

## Administrative Assistant

**REF.: ESMA/2024/EPSO/VAC09/FGIII**

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| <b>Type of contract</b>  | Contract Agent <sup>1</sup>  |
| <b>Function group and grade</b>  | FGIII  |
| <b>Duration of contract</b>  | 5 years or shorter related to the project activity, with possibility of extension <sup>2</sup> |
| <b>Department</b>  | Across ESMA  |
| <b>Place of employment</b>   | Paris, France – office based   |
| <b>Planned date of the search for applications in the EPSO CAST database<sup>3</sup></b> | 30/08/2024 (23:59 hrs, Paris local time)<br>Ref. EPSO/CAST/P/8/2017 - FGIII                    |
| <b>Reserve list valid until</b>  | 31/12/2025   |

## 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

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<sup>1</sup> According to the Article 3 (a) of the [Conditions of Employment of Other Servants \(CEOS\) of the European Union](#).

<sup>2</sup> Contract 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.

<sup>3</sup> In this selection procedure, ESMA will conduct a search in the EPSO CAST database among the registered and eligible candidates of the [EPSO/CAST/P/8/2017 – Administration FGIII call foreseeable on the above mentioned date: Administration / Human resources \(CAST Permanent\) | EU Careers \(europa.eu\)](#)

- 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 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 **Administrative Assistant** to constitute a reserve list of suitable candidates for potential staffing needs linked with current and future workstreams. We are looking for candidates with different profiles / backgrounds, and especially in:

- Personal assistance or secretarial support (meetings organisation, support to the manager and team/unit);
- HR (recruitment / learning & development / administration);
- Communications (external/internal communications / website management / media & social media monitoring and reporting / visual content creation / experience with Canva, knowledge of Adobe Photoshop, Illustrator and InDesign is an advantage);
- Finance / Procurement (follow-up of financial transactions, budget management, planning & reporting, drafting tender specifications);
- Facility Management (business trips & events management / environment, health & safety / building & office supply management / physical security & document management).

### **Main duties:**

You may be assigned, depending on the needs of the service, to one or several tasks:

- Organising and coordinating of meetings, events, interviews;
- Managing calendars/agendas, handling follow-up of information flows and deadlines; taking minutes and managing office supplies;
- Drafting correspondence, preparing relevant reports, statistics, databases, notes, presentations and proof-reading of documents;
- Maintaining and updating ESMA's intranet and/or website and/or databases and managing team records;
- Financial administration and budget monitoring (planning, follow-up and reporting): managing financial transactions ideally using a financial / accounting system;

- Drafting and/or coordinating the preparation of documents, vacancy notices, internal documents, tender specifications in cooperation with technical experts;
- Knowledge (or capacity to learn) the relevant rules and regulations (ideally the EU Staff Regulations, EU Financial Regulation, Mission rules etc.);
- Communication with internal and external stakeholders (in written and verbally);
- Creating infographics, videos and other visual assets;
- Excellent skills in Office suite and MS Teams;
- Performing any other secretarial and administrative tasks, as deemed necessary;

More information about [ESMA's Departments](#) and [organigramme](#).

### 3 Professional qualifications and other requirements

Applications will be assessed based on the Eligibility and Selection criteria specified in this vacancy notice.

#### 3.1 Eligibility criteria

To be considered eligible, candidates must satisfy all the eligibility criteria listed below, by the deadline for submitting applications:

- have a level of post-secondary education attested by a diploma<sup>4</sup>  
OR
- a level of secondary education attested by a diploma<sup>4</sup> giving access to post-secondary education and after having obtained the diploma, 3 years of proven professional experience<sup>5</sup>;
- be a national of a Member State of the European Union<sup>6</sup> or the EEA (Norway, Liechtenstein, Iceland);

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<sup>4</sup> Only qualifications awarded by EU Member State authorities or European Economic Area (EEA) authorities or qualifications recognised as equivalent by the relevant authorities will be taken into consideration. If the main studies took place outside the European Union, the candidate's qualification must have been recognised by a body delegated officially for the purpose by one of the European Union Member States (such as a national Ministry of Education) or a NARIC recognition is required: <https://www.enic-naric.net/> and a document attesting so must be uploaded with the application by the closing date. If you have a diploma recognised in an EU Member State, you don't need NARIC recognition for your lower-level diploma(s). Example: If you have a bachelor's degree from a university outside the EU, and a master's degree from an EU university, you don't need NARIC recognition for the bachelor's degree. Qualifications/diplomas awarded until 31/12/2020 in the United Kingdom are accepted without further recognition. For diplomas awarded after this date (from 01/01/2021), a NARIC recognition is required.

<sup>5</sup> For more information on calculating the professional experience, please consult ESMA Recruitment Guidelines for Candidates (ESMA64-337-1278) published on ESMA's website [https://www.esma.europa.eu/sites/default/files/library/esma64-337-1278\\_esma\\_candidate\\_guidelines.pdf](https://www.esma.europa.eu/sites/default/files/library/esma64-337-1278_esma_candidate_guidelines.pdf)

<sup>6</sup> Member States of the EU: Member States of the EU: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.

- enjoy full rights as a citizen<sup>7</sup>;
- have fulfilled any obligations imposed by the applicable laws concerning military service;
- have a thorough knowledge<sup>8</sup> of English (C1) as this is the ESMA's working language - and a satisfactory knowledge (B2) of another language<sup>9</sup> of the European Union; and
- be physically fit to perform the duties linked to the post<sup>10</sup>.

### 3.2 Selection criteria

This is a recruitment from the EPSO CAST database/reserve list **EPSO/CAST/P/8/2017 – FGIII**: [Administration / Human resources \(CAST Permanent\) | EU Careers \(europa.eu\)](#)

The ESMA Selection Board will search for qualified candidates from the EPSO CAST database indicated above, by using the **keywords** related to the ESMA vacancy ref. **ESMA/2024/EPPO/VAC09/FGIII** and below-mentioned Essential, Advantageous and Supplementary requirements.

The identified candidates will be requested by email to **confirm their interest** in the position and to relocate to Paris in 2024/2025. Failing to reply to this email within 72 hours will lead to the exclusion of the application from the selection process.

The remaining applications which fulfil the Eligibility criteria (part 3.1) will be assessed and scored against the Essential requirements (part 3.2.1). The candidates who do not meet all of the Essential requirements (part 3.2.1) will be excluded from the selection process.

The candidates who meet all of 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 best **80 candidates** will be invited for the **EPSO computer-based tests**<sup>11</sup>.

All candidates who pass the EPSO test<sup>12</sup>, will then be invited for **interviews** with the ESMA Selection Board (interviews will be held remotely, via Microsoft Teams).

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<sup>7</sup> Prior to the appointment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.

<sup>8</sup> The assessment is done in accordance with the [Common European Framework of Reference for Languages \(CEFR\)](#). Native English speakers will be tested to prove their second language skills.

<sup>9</sup> The official languages of the EU: 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>10</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>11</sup> Those candidates who already passed the relevant EPSO test (with the status "tested" and "valid") will not have to take the test again.

<sup>12</sup> Including the shortlisted candidates who passed the test before (with the status "tested" and "valid").

Candidates are required to clearly indicate in their application **how they acquired the knowledge and experience allowing them to meet the Selection criteria** mentioned below and to give specific examples.

### 3.2.1 Essential requirements

- a) At least three years of work experience<sup>13</sup> in one area (see main duties mentioned above):
  - Personal assistance or secretarial support;
  - HR;
  - Communications;
  - Facility Management;
  - Finance and/or Procurement.
- b) Medium or proficient knowledge of IT applications such as: MS Word, MS Excel, MS Outlook etc (please specify);
- c) Excellent written and oral English (C1) and clear and concise writing style<sup>Error! Bookmark not defined.</sup>.

### 3.2.2 Advantageous requirements

- a) Motivation for the advertised position (you must indicate the **ESMA vacancy notice reference number**<sup>14</sup>).
- b) **EPSO strong skill: Carrying out logistical administrative tasks** (e.g. Managing mission orders/ travel reimbursements, Managing office supplies, word processing/editing (putting documents in the proper form), Mail and document management: recording, distribution and follow-up)
- c) **EPSO strong skill: Specific IT skills and ability to use social media in work context** (e.g. Sysper (HR module), ABAC or other financial software (SAP, etc), SharePoint, MIPS, Web management familiarity/competence, Editing and design of website content (preferably, but not limited to using the CMS Drupal), social media management)
- d) **EPSO strong skill: Numerical skills ('comfortable/good with figures')** (e.g. Accountancy familiarity/competence, Financial skills, Producing tables)
- e) **EPSO strong skill: Drafting accurate and well formulated minutes** (e.g. Drafting skills: notes, letters and other official documents, Drafting emails on behalf of superiors, Ability to draft formal / legal correspondence, Advanced formatting of Word documents);
- f) Experience in more than one area indicated in the essential criterion above;

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<sup>13</sup> Experience must be acquired after the minimum education, as required under part 3.1.

<sup>14</sup> Ref. ESMA/2024/EPPO/VAC09/FGIII.

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 (behavioural competences)

- g) *Working with others*: Ability to work cooperatively with others in teams and across organisational boundaries and respect differences between people;
- h) *Delivering quality and results*: Take personal responsibility and initiative for delivering work to a high standard of quality within set procedures;
- i) *Resilience*: Remain effective and customer-service oriented under a heavy workload, handle organisational frustrations positively and adapt to a changing work environment;
- j) *Communicating*: Communicate clearly and precisely both orally and in writing; and
- k) *Prioritising and organising*: Ability to manage priorities, deliver high-quality outcomes and paying attention to detail while respecting tight deadlines.

The candidates who receive at least 60% of the maximum points for the interviews will be included in the reserve list of suitable candidates.

The established reserve list may be used for the recruitment to 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 via the EPSO CAST database and use the [specific FGIII call EPSO/CAST/P/8/2017](#).

In your EPSO application you must indicate the **ESMA vacancy reference: ESMA/2024/EPPO/VAC09/FGIII** (please insert the ESMA vacancy reference in the EPSO application's section 'Motivation and Strengths').

The link to apply: [Administration / Human resources \(CAST Permanent\) | EU Careers \(europa.eu\)](#)

If your application has been identified as suitable during the search performed in the EPSO CAST database, you will be requested by email to **confirm your interest in the position** and to relocate to Paris in 2023. If you do not reply to this email within 72 hours your application will be excluded from the selection process.

If your application ranks amongst the **80 best applications**, you will have to pass the EPSO computer-based test, unless you have successfully passed the test for the above-mentioned call already and your test is still valid.

ESMA will request EPSO to invite you to the EPSO test. Please ensure that your email address associated with the EPSO applicant's account is correct and check your inbox regularly.

Applications will be assessed on the basis of the eligibility and selection criteria specified in the vacancy notice (as explained in parts 3.1 and 3.2) and these must be met by the planned date of the search for applications in the EPSO CAST database.

## 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 contract agent. Any further renewal (beyond five years) shall be in principle for an indefinite duration.
- Successful external candidates will be recruited in the relevant grade and classified in the step 1.

| Grade/step      | Minimum requirements for classification in step <sup>15</sup><br><i>(required level of education + minimum number of years of experience after the required graduation)</i> | Monthly net salary, without expatriation or family allowances (incl. correction coefficient for France) | Monthly net salary, with expatriation and no family allowances (incl. correction coefficient for France) | Monthly net salary, with expatriation and family allowances for one child (incl. correction coefficient for France) |
|-----------------|---|---|--|---|
| FGIII 8 step 1  | Post-secondary education + less than 5 years of professional experience   | 3,246 €   | 4,017 €  | 4,796 €   |
| FGIII 9 step 1  | Post-secondary education + between 5 and 15 years of professional experience  | 3,672 €   | 4,190 €  | 5,242 €   |
| FGIII 10 step 1 | Post-secondary education + 15 and more years of professional experience   | 4,050 €   | 4,629 €  | 5,804 €   |

- The monthly basic salary is multiplied by the correction coefficient for France (currently 117%).
- 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
- Work-life balance with teleworking flexibility, learning and development opportunities such as language trainings, as well as social integration and free access for children to the [European school in Paris](#).

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<sup>15</sup> ESMA Management Board decision on the conditions of employment of contract staff under the terms of Article 3a: [https://www.esma.europa.eu/sites/default/files/library/decision\\_on\\_ir\\_on\\_employment\\_of\\_contract\\_staff.pdf](https://www.esma.europa.eu/sites/default/files/library/decision_on_ir_on_employment_of_contract_staff.pdf)



## 6 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.

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 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<sup>16</sup>.

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<sup>17</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](#).

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<sup>16</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.

<sup>17</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.

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](#).