**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://commission.europa.eu/about-european-commission/organisational-structure/people-first-modernising-european-commission/people-first-working-european-commission_en).

**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**](https://epso.europa.eu/en/selection-procedure/how-apply) are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
* [**contract agents**](https://epso.europa.eu/en/selection-procedure/how-apply) 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](https://epso.europa.eu/en/eu-careers/staff-categories#tab-0).

**Legal Officer – Contract Agent**

**in PMO of the European Commission**

**Job title:** Legal Officer

**Domain :** Law

**Where**: Unit 8.003 – “General Affairs”, Brussel

**Function Group**: FG IV

**Contract Type**: 3a

**Express your interest until**: 24.04.2024 - 12.00 (Brussels time)

**WE ARE**

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 main tasks of the PMO Legal Team are:

* Provide legal advice, assistance and support to the PMO management and to the teams and individual desk officers within the PMO units who manage the various financial benefits;
* Ensure close cooperation and dialogue with the competent Commission services in the areas of responsibility of the PMO (notably LS, OLAF, DG HR and IDOC);
* Follow up of administrative procedures, such as complaints under Article 90(2) of the Staff Regulations, requests for access to documents or personal data, as well as complaints submitted with the EO or EDPS;
* Follow up of potential fraud cases (with IDOC / OLAF)
* Ensure the correct implementation of the data protection Regulation;
* Follow up of contracts concluded by the PMO.

**WE PROPOSE**

Unit PMO.8 is seeking to hire an FG IV contract agent position as a member of the Legal team who 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 tasks:

* Analyse and deal with legal issues concerning the areas of activity of the PMO and draft briefing notes, documents and/or presentations on these issues;
* Follow up on the requests for contributions regarding administrative complaints such as Article 90 complaints and cases that go before the EU courts, complaints lodged with the EDPS or the European Ombudsman, in collaboration with other Commission services as appropriate;
* Analyse and deal with the questions which may arise in relation to the different national legislations of the Member States;
* Ensure close cooperation with national administrations of the Member States;
* Legal support for the drafting and follow up of agreements concluded by the PMO with other services, such as Service-Level Agreements;
* The overall collaboration with DG HR, OLAF, Legal Service and the Secretariat-General, as well as with HR and legal services of other institutions;
* Assisting the units, services and desk officers of the PMO with the drafting of procedures or templates;
* Assisting units, services on potential fraud cases and be a contact point for OLAF and IDOC.

**WE LOOK FOR**

This publication aims to fill 1 position.

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

* Strong experience in administrative law at EU and / or national level;
* Solid understanding of the EU Staff Regulations and Conditions of Employment of Other Agents;
* Experience in fraud risk management and disciplinary matters is an asset;
* Good understanding of the working methods of the European Commission and of the other institutions;
* Excellent skills in legal analysis;
* Excellent drafting skills in French and English;
* Excellent organizational capabilities, ability to meet tight deadlines and attention to details;
* Aptitude to deal with sensitive and confidential information;
* Good political and diplomatic sense;
* Ability to demonstrate flexibility and initiative;
* Ability to communicate clearly and proactively in French and English on the subjects managed by the team and to react openly and constructively to complex issues and requests; and
* Ability to listen to people to understand and manage complex requests.

The ideal profile for the job : a well-organised, proactive, and flexible colleague with minimum 3 years of relevant experience.

The future job holder should possess:

* Ability to proactively identify and analyse risks.
* Ability to come up with creative solutions to legal issues.
* Resilience as well as very good analytical skills and attention to detail.
* Problem-solving ability.
* A team player attitude with a strong service culture and client orientation.
* Ability to listen and deal with complex requests.
* Aptitude to deal with sensitive and confidential information.

Due to the large number of applications, we receive, only pre-selected candidates will be notified. The pre-selected candidates will be invited to an interview and written test soon after the closing date for application.

The candidates are susceptible when needed by the service to provide support to other Sectors.

The pre-selected candidates will be invited to an interview and written test soon after the closing date for application.

**HOW TO EXPRESS YOUR INTEREST?**

With a view to guaranteeing equal access to all, the Commission recruits from an open database of spontaneous applications. The present call for interests aims at helping the recruiters to identify potentially interested candidates within this database.

In practice, to express your interest, please follow the subsequent steps:

1. If you are not registered yet in the open EPSO database, please do so at the following address: [CAST Permanent](https://eu-careers.europa.eu/en/job-opportunities/open-for-application). Please select under selection procedures for contract agent the CAST permanent profile that best suits your education and experience.
2. 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: [PMO-PUBLICATIONS-](mailto:PMO-PUBLICATIONS-AC@ec.europa.eu) AC@ec.europa.eu indicating the call for interest reference **EC/2024/PMO/445555** in the subject.

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

# ANNEX

# *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 contract 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 position;
* Produce the appropriate character references as to suitability for the performance of the duties.
* Have passed an EPSO CAST in the relevant Function Group for this position. At the stage of the application, it is sufficient to be registered in the [EPSO CAST](https://eu-careers.europa.eu/en/job-opportunities/open-for-application) data base.

## Qualifications:

1. Have a level of education which corresponds to completed university studies of at least three 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.

## Languages:

* have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU[[1]](#footnote-2)
* AND have a satisfactory knowledge (minimum level B2)[[2]](#footnote-3) of a second official language of the EU, to the extent necessary for the performance of the duties.

# What about the selection steps?

The selecting unit chooses from the EPSO database[[3]](#footnote-4) candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best candidates. Due to the large volume of applications that we may receive only candidates selected for the interview 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.

# *Recruitment*

The candidate selected for recruitment will be requested to provide documentary evidence in support of the statements made in the database and, where relevant, the call for interest.

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 Brussels.

The successful candidate will be engaged as a **contract agent under Article 3(a) of the** [Conditions of Employment of Other Servants](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140501)**, in function group FG IV.** General information on Contract Agents can be found at this [link](https://epso.europa.eu/en/eu-careers/staff-categories#tab-Contract%20staff).

The grade or proposed grade range, as well as the step in that grade, will be defined on the basis of the candidates’ previous professional experience, in accordance with [Commission Decision C(2017)6760](https://ec.europa.eu/transparency/documents-register/detail?ref=C(2017)6760&lang=en) laying down the criteria applicable to classification in step on engagement.

For contract agents under Article 3(a) thefirst contract will be 1 years. The contract might be extended in the interest of the service. If a second extension of the contract is in the interest of the service, the contract will be for an indefinite duration.

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(2017)6760](https://ec.europa.eu/transparency/documents-register/detail?ref=C(2017)6760&lang=en) on policies for the engagement and use of contract 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](https://epso.europa.eu/en/eu-careers/benefits#tab-Work/Life%20Balance). |

For information related to Data Protection, please see the Specific [Privacy Statement](https://ec.europa.eu/dpo-register/detail/DPR-EC-02054.3) 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.

1. 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). [↑](#footnote-ref-2)
2. For details on language levels, please see the Common European Framework of Reference for Languages (https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr). [↑](#footnote-ref-3)
3. Therefore, candidates who did not pass already a CAST on the level Function Group [IV], should register their profile at this [address](https://epso.europa.eu/en/job-opportunities/open-for-application). [↑](#footnote-ref-4)