



VACANCY NOTICE - CONTRACT AGENT

Job title	Legal Officer
Reference	EC-2026-PMO-529891
Application deadline	06.11.2026 - 12.00 (noon, Brussels time)
Directorate-General	The Paymaster Office (PMO)
Unit	PMO.8 « General Affairs »
Place of assignment	Brussels
Domain	Remuneration, Rights and Obligations
Contract type and Function Group	Contract Agent 3a FG IV
Other useful information (contract duration, other ...)	The duration of the first contract will be 1 year. The contract may be renewed in the interest of the service for a definite duration. If a second renewal of the contract is in the interest of the service, the contract will be for an indefinite duration.

About us

The core business of the PMO (Paymaster Office or Office for the administration and payment of individual entitlements) is to provide a high-quality and user-friendly service to beneficiaries by promptly and accurately managing, determining and paying individual rights and expenses (e.g., salaries, pensions, sickness insurance reimbursements and mission expenses).

Within the PMO, Unit PMO.8 “General Affairs” is in charge of a host of horizontal matters: Legal and Procurement, Knowledge Management and Communication, Human Resources and Internal Control. The mission of this unit is to coordinate and contribute to PMO’s strategic vision for the future, ensure oversight, audit and control of PMO’s operational activities and soundly and efficiently manage PMO’s horizontal activities.

The legal team provides legal advice and support to the PMO management and to the teams and desk officers within the PMO, ensures the follow up on administrative procedures such as complaints under Article 90(2) of the Staff Regulations, and ensures close cooperation and dialogue with the competent Commission services in the areas of responsibility of the PMO (notably the Legal Service and the Directorate-General for Human Resources and Security).



About the role

Unit PMO.8 is seeking to hire one Legal Officer as a member of the Legal team.

The Legal Officer will be in charge of the follow up of legal issues and requests related to the various competences of the PMO which are submitted to the Legal Team or for which its assistance is requested.

The position will consist of the following main tasks:

- Analyse and deal with legal issues concerning the areas of activity of the PMO in particular in relation to the entry into service rights (including expat allowance), annual travel expenses and end of service rights
- Proactively analyse new guidelines, case law, procedures and legal documents applicable to the work of PMO and suggest actions/solutions to be implemented
- Draft briefing notes, documents and/or presentations on these issues;
- Deal with requests at the pre-contentious stage, examination of draft replies to complaints under Article 90 of the Staff Regulations as well as complaints lodged with the European Ombudsman, in collaboration with other Commission services as appropriate;
- Collaborate with DG HR, the Legal Service as well as with HR and legal services of other institutions and agencies;
- Represent the PMO in negotiations and meetings, under the supervision of an official or a temporary agent.

The selected candidate may be asked, when needed by the service, to provide support to other teams/sectors.

Qualifications, experience and skills

We are looking for a solid team member with good inter-personal relation skills and a strong sense of service with the following qualifications:

- Proven experience in administrative law at EU level;
- Proven experience in legal analysis;
- Strong organisational skills and ability to manage multiple tasks and deadlines;
- Ability to work collaboratively and independently as part of a team;
- Good written and communication skills in English or French;
- Proven ability to deal with sensitive and confidential information with discretion;



- High level of reliability, integrity and attention to detail;
- Knowledge of the EU Staff Regulations and Conditions of Employment of Other Agents as an asset.

Operational knowledge of English or French is essential, and good knowledge of the other language is a strong advantage. Knowledge of any other EU language is an asset.

How to express your interest?

You should send your documents in **one single pdf** in the following order:

1. Your CV
2. Completed application form

Please send these documents by the publication deadline to pmo-epso-publications@ec.europa.eu indicating the selection reference EC-2026-PMO-529891

Eligibility, recruitment steps, contract and working conditions

Please consult the pdf document at the end of [this page](#)