



## TRAINEESHIP NOTICE – FINANCIAL MARKETS PROFILE (F/M)

### REF.: ESMA/2015/VAC1/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>• Risk Analysis &amp; Economics Department</li><li>• Markets Department</li><li>• Investors &amp; Issuers Department</li><li>• Supervision Department</li><li>• Legal, Convergence and Enforcement Department</li></ul> <p>For more information, see <a href="#">ESMA organigramme</a><sup>1</sup></p>
<b>Place of traineeship</b>	Paris, France
<b>Monthly grant</b>	As per Article 5.3 (2) of the ESMA traineeship policy <sup>2</sup> : <ul style="list-style-type: none"><li>• 1.024 € (undergraduate traineeship)<sup>3</sup></li><li>• 1.536 € (graduate traineeship)<sup>4</sup></li></ul>
<b>Deadline for applications</b>	Open call (without a specific deadline)
<b>Reserve list</b>	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 Regulation<sup>5</sup> 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 In-

<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/2015/10/2015-1228.pdf>

<sup>3</sup> Indicative calculation for 2015.

<sup>4</sup> See footnote 1.

<sup>5</sup> 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.



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. Description

ESMA is organising a general call for expression of interests for a traineeship position, without any specific deadline for applications. The aim of the traineeship programme is to provide graduates/undergraduate students with a unique and first-hand experience of the workings of ESMA. Traineeships offer 6-12 months applied training in market analysis, statistics or data management. It provides also insights into conceptual and empirical issues of financial market functioning and integration, as well as regulation, supervision and enforcement in the European Union. On the other hand, trainees enhance the everyday work of ESMA; they assist to ad-hoc projects by providing a fresh point of view and up-to-date academic knowledge.

For this open call, the received applications will be evaluated, on a regular basis, by a designated Committee. As a result, a database/reserve list of candidates for a potential selection will be established. The successful candidate will be assigned to a specific domain/area/Department/project, depending on his/her background, education and set of skills.

Traineeship positions, where candidates with a "Financial markets" profile could be placed, are available in different Departments across ESMA, for example within:

- Risk Analysis & Economics (RAE) Department - it is ESMA's analytical and statistics Unit, composed of three teams: Data Statistics, Markets & Investors, and Innovation & Products. RAE Department monitors market, systemic and innovation risks in the EU's securities markets, financial infrastructures, and investment businesses. RAE Department also conducts research on market functioning, investor protection, and financial stability issues. RAE offers traineeships in research and analytical work in different areas, by developing and monitoring risks, data gathering and management, as well as statistical analysis and data programming.
- Markets (MKT) Department – is structured in three teams: Secondary Markets, Market Integrity and Data Reporting and Post-Trading (OTC Derivatives, CSDs, CCPs and Trade Repositories). MKT Department offers traineeship positions for assistance in specific projects, by providing support in analysis of data, data collection for regulatory purposes and assisting in certain policy issues.
- Investors & Issuers (INI) Department is composed of five teams: Corporate Finance, Corporate Reporting, Investment Management, CRA Policy and Investors Protection. INI Department offers traineeships positions for assisting in different projects/ad-hoc projects (e.g. analysis of data, data collection, risk monitoring, assisting in certain policy issues etc.)
- Supervision (SUP) Department is structured in two teams: Investigation and Monitoring & Strategy. SUP Department offers traineeships in the area of analytical support (identification/development of key statistics, assisting in preparation of manuals, documentations, reports and reporting standards/tools), assisting in definition and methodologies of rating of funds.
- Legal, Convergence and Enforcement (LCE) Department - is composed of three teams: Convergence, Enforcement and Legal team. LCE offers traineeship positions for assis-

tance in specific projects, by providing support in the collection and analysis of information on the national competent authorities' supervisory frameworks, in preparing regular updates on supervisory convergence initiatives underway, and in assisting in the preparation of key meetings with other EU bodies.

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

- provide support to the markets analysis of different policies, ad-hoc projects or guidelines documents that are managed by the Authority, which requires quantitative and qualitative data collection and analysis;
- support experts in research/policy/supervisory convergence work and analysis of developments in financial markets area/operations;
- assist in preparation of manuals, documentations, reports and reporting tools;
- collect, analyse the data and monitor trends (data management);
- design and update reports/statistics/databases on various subjects, or
- assist in preparation of briefings, presentations and/or speeches on ESMA's scope of action.

### 3. Qualifications and other 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 English<sup>6</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 degree)  
OR  
for "*undergraduate traineeships*": have an official declaration from the relevant university.

#### B. Advantageous requirements

The below mentioned requirements are not obligatory, and substitute an additional asset:

- university degree in the field of economics, finance, mathematics or comparable disciplines;
- good drafting skills in English (preparation of presentations, speeches, articles, revising of documents);
- knowledge (acquired by experience or education) of financial markets;

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<sup>6</sup> 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>



- knowledge of the standard Microsoft applications (Excel, Access, PowerPoint);
- ability to extract and analyse sets of data using Excel, Access, EViews, Stata, or similar data analysis applications;
- familiarity with statistical or mathematical software, or
- programming skills<sup>7</sup>.

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 team work;
- developed sense of initiative, is able to carry out assigned tasks without close supervision;
- analytical mind with conceptual thinking;
- handling sensitive information in a discreet manner, with respect to confidentiality, and
- being flexible and motivated.

#### 4. Application procedure

Candidates must submit their application electronically. The application shall be composed of a CV in English (Europass format<sup>8</sup>), a motivation letter (maximum one page<sup>9</sup>) and the following supporting documents:

- ID card/passport (proof of nationality)
- diplomas, academic qualifications, declaration from the relevant university, language certificate etc. needed to prove s/he satisfies the eligibility criteria;
- documents showing that the trainee has public or private cover for accident insurance and sickness (covering entire duration of the traineeship period).

Documents must be sent only to [vacancies@esma.europa.eu](mailto:vacancies@esma.europa.eu), and saved as follows:

**ESMA\_2015\_VAC1\_TRP\_FAMILY\_NAME\_First name**

*Example: ESMA\_2015\_VAC1\_TRP\_SMITH\_Anna*

Indicating in the subject line of the email:

**ESMA\_2015\_VAC1\_TRP\_FAMILY\_NAME\_First name**

*Example: ESMA\_2015\_VAC1\_TRP\_SMITH\_Anna*

The designated Committee shall assess the eligible applications and select those best matching the selection criteria and the profile required for this traineeship. 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>

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<sup>7</sup> For traineeships in the area of RAE Unit.

<sup>8</sup> <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

<sup>9</sup> If possible, with an indication in which area the applicant is interested to perform traineeship.



## **5. 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>