Team Leader (ICT profiles)

REF.: ESMA/2025/VAC01/AD8

Type of contract	Temporary Agent[1]
Function group and grade	AD8
Duration of contract	5 years, with possibility of extension[2]
Department	Data Intelligence and Technology (DIT)
Place of employment	Paris, France – office based
Deadline for applications	~~26/05/2025~~ **Extended 02/06/2025** (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

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[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 constitute a reserve list of suitable candidates for three different profiles.

The successful candidate will be assigned to a team within the **Data Intelligence and Technology Department**. The department is responsible for the entire data lifecycle, starting with the definition of the standards for reporting or disclosing information, the design of the relevant systems, the implementation of the reporting requirements and systems maintenance, and ending with the use of data to serve all ESMA stakeholders.

Our ICT solutions are based primarily on modern SaaS solutions, Public Cloud (Azure) and M365 with Data Analysis being central to our business. We also need an expertise in ICT risk, cybersecurity and new technologies to support regulatory projects such as DORA, DLT Pilot, ESAP and MICA.

Amongst five units and eight teams in the department, this procedure is related to positions in the below mentioned **two units** and **three teams**:

The **Digital Workplace and Cyber Resilience (DCR) unit** is responsible for the following:
- managing of the public cloud infrastructure (IaaS, PaaS, SaaS), managed cryptographic & access management solutions and digital workplace equipment (physical and virtual endpoints, unified communications tools, multifunction printer devices);
- handling of cybersecurity operations, as well as of IT business continuity arrangements (backups, disaster recovery);
- providing of IT helpdesk services for ESMA staff and external stakeholders;
- enabling staff to work and collaborate anywhere, anytime with a fit for-purpose security and optimise their work experience and productivity;
- working alongside our business colleagues to implement state-of-the-art technology to meet our obligations, which is both efficient and secure. These systems could be regulatory, internal (such as HR and workflow management) and external - requested by our stakeholders (such as the national competent authorities).

The **DCR unit** has two teams: **Infrastructure and Cyber Resilience (ICR)** and **Digital Workplace (DWP)**.

The **Data & Content Systems (DCS) unit** is responsible for the following:
- implementing, supporting and operating the IT systems in the area of data analytics, supervision and content management (documents, collaboration, and record management);
- developing and implementing ESMA's IT work programme in designated areas, and contributing to the development and the implementation of the Data Work Programme;

- providing data engineering expertise and automation for data processes;
- offering expertise in technology applied to data, supervision and content management.

The unit has two teams: Data Systems (DAS) and **Content Management and Collaboration (CMC)**.

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

Common areas of responsibility and expertise related to the Team Leader position:

The purpose of the position is to lead, direct and coordinate the team to ensure the achievement of the team, as well as unit and department objectives.

Reporting to the Head of Unit, the Team Leader will be responsible for:

- coordinating and developing the team (including teambuilding); creating an inclusive working environment, a culture of openness and cooperation;
- contributing to and executing relevant parts of the IT Work Program and ESMA Strategy, implementing the objectives and priorities related to the team (including objective and strategy setting, definition of target groups, definition of tasks and timings, distribution of responsibilities), 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 members of the team;
- ensuring compliance with standards, policies and best practices, supervising the maintenance of existing IT services and ensuring compliance with the operational agreements in force;
- coordinating vendor relationships and the lifecycle of contracts, as well as collaborating with procurement and finance to ensure cost-effective solutions that meet business requirements;
- managing the budget allocated to the team and ensuring compliance with the applicable financial rules;
- overseeing budgeting for software licenses, hardware purchases, and ongoing service costs;
- evaluating emerging tools, technologies, and methods to enhance the IT capabilities; drive adoption of best practices, ensuring ESMA's toolset remains secure, scalable, and user-friendly;
- providing a centre of expertise for modern IT architecture and coordination of change processes;
- liaising and coordinating with teams, units and departments within ESMA to progress on common workstreams and objectives, as well as communicating technical concepts in an accessible manner and building strong, trusting relationships;
- developing effective cooperation and communication with other relevant bodies such as EBA, EIOPA, the European Commission, and the NCAs;
- providing calm, decisive leadership during incidents or outages, coordinating effectively with technical teams and communicating clearly to stakeholders; remain composed and solution-focused in fast-paced or high-pressure situations, setting a positive example for the team.

Specific areas of responsibility and expertise related to the Team Leader position:

For the ICR Team Leader

- maintaining infrastructure based on public cloud IaaS, PaaS and SaaS services, ExpressRoute connectivity, Internet connection and end-user office networks;
- managing corporate cybersecurity posture, cyber-resiliency efforts and implementation of Business Continuity and Disaster Recovery (BCDR) procedures in multi-regional public cloud environment.

For the DWP Team Leader

- managing the digital workplace tools, including virtual desktops, laptops, mobile devices, peripherals and video-conferencing equipment;
- managing the back-office systems including Microsoft 365 and Identity and Access Management;
- coordinating the single point-of-contact for IT support.

For the CMC Team Leader

- delivering and supporting systems for:
  - ✓ Content Management and Collaboration;
  - ✓ Project Management Office (PMO);
  - ✓ the Supervision of the Financial Markets.

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[3], and after having obtained the diploma, **nine years** of proven professional experience[4] (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

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[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.

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 citizen[5];

- 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[6] and a satisfactory knowledge[7] of another language of the European Union, and

- be physically fit to perform the duties linked to the post[8].

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), split by role in line with ESMA's organisational priorities, considering the applications received, will be invited first for a written test[9] (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) University diploma in Information Technology, Computer Science, or closely related;

b) At least nine (9) years of work experience[10] in one or more of the specific areas of responsibility and expertise related to the Team Leader position, mentioned above;

c) At least two (2) years of proven experience in coordinating and/or managing a team or project team - setting objectives, planning resources and monitoring results, ideally in

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

the area of digital workplace, IT infrastructure, cybersecurity, content management, IT collaboration tools, or mission critical systems (please mention the role, number of direct and indirect reports and how long you have led it).

d) ITIL certification and one of the main Project Management certifications: PM², PMI, PRINCE2 or ScrumMaster (please clearly list these in the education and training section of your application).

e) 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

f) Experience serving various lines of IT Support;

g) Experience in vendor management;

h) Experience in managing outsourced and hybrid teams;

i) Other certifications in areas relevant to the position (e.g. TOGAF, CISSP, COBIT, FinOps, AWS, Azure, Microsoft 365, CEH, MBTI, EQ-I, SHRM-CP); and

j) 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

k) Ability to lead and motivate staff and organise and plan the work in an efficient manner (management skills);

l) Ability to deal with people effectively and courteously and build productive and cooperative working relationships with other teams/Units and colleagues (interpersonal skills);

m) Ability to communicate clearly and present complex subjects simply, both orally and in writing, including to the members of the team (communication skills);

n) 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 selection board reserves the right to assign any role(s) to a candidate.**

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 one 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[11] *(required level of university studies + minimum number of years of experience after university graduation)*	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)
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

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[11]   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).

qualified candidates, irrespective of their age, gender, ethnicity or social origin, political or religious affiliation, disability or sexual orientation.

All ESMAs 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 leaving[12].

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 data[13]. 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.

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[12]   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.

[13]   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.

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.