



## **MAKE A DIFFERENCE - JOIN THE EUROPEAN COMMISSION**

Do you want to help shape the future of the European Union? Make the planet greener, promote a fairer society, or support businesses and innovation across the EU? Then come and work for the European Commission where you can really make a difference!

Commission staff are a diverse group of people, who are motivated to help make Europe – and the world – a better place. They come from the 27 Member States of the European Union. Different nationalities, languages and cultures make the Commission a vibrant and inclusive working place.

### **WE OFFER ATTRACTIVE WORKING CONDITIONS AND MUCH MORE:**

- Interesting and challenging positions with plenty of opportunities for training and acquiring new skills and competencies over your whole career;
- Opportunities to try several areas of work throughout your career;
- Flexible working conditions and the possibility of teleworking – we care about your work-life balance;
- A competitive financial package, including comprehensive sickness, accident and pension schemes;
- Multilingual schools for your kids;
- We are also proud to be an equal opportunity employer and promote diversity and inclusion.

### **We recruit from a wide range of backgrounds:**

We are not only recruiting political scientists and lawyers but also looking for all kinds of profiles, including natural scientists, linguists and economists, as well as drivers and engineers.

For more information [ec.europa.eu/work-with-us](https://ec.europa.eu/work-with-us).



## STAFF RECRUITED ON CONTRACTS

In addition to permanent officials, the European Commission often recruits non-permanent staff. There are two categories of non-permanent staff:

- [temporary agents](#) are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
- [contract agents](#) may provide additional capacity in specialised fields where an insufficient number of officials is available or carry out a number of administrative or manual tasks. They are generally recruited for fixed-term contracts (maximum 6 years in any EU Institution), but in some cases they can be offered contracts for an indefinite duration (in offices, agencies, delegations or representations).

For more information on different [staff categories](#).



# IT business analyst – legal innovation officer

## DG Publications Office of the European Union

**Selection reference:** OP/COM/2024/437

**Domain:** Information technology

**Where:** Unit OP.C.2.003 – “EUR-Lex and Legal information”, Luxembourg

**Staff category and Function Group:** Temporary agent 2b - Administrator

**Grade:** grade range: AD5-AD7

**Publication deadline:** 02.04.2024 - 12.00 (Brussels time)

### WE ARE

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The Publications Office of the European Union is the official provider of publishing services to all EU institutions, bodies, and agencies. As such, it is the central point of access to EU law, publications, open data, research results, procurement notices and other official information.

Unit C2 - EUR-Lex and legal information has as mission to provide public, authoritative and user-friendly online access to European Union law and related information. The unit consists of 29 colleagues working in 4 sectors and manages a budget of ca EUR 2,7 million. It is responsible for the implementation of the Publications Office’s Strategic objective “Digital European Legal Space”, which aims at creating a digital space with an easy and comprehensive access to all law applicable within the EU, and interoperability between national law and EU Law.

Unit C2 manages the EUR-Lex website, that plays central role in the Digital European Legal Space and where acts published in the Official Journal (OJ), legislative procedures, case-law and other legal information can be found. The Unit also carries out legal analysis of documents published on the EUR-Lex website and produces consolidated EU legal acts and summaries of EU legislation, manages the site EU Law in Force and implements the project to create a EU Law Tracker, with information on EU legislative procedures.



## **WE PROPOSE**

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We propose a position of legal innovation officer in the Sector C.2.03 Documentary Management and Legal Analysis. The job involves ensuring the correct documentary process of adding new data and metadata to the EUR-Lex collections, as well as participating in the process of improvements to EUR-Lex, in particular:

- leading, in the role of business manager, projects for implementation of standards and formats in the legal information domain (such as European Legislation Identifier - ELI, schema.org extension for legislation)
- following the trends in legal tech and proposing innovative solutions for access to legal information, including AI-based solutions
- analysing and defining data requirements for inclusion of new types of documents or formats on EUR-Lex
- drafting functional specifications
- acting as business manager for the system handling the production flow for legal analysis
- answering helpdesk tickets in the context of legal and documentary analyses
- managing attribution of tasks to the contractor providing legal and documentary analysis.

We offer a stimulating working atmosphere based on openness, transparency, trust and care. We promote constant knowledge sharing and collaboration inside and outside the unit.

## **WE LOOK FOR**

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The post will best suit a person with experience in the legal tech domain/ handling of metadata and legal documentation.

The profile is completed by the following knowledge and skills:

- basic knowledge of the context and trends in the legal information domain
- understanding of IT requirements related to development of websites and automated exchange of standardised data, with a special emphasis on .xml format
- basic knowledge/experience with data modelling, rdf, XML, plus some basic knowledge/experience related to the website management (audit content, follow industry best practices, html, css)
- understanding the basics of semantic web
- innovative thinking and creativity concerning automation and using AI
- analytical thinking and sound judgement capacity coupled with initiative spirit
- problem solving attitude and drive for results
- ability to communicate technical or specialised information
- planning, prioritising and multitasking skills
- team playing mind-set, reliability and service culture.



Excellent knowledge of EN is essential. Knowledge of FR is useful.

## **HOW TO EXPRESS YOUR INTEREST?**

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

1. your CV      2. motivation letter      3. duly filled in application form.

Please send these documents by the publication deadline to [OP-DIR-C-SECRETARIAT@ec.europa.eu](mailto:OP-DIR-C-SECRETARIAT@ec.europa.eu) indicating the selection reference OP/COM/2024/437 in the subject.

**No applications will be accepted after the publication deadline.**



## ANNEX

### 1. Selection

#### ➤ Am I eligible to apply?

#### **You must meet the following eligibility criteria when you validate your application:**

Our rules provide that you can only be recruited as a temporary agent at the European Commission if you:

#### General criteria:

- Are a citizen of a Member State of the EU and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by applicable laws concerning military service;
- Are physically fit to perform the duties linked to the post;
- Produce the appropriate character references as to suitability for the performance of the duties.

#### Qualifications:

In order to be recruited in this position, you must have at least a level of education which corresponds to completed university studies of at least 3 years attested by a diploma.

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted. Furthermore, before recruitment, you will be required to provide the documents that corroborate the eligibility criteria (diplomas, certificates and other supporting documents).

#### Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU<sup>1</sup>
- AND a satisfactory knowledge (minimum level B2) of a second official language of the EU, to the extent necessary for the performance of the duties.

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<sup>1</sup> The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croatian), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).



### ➤ **What about the selection steps?**

The post was published internally within the Commission, inter-institutionally, and brought to the attention of competition laureates.

In accordance with Article 29 of the Staff Regulations, applications from Commission officials, officials from other Institutions, and laureates of competitions have priority. Only in the case that no suitable candidate can be found from the afore-mentioned categories this vacancy notice is published and is open to other applicants<sup>2</sup>.

The selection panel will choose a limited number of candidates for interview, based on the CV and motivation letter that they submitted. Due to the large volume of applications, we may receive, **only candidates selected for the next step of the selection phase will be notified.**

For operational reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates and of the institution, the selection procedure will be carried out in English and possibly in a second official language.

## **2. Recruitment**

The candidate selected for recruitment will be requested to supply documentary evidence in support of the statements made in their application.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up, carried out by the Commission.

### ➤ **Type of contract and working conditions**

The place of employment will be in **Luxembourg**.

In case the successful candidate is an external candidate, s/he will be engaged as a **temporary agent under Article 2(b)/2(d) of the [Conditions of Employment of Other Servants](#), in function group AD.**

The recruitment grade, as well as the step in that grade, will be defined on the basis of the duration of the candidates' previous appropriate professional experience, in accordance with [Commission Decision C\(2013\)8970](#) laying down the criteria applicable to classification in step on engagement.

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<sup>2</sup> Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



The duration of the **1<sup>st</sup> contract will be of 1 to 3 years**. The contract might then be extended only once for a maximum of 2 years and in the interest of service. The duration of the extension will be defined according to the General Implementation Rules in force at that moment, in accordance with [Commission Decision C\(2013\)9049](#) on policies for the engagement and use of temporary agents.

All new staff have to successfully complete a 9-month probationary period.

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants. As a member of staff of the European institutions, your pay is subject to a tax raised by those institutions.

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

Should you need further information on working conditions, please refer to [Working conditions and benefits of EU Careers](#).

For information related to Data Protection, please see the [Specific Privacy Statement](#) under “7. Information to data subjects on their rights”, to find your rights and how to exercise them in addition to the privacy statement, which summarises the processing of your data.