



Ref.: CESR/08-012
Date: 11 January 2008

Job Description

Communications Officer

Position:

The Committee of European Securities Regulators (CESR) draws together securities regulators from across Europe with the purpose of:

- Providing the European Commission with technical advice regarding practical details in EU securities Legislation, in particular EU implementing measures;
- Ensuring more consistent and timely day-to-day implementation of community legislation in the Member States;
- Encouraging convergence in the practices of CESR's Members.

A position within the Communications Directorate of the CESR Secretariat has opened up, to support a number of key communications initiatives.

Role:

Supporting CESR's Communications Policy:

- Assisting the Communications Director in the implementation of a press strategy to ensure transparency and awareness of CESR's work;
- Leading on the preparation of material for the press, this involves, pre-publication: reviewing documents to ensure they are well structured, identifying interesting story angles in CESR's work, organising press conferences, preparing press interviews etc.;
- Leading the development of CESR's Annual and Half Year reports to the EU Institutions;
- Co-ordinating with the press officers of CESR Members before significant publications: arranging briefing 'conference' calls for press officers in the network with the expert if appropriate; updating them on publications which are coming up etc.;
- Assisting in the development of responses to day- to-day journalists' queries. Establishing a database of calls and answers given to assist the team;
- Assisting in the development and ongoing maintenance of CESR's new website. A strong emphasis is placed on excellent copy writing and editing skills;
- Assisting as needed with the CESR Consumer Task force: developing and editing material targeted to retail investors;
- Assisting CESR by developing internal communications material to raise the profile of the HR Toolkits and to encourage the use of secondments/study visits amongst staff of CESR Members;

Status:

- Full time activity
- Direct recruitment by CESR, or
- Secondment based in Paris with expatriation compensation (only for employees of CESR members)
- Reporting to the Communications Director

Place:

11-13 avenue de Friedland - 75008 PARIS - FRANCE - Tel.: 33.(0).1.58.36.43.21 - Fax: 33.(0).1.58.36.43.30
Web site: www.cesr.eu



Offices of the CESR Secretariat in Paris

Skills required:

- A university degree;
- Knowledge of financial services' legislation is essential and experience in journalism highly valued. An individual with a strong communications/PR background, with experience in handling press would be valued;
- Good editing skills and attention to detail is critical;
- Strong copy writing skills are essential. The candidate should show their ability to communicate complicated ideas accurately, simply and powerfully, to various types of audiences;
- Experience in speech writing would be a valuable asset;
- A team player with willingness to take initiatives in certain areas, and an ability to support in others;
- Strong organisational skills and project management skills are very important particularly when managing publication projects such as the Annual Report;
- Excellent note taking skills.

What will you get out of this?

The opportunity to:

- Shape the way CESR communicates and contribute to the fulfilment of its accountability obligations to the European Institutions, with the satisfaction of seeing concrete products through to their end;
- Familiarise yourself with the entire range of work undertaken by CESR, and to adapt communication material for a wide variety of audiences;
- Contribute to the development of CESR as an independent body, developing ideas within an enthusiastic team;
- Work in a multi-cultural environment with contacts with all the members;
- Gain a good understanding of CESR's role in the network of supervisors, the Lamfalussy process and the construction of the EU Single Market for financial services.

Conditions:

- Must be a citizen of an EEA State
- Fluent in English (spoken and written), proven drafting capability. Knowledge of other EU languages is an asset.

Salary:

- An attractive base salary and remuneration package commensurate with experience
- No preferential tax status

All requests for further information, indication of interest or applications should be addressed to Carlo Comporti, Secretary General of CESR at secretariat@cesr.eu by **11 February 2008**. Applications will be treated confidentially. In accordance with Article 7.1. of the CESR Charter, the final decision shall be taken by the Chairman of CESR after consultation with the Vice-Chair and the Secretary General.