

Team Leader (International & Institutional Affairs)

REF.: ESMA/2025/VAC05/AD8

Type of contract	Temporary Agent ¹
Function group and grade	AD8
Duration of contract	5 years, with possibility of extension ²
Department	Governance and External Affairs (GEA) Department International & Institutional Affairs (IIA) Team
Place of employment	Paris, France – office based
Deadline for applications	31/07/2025 (23:59 hrs, Paris local time)
Reserve list valid until	31/12/2026

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 Insurance and Occupational Pensions Authority (EIOPA). ESMA has a unique position within

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. Any further renewal (beyond 5 years) 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 such as credit rating agencies, or offering financial services in the EU from third countries, such as third countries central counterparties.

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 **Team Leader**, to fill a position in the **International & Institutional Affairs Team** within the [Governance and External Affairs \(GEA\) Department](#) and to constitute a reserve list of suitable candidates.

The GEA Department is responsible for the horizontal support to ESMA's governance bodies, ESMA strategy design and implementation, planning, reporting and decision-making processes, coordination of external stakeholder interactions and engagement with EU Institutions and international organisations, as well as protection of ESMA's reputation through proactive external communication. The department is covering a range of transversal activities across ESMA and is organised across 3 teams with the following responsibilities:

- **Governance and Planning Team** is leading and coordinating ESMA's relationship with its members, the National Competent Authorities, including effective accountability on ESMA's work and strategic direction. It supports ESMA work in relation to the activities conducted by the three ESAs (The European Supervisory Authorities: ESMA, EBA and EIOPA) and the Joint Committee. The team supports ESMA senior management in planning its activities and monitoring the delivery of its objectives and their prioritisation.
- **International and Institutional Affairs Team** is responsible for coordinating ESMA's relationship and ensuring relevant dialogue, representation and, where applicable, accountability, towards the EU Institutions (European Commission, European Parliament, and relevant structures under the Council of the European Union) and key stakeholders, including amongst other the Securities Markets Stakeholders Group. The team also leads and coordinates ESMA's activities within international organisations like IOSCO or FSB and leads the assessment and monitoring of the equivalence advice under ESMA's remit.
- **Communications Team** is responsible for handling external communication (including the relation with the press) and internal communication, setting the overall communication strategy and implementing it effectively, including through active support to the Senior Management. The team is supporting the delivery of the ESMA objectives by organisation of conferences and other events, as well as use of different tools deployed via the website or social media campaigns.

In fulfilling their tasks all teams are in charge of coordinating horizontal input from all ESMA structures and providing and promoting a cooperative approach in relation to delivering ESMA objectives.

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

Reporting to the Head of Governance and External Affairs (GEA), the **International & Institutional Affairs Team Leader** will be responsible for:

2.1 Common areas of responsibility and expertise

- providing direction and leadership for ESMA's activities in the area of the responsibility of the International and Institutional Affairs Team;
- implementing the objectives and priorities of the team (including objective and strategy setting and definition of target groups), to best support ESMA's work programmes and strategic orientations;
- planning and organising the effective allocation of the work between the various members of the team (including managing leaves, contributing to appraisals);
- participating in the recruitment process for new team members;
- coordinating and developing the team (including teambuilding); creating an inclusive working environment, a culture of openness and cooperation;
- providing calm, decisive leadership, remaining composed and solution-focused in fast-paced or high-pressure situations, setting a positive example to the team;
- ensuring compliance with standards, policies and best practices;
- liaising and coordinating with teams, units and departments within ESMA to progress on common workstreams, priorities and objectives;
- accomplishing other tasks assigned by the Head of Department and/or Senior Management.

2.2 Specific areas of responsibility and expertise

- contributing to the development of a strategic vision for ESMA, assessments of critical factors and analysis of proposals;
- driving the development of all International and Institutional Affairs specific deliverables (reports, notes, speeches, briefings, etc) and ensuring their production and quality control;
- developing effective cooperation and fostering strong relations with EU institutions (Commission, European Parliament and Council);
- developing effective cooperation and leading the engagement with international third countries regulators and other relevant parties;
- defining stakeholders engagement, identifying appropriate channels for interactions and supporting the Senior Management and the Head of Department as part of that process.

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 diploma³, and after having obtained the diploma, **nine years** of proven professional experience⁴ (both must be acquired in a field corresponding to the nature of the duties 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**, and after having obtained the diploma, **ten years** of proven professional experience (both must be acquired in a field corresponding to the nature of the duties 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 citizen⁵;
- have fulfilled any obligations imposed by the applicable laws concerning military service;
- have a thorough knowledge of one of the languages of the European Union⁶ and a satisfactory knowledge⁷ of another language of the European Union, and
- be physically fit to perform the duties linked to the post⁸.

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 **15 candidates** who obtain the highest scores, will be invited first for a written test⁹ (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 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.

⁴ For more information on calculating the professional experience, please consult the "Candidates Guidelines" document published on [ESMA's website](#).

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

⁶ 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.

⁷ 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.

⁸ 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).

⁹ Tests and/or interviews may be performed remotely.

3.2.1 Essential requirements

- a) At least 9 years of work experience related to the specific areas of responsibility (part 2.2) of the Team Leader position as mentioned above;
- b) Out of the 9 years, at least 2 years of proven experience in coordinating and managing a team or a project team (please mention role, size of project/team);
- c) Excellent written and oral English and clear and concise writing style.

Please specify your contributions, role, direct and indirect reports and level of responsibility.

3.2.2 Advantageous requirements

- d) University diploma in Political Science, Economics, Law;
- e) Experience in setting objectives, planning resources and monitoring results;
- f) Developing strategies and setting strategic priorities (please specify your role);
- g) Experience with/in international workstreams, international organisations, national authorities or EU institutions;
- h) Motivation for the advertised position.

Please specify the complexity of the work, direct and indirect reports, your contribution and roles.

3.2.3 Supplementary requirements

- i) Ability to lead and motivate staff and organise and plan the work in an efficient manner (management skills);
- j) Ability to deal with people effectively and courteously and build productive and cooperative working relationships with other teams/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);
- l) Ability to steer discussions and generate the best possible results without compromising productive working relationships with the other parties involved (negotiation skills).

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

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.

All candidates on the reserve list will be invited for an individual meeting with the **Executive**

Director and the Chair of the Selection Board members.

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 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 ¹⁰ <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)	Monthly net salary, with expatriation and without family allowances (incl. correction)	Monthly net salary, with expatriation and family allowances for one child (incl. correction)

¹⁰ 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\)](#).

		coefficient for France)	coefficient for France)	coefficient for France)
AD8 step 1	4 years' university degree + 9 years' of experience	7,358.57 €	8,939.45 €	10,418.40 €
AD8 step 2	4 years' university degree + 10 years' of experience	7,620.35 €	9,267.66 €	10,771.77 €

- The monthly basic salary is multiplied by the correction coefficient for France (currently 114.2%).
- 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;
- 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 Diversity, equity and inclusion

Here at ESMA we believe in diversity, equity and inclusion. 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.

All ESMA's staff members are committed to fostering an open and inclusive workplace culture. The ESMA encourages the applications of women for positions where they are currently under-represented.

If you require any special arrangements during the selection procedure related to a physical, mental, intellectual or sensory disability, please indicate it in your application, and HR will contact

you for any adjustments or arrangements needed relating to your disability, so that your full and equal participation in the selection process can be ensured.

Please consult [here](#) the ESMA Diversity, Equity and Inclusion Strategy.

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 leaving¹¹.

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

8 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 data¹². 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.

9 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](#).

¹¹ 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.

¹² 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.