

# Traineeship notice

Support functions profile

REF.: ESMA/2023/VAC01/TRP

<b>Type of contract</b>	Paid traineeship
<b>Duration of traineeship</b>	From 6 to 12 months
<b>Traineeship in one of the following Departments</b>	<ul style="list-style-type: none"> <li>• Governance &amp; External Affairs Department</li> <li>• Data Intelligence and Technology Department (ICT Unit)</li> <li>• Resources Department: HR Unit, Finance and Procurement Unit, Corporate Services Unit.</li> <li>• Chief Information Security Officer</li> </ul> <p>For more information, see <a href="#">ESMA organigramme</a><sup>1</sup></p>
<b>Place of traineeship</b>	Paris, France – office based
<b>Monthly grant</b>	As per Article 5.3 (2) of the ESMA traineeship policy <sup>2</sup> : 1260.74 € (undergraduate traineeship) <sup>3</sup> 1891.11 € (graduate traineeship) <sup>4</sup>
<b>Deadline for applications and validity of the reserve list</b>	There is no deadline for applications. The vacancy will remain open until 31/12/2023. All eligible applications constitute reserve list valid for 2 years after the closing date of the vacancy.

## 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 three objectives:

- **Investor protection:** to have the needs of financial consumers better served and to reinforce their rights as investors while acknowledging their responsibilities;

<sup>1</sup> <https://www.esma.europa.eu/about-esma/esma-in-short/esma-organigramme>

<sup>2</sup> [https://www.esma.europa.eu/sites/default/files/library/esma64-77-335\\_esma\\_traineeship\\_policy.pdf](https://www.esma.europa.eu/sites/default/files/library/esma64-77-335_esma_traineeship_policy.pdf)

<sup>3</sup> Indicative calculation for 2021.

<sup>4</sup> See footnote 3.

- **Orderly markets:** to promote the integrity, transparency, efficiency, and well-functioning of financial markets and robust market infrastructures, and
- **Financial stability:** to strengthen the financial system in order to be capable of withstanding shocks and the unravelling of financial imbalances while fostering economic growth.

ESMA achieves these objectives through four [activities](#):

- assessing risks to investors, markets and financial stability;
- completing a single rulebook for EU financial markets;
- promoting supervisory convergence; and
- directly supervising specific financial entities.

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 focuses on the securities and financial markets dimension and the overarching European aspects of these objectives.

For further information, please refer to ESMA's website: <http://www.esma.europa.eu>

## 2 Traineeship framework and profile

ESMA is organising a general call for expression of interests for a traineeship position, without any specific deadline for applications. The aim of this vacancy notice is to establish a reserve list of suitable candidates for future traineeship positions that become available throughout the year.

The purpose of the traineeship programme is to provide graduates/undergraduate students with a unique and first-hand experience of the workings of ESMA and give the trainees the opportunity to utilise their knowledge and get professional experience in a multi-cultural environment of the EU agency.

There are two traineeship programmes available: **project-based**, where trainees work on the projects allocated to them or contribute to the projects of their team, and **process-based**, where trainees get the 'hands on experience' from participating in a daily work of their teams.

ESMA offers 6-month traineeship which can be extended to a maximum of 12 months.

This call will be open until **31 December 2023**. All eligible applications will automatically constitute a reserve list valid for two years after the closing date of the vacancy.

When a traineeship role becomes available the representatives of the departments will shortlist the candidates who will be invited for video interviews. The representatives will assess the background, education and skills of the candidates and the successful one will receive a

traineeship offer. Other applications will remain on the reserve list available for future traineeship opportunities.

### **Main duties (project/process-based traineeships):**

Depending on the specific domain, the selected candidate, under the direct supervision of the traineeship tutor, may be responsible for some of the following:

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

## **3 Professional qualifications and other requirements**

### **3.1 Eligibility criteria**

Candidates must satisfy all eligibility criteria and provide relevant supporting documents at the time of submission of their application:

- be a national of a Member State of the European Union or the European Economic Area (EEA): Iceland, Liechtenstein or Norway;
- have a good knowledge of English<sup>5</sup>;
- be covered in the event of illness or accident by a national social security scheme or a private insurance policy, and
- *for "graduate traineeships"*: have completed the first cycle of a higher education course and obtained a university degree or its equivalent (bachelor's degree)

OR

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<sup>5</sup> At least B2 level, as in line with the Common European Framework of Reference for Languages.  
<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>  
English: working language of ESMA.

for “*undergraduate traineeships*”: have an official declaration from the relevant university.

### 3.2 Selection criteria

The below mentioned requirements are advantageous (not obligatory), thus constitute an additional asset:

- university degree in the field of business administration, economics, finance, HR, psychology, IT or similar;
- good drafting skills in English (presentations, speeches, articles, revision of documents);
- knowledge of the standard Microsoft applications (Excel, Word, PowerPoint, Teams);
- knowledge of area specific applications (e.g. budget and financial applications, HR databases, IT development tools, HTML, social media, web management tools);

Behavioural competencies:

- good organisation skills and ability to handle large volume of work in an efficient and timely manner;
- precise and punctual work approach, attentive to details;
- good communication skills;
- dynamic personality with strong aptitude for teamwork;
- developed sense of initiative, is able to carry out assigned tasks without close supervision;
- handling sensitive information in a discreet manner, with respect to confidentiality, and
- being flexible and motivated.

## 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. Please consult the [Candidates Guidelines](#) for instructions on completing your application.

Please note that all correspondence will take place by email, so ensure that the email address associated with your account is correct and that you check it regularly.

Your application will be assessed on the basis of the eligibility and selection criteria specified in part 3 above on the date when you submit your application.

When a traineeship position becomes available in any of the departments the designated representatives of the departments will assess the eligible applications and shortlist the candidates best matching the selection criteria and the profile required for this traineeship.

The shortlisted eligible candidates will be contacted by HR to check if they are interested in

the given traineeship. Those who confirm their interest and availability will be invited for video interviews. Following the interviews, the successful candidate will receive a conditional traineeship offer (subject to providing the documents confirming his/her eligibility-full list to be included in the traineeship offer).

The applications of the candidates invited for interviews but not successful will remain in ESMA's e-Recruitment tool for two years following the closing date of this vacancy notice and they will be available when new traineeship positions become available.

Further information on traineeship programme at ESMA (selection process, rights and duties of trainees, duration, grant, leave entitlements etc.) can be found on ESMA's Career website, under traineeships: <https://www.esma.europa.eu/about-esma/careers>

Following the submission of the application candidates will receive an automatic email acknowledging receipt of the application.

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 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>6</sup> This applies in particular to the confidentiality and security of such data. For more information, please check the [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.

## 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.

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<sup>6</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