VACANCY NOTICE - CONTRACT AGENT FGII

Job title	**Administrative Agent**
Reference	**EC-2026-SJ-531064**
Application deadline	30.11.2026 - 12.00 (noon, Brussels time)
Directorate-General (full name)	Legal Service
Unit	SJ.A
Place of assignment	Brussels
Domain*	Law
Contract type and Function Group	Contract Agent 3b FG II
Other useful information (contract duration, other ...)	

*please use one of the standardised domains that can be found here

About us

The team in charge of the application of the Digital Services Act in the Legal Service of the European Commission. The team advises DG CONNECT on the interpretation and application of the Digital Services Act and other rules of EU law pertinent for its application, reviews draft procedural acts and decisions as well as draft implementing and delegated rules. The team represents the European Commission in the Union courts and, where relevant, before national courts in any case involving the Digital Services Act.

The Legal Service provides comprehensive in-house legal assistance to the Commission and all its departments. It assists the Commission in its functions of drafting legislation and conducting international negotiations, as guardian of the treaties and in the exercise of the implementing powers conferred on it by the Community legislator or by the Treaties. This quadruple task means that the Service has a general advisory role. To perform that role effectively, it must be consulted in advance on all documents to be submitted to the Commission. Its opinion is conveyed to the full Commission. The SJ.A AFFAIR Team, in which the successful candidates will work, provides legal advice to the Commission Services and represents the Commission in all legal proceedings in the following areas: freedom to provide services, freedom of establishment, financial services, digital services and transport services. The Legal Service is located in the Commission headquarters in the BERLAYMONT.

About the role

The tasks to be undertaken by the administrative agents of the Legal Service, working in one of 13 specialised teams, include assisting the lawyers (the Members of the Legal Service) in their mission, which is the examination of the application of EU law, in particular examination of the legal problems arising from the application of the Treaties, either in Members States through their national legislation, or in the activities of the Commission. Their mission also includes the defence of Union interests in litigation before the European courts, including the General Court, the Court of Justice and other national and international tribunals and courts.

The administrative agents have a broad range of tasks, which ranges from the preparation of court files and missions to the court over the administrative handling of consultations to the assistance in document and knowledge management as well as legal research. The administrative agents are expected to take an active role in the future role-out of the use of artificial intelligence in the Legal Service.

In the course of the coming year, the Legal Service is seeking to hire up to two contract agents of Function Group II, we have several posts with the same job description, to deal in particular with assisting the Members of the Legal Service in the work resulting from the enforcement of the Digital Services Act. The enforcement work of those Members of the Legal Service comprises advice to DG CONNECT on the preparation of Commission decisions and defence of the decisions adopted by the Commission in the Union courts. The administrative agents will assist the Members of the Legal Service with the broad range of tasks described above.

Qualifications, experience and skills

We look for enthusiastic, resilient, committed and open-minded candidates.

The candidates should have:
- at least a high school diploma; academic or professional training is an asset;
- relevant IT skills (MS Office; knowledge of AI applications is an asset);
- motivation to take initiative in assisting the Members of the Legal Service;
- very good knowledge of English. Good knowledge of French is an important asset. The ability to work in other official languages of the Union is also an asset.

We are looking for administrative agents with relevant professional experience. That experience can have been acquired in different professional areas. The application should briefly state how such previous experience is relevant for the future job.

How to express your interest?
1. You should send your documents in **one <u>single</u> pdf** in the following order: 1. Your CV 2. Completed application form Please send these documents by the publication deadline to SJ-HR-EXTERNAL-APPLICATIONS@ec.europa.eu indicating the selection reference EC-2026-SJ-531064
Eligibility, recruitment steps, contract and working conditions
Please consult the pdf document at the end of this page