



TRAINEESHIP NOTICE – HR PROFILE (F/M)

REF.: ESMA/2017/VAC1/TRP/HR

Type of contract	Paid traineeship
Duration of traineeship	From 6 to max 12 months
Department	Resources Department (Human Resources team) ¹
Place of traineeship	Paris, France
Monthly grant	As per Article 5.3 (2) of the ESMA traineeship policy ² : <ul style="list-style-type: none">• 1.055 € (undergraduate traineeship)³ or• 1.583 € (graduate traineeship)⁴
Deadline for applications	06/11/2017 (23:59, Paris local time)
Reserve list	Valid one year from the date of establishment

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 Regulation⁵ and encompasses three objectives:

- **Investors' protection:** to have the needs of financial consumers better served and to reinforce their rights as investors while acknowledging their responsibilities;
- **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 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). For further information, please refer to ESMA's website: <http://www.esma.europa.eu>.

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

² <https://www.esma.europa.eu/about-esma/careers>
<https://www.esma.europa.eu/sites/default/files/library/2015/10/2015-1228.pdf>

³ Indicative calculation for 2017.

⁴ See footnote 3.

⁵ Regulation (EU) No 1095/2010 of the European Parliament and of the Council of 24 November 2010 establishing a European Supervisory Authority (European Securities Markets Authority), amending Decision No 716/2009/EC and repealing Commission Decision 2009/77/EC.



2. Description of the traineeship

ESMA announces a traineeship opportunity for European students and graduates. The trainee(s) will support the daily operations of the Human Resources (HR) team of the Agency.

We are looking for dynamic trainees to join the HR team of ESMA, which delivers the full range of the HR services to ESMA and its staff. This opportunity is perfect for a recent graduate looking to gain professional experience in a multicultural and multilingual setting. We offer in-house training and mentoring to give you the chance to maximise your learning experience.

The traineeship will take place at ESMA's headquarters in Paris. The traineeship contract will be concluded for 6 months, which may be extended up to max duration of 12 months.

The trainee will be expected to carry out the following duties under supervision. The area of assignment within HR may change as required by Agency's needs.

Recruitment support:

- support in publication of vacancy notices;
- registration and eligibility check of all applications;
- coordination of selection procedure documents (e.g. preparing selection templates, written test);
- administrative coordination of meetings of the selection committee members and interviews;
- management of all communication with candidates (e.g. invitations, rejection letters, offer letters);
- coordination of the reimbursement process for candidates (e.g. collection of documents, obtaining internal approval for reimbursements, follow up);
- collecting supporting documents of the candidates and drafting grading sheets for work experiences.

HR administration support:

- assist during the coordination of the entry-into-service processes;
- assist in coordination of absence management;
- assist in management and regular update of HR Intranet (HR announcements, HR wiki pages etc.);
- assist in management of HR electronic tools (Allegro, Paperless);
- management of employee data in multiple HR databases;
- preparation of personnel files (electronic and physical) and
- assistance in relocation matters.

Training and staff development support:

- support in coordination and organisation of training events, workshops and other activities;
- assist in developing and implementing training programmes, and
- administration of training requests (registration, processing, filing).

3. Admission and selection criteria



The traineeship is open to applicants who have not previously undertaken a traineeship at ESMA and who meet the following requirements:

A. Eligibility requirements

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 English⁶;
- 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 degree)
OR
for “undergraduate traineeships”: have an official declaration from the relevant university.

B. Selection requirements

- a) experience of work or study in the area of Human Resources Management/Business Administration/Public Administration/EU studies etc.;
- b) knowledge and/or experience of the workings of the EU institutions would be an asset;
- c) good knowledge of IT applications (word, excel and any other is an asset).

Behavioural competencies:

- d) good organisation and communication skills and ability to handle large volume of work in an efficient and timely manner;
- e) precise work approach and attentive to details;
- f) dynamic personality with strong aptitude for team work and
- g) handling sensitive information in a discreet manner, with respect to confidentiality.

4. Application procedure

Candidates must submit their application electronically. The application must be composed of a **CV in English (Europass format⁷), a motivation letter.**

Applications must be sent to vacancies@esma.europa.eu, by 30/10/2017 and saved as follows:

ESMA_2017_VAC1_TRP_HR_FAMILY NAME_First name

Example: ESMA_2017_VAC1_TRP_HR_SMITH_Anna

Indicating in the subject line of the email:

⁶ A self-declaration in the submitted CV or provided language certificate.

At least at the level of “independent user B2”, as a minimum level of English according to the Common European Framework of Reference for Languages <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

⁷ <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>



ESMA_2017_VAC1_TRP_HR_FAMILY NAME_First name

Example: ESMA_2017_VAC1_TRP_HR_SMITH_Anna

Only complete applications containing the above mentioned documents and sent within the deadline will be taken into consideration. ESMA applies equal opportunities and accepts applications without distinction on the grounds of age, race, political, philosophical or religious conviction, sex or sexual orientation and regardless of disabilities, marital status or family situation.

5. Selection procedure

The designated Committee will assess the eligible applications and select those best matching the selection criteria required for this traineeship. The best admissible candidates will be invited for a phone/video skype interview, which may include other appropriate testing.

Engagement for a traineeship will be decided by the Agency's Appointing Authority on the basis of a list of suitable candidates proposed by the Selection Committee. The established list may be used for other similar traineeships depending on the Agency's needs.

All applicants will be informed about the outcome of their application. If an application is unsuccessful, candidates may re-apply to future vacancies for which they satisfy the criteria.

6. Conditions of the traineeship

Trainees receive a monthly grant⁸ for full-time traineeship of:

- 1.055 € (undergraduate traineeship) or
- 1.583 € (graduate traineeship).

Trainees may also be entitled to the reimbursement of their travel expenses from/to their place of origin. Trainees shall be responsible for organising their own sickness insurance against health risks and their own accident insurance.

Before the start of the traineeship, the candidate will be required to provide the following documents:

- a proof of nationality;
- diplomas or academic qualifications needed to prove s/he satisfies the eligibility/selection criteria, and
- documents showing that the trainee has public or private cover for accident insurance and sickness insurance against health risks for the entire duration of the traineeship period.

For detailed information about rights and obligation related to traineeships, please refer to the ESMA traineeship decision:

- <https://www.esma.europa.eu/about-esma/careers>
- <https://www.esma.europa.eu/sites/default/files/library/2015/10/2015-1228.pdf>

⁸ Indicative calculation for 2017.



7. Data protection

Candidates' personal data are processed as required by Regulation (EC) No. 45/2001 of the European Parliament and of the Council of 18 December 2000, on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. This applies in particular to the confidentiality and security of such data. For more information, please check ESMA's privacy statement on recruitment procedures <http://www.esma.europa.eu/page/Personal-data-protection>