions;
- f) Experience in process optimisation or change management (please detail your role and level of responsibilities); and
- g) Specific motivation for applying to the job and contribution brought in joining the team/organisation.

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<sup>8</sup> 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).

<sup>9</sup> Tests and/or interviews may be performed remotely.

<sup>10</sup> Experience must be acquired after the minimum education, as required under part 3.1.

<sup>11</sup> At least at [B2 level](#), as evidenced in the CV/motivation. English is the 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.

<sup>12</sup> As required under the part 3.1.

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

- h) Ability to deliver high-quality work under pressure and to work proactively and autonomously, ability to identify issues and propose necessary measures to mitigate a risk or optimise a process;
- i) Strong communication skills and service-oriented attitude to establish, monitor and maintain constructive relationships based on transparency and trust with internal and external stakeholders;
- j) Very good MS Excel and analytical skills, ability to tackle complex issues and to present work results in a structured and compelling manner to different target audiences; and
- k) Ability to drive initiatives that promote team-work and cooperation; ability to promote ethical behaviour and working methods.

The candidates who receive at least 60% of the maximum points in 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

Candidates should submit their application exclusively via [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 candidates to submit their application well ahead of the deadline, to avoid potential problems due to increased activity on the recruitment platform.

Candidates are encouraged to consult the [Candidates Guidelines](#) for instructions on completing an application.

Following the submission of the application, candidates will receive an automatic email acknowledging receipt of the application. All correspondence will take place by email, so

candidates should ensure that the email address associated with their applicant's account is correct and checked regularly.

## 5. 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.

Grade/step	Minimum requirements for classification in step <sup>13</sup> <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.
- 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;

<sup>13</sup> 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).

- 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.<sup>14</sup> 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 leaving<sup>15</sup>.

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

## 8. Appeal procedure

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

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<sup>14</sup> 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

<sup>15</sup> 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.



## **9. Equity, diversity and inclusion**

Here at ESMA we believe in fostering an environment that supports and is driven by equity, diversity and inclusion. ESMA is an equal opportunity employer committed to providing a safe, welcoming, stimulating and respectful environment for all its members. We welcome applications from all qualified candidates, irrespective of their age, gender, ethnicity or social origin, political or religious affiliation, disability or sexual orientation.