

Traineeship Opportunity at ESMA

Support Functions Profile:

- HR
- Communications
- Finance and Procurement
- Corporate Services/Facility Management
- ICT

Location:	Paris, France
Duration:	6 - 12 months
Monthly grant:	€2047.46 for graduate traineeships, €1364.97 for undergraduate traineeships
Application deadline:	30/11/2025
Starting date of the traineeship:	in the course of 2026

About us

[The European Securities and Markets Authority \(ESMA\)](#) is an independent EU Authority that works to enhance investor protection and promote stable and orderly financial markets. We are committed to ensuring the integrity, transparency, efficiency, and orderly functioning of securities markets, as well as enhancing investor protection.


Why Choose ESMA?


👏👏 **Hands-On Experience:** As a trainee at ESMA, you will have the opportunity to contribute to real projects and gain valuable professional experience. You will work alongside experienced professionals and be involved in meaningful tasks that will help you develop your skills and knowledge.

🌐 **Multicultural Environment:** ESMA is a diverse and inclusive workplace that values the contributions of individuals from different backgrounds. You will have the chance to work in a multicultural environment, collaborate with colleagues from various EU countries, and gain a broader perspective on the financial markets. Our trainees form a strong community and explore [the “city of light” together](#).

🚀 **Career Growth:** This traineeship is an excellent opportunity to enhance your skills and build your career in the financial sector. You will receive guidance and support from your supervisors, and you will have access to training and development opportunities that will help you grow professionally.

Who We're Looking For:

 **Eligibility:** We are looking for EU/EEA nationals who have a good level of English. You should be a graduate or undergraduate student in fields such as Business Administration, Economics, Finance, HR/Psychology, IT, other (please specify), or other related disciplines.

 **Skills:** We are seeking candidates with strong organisational, communication, and teamwork abilities. You should be proactive, motivated, and eager to learn

Main duties:

Depending on the specific domain you will be involved in the support of a variety of tasks, such as:

- media-related administrative support, including the organisation of conferences and internal or external events;
- management of the Authority's Intranet and internet sites or other Communication related activities;
- administrative/budget issues, including preparation of and follow-up of financial transactions or other Finance and Procurement related activities;
- managing e-mail accounts, Outlook calendars/agendas, travel arrangements or give administrative support to the Departments' secretariats;
- organisation of meetings;
- organisation of recruitment procedures, learning and development initiatives or other HR related activities;
- IT related activities, such as PMO (Project Management Office) tasks, IT projects' or IT operations related tasks (development, testing, system operations and administration);
- data management activities, such as data cleansing and analysis;
- support to governance and corporate planning processes

How to apply

To apply for this exciting opportunity, please submit your application through ESMA's e-Recruitment tool. Make sure to complete all sections of the application in English. For more details about the application process and the traineeship programme, please visit our [career page](#)

Diversity and inclusion

At ESMA, we value diversity and strive to create an inclusive workplace. We encourage applications from all qualified candidates, regardless of age, gender, ethnicity, or disability. We are committed to providing equal opportunities and fostering a supportive and respectful work environment.

Traineeship policy

For more information on ESMA's traineeship we invite you to check out our policy:

https://www.esma.europa.eu/sites/default/files/esma64-77-335_esma_traineeship_policy.pdf