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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.



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](#).



Legal and Policy Officer

DG Migration and Home Affairs of the European Commission

Selection reference: HOME/COM/2024/658

Domain: Crisis management and Internal security

Where: Unit HOME.B.1 - „Schengen & External Borders”, Brussels

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

Grade: grade range AD 5-7

Publication deadline: 22.04.2024 - 12.00 (Brussels time)

WE ARE

A dynamic policy unit dealing with high profile topics and a variety of activities. We are about 24 colleagues whose mission is to contribute to the good functioning of the Schengen area without internal border controls. As part of this task, HOME.B.1 is responsible for the management of the external borders, which is based on a common set of rules and standards at EU level, operational cooperation between Member States through the European Border and Coast Guard Agency and financial solidarity for those Member States carrying out border control on behalf of the others. Modern border management must combine protection against unauthorised crossings with the facilitation of legitimate travel, by using state-of-the-art technologies and cooperating with third countries and international organisations. In this framework, securing travel and residence documents also contributes to the EU policy on internal security.

WE PROPOSE

A position of legal and policy officer within the External Border Management team, to work, as main task, on the development and on the follow-up of the operational implementation of the Union policies that are relevant for the management of the EU external borders.

The successful candidate will in particular:

- In line with the DG's overall priorities set out, deal with the external dimension of border management, including but not limited to, cooperation with other Commission services, EEAS, CSDP operations and missions, as well as cooperation of Frontex with third countries, international organisations and Union agencies. This task encompasses the overall coordination of the internal Commission procedure concerning the prior approval of draft working arrangements to be concluded by Frontex;
- Prepare the Commission's position for the negotiations with third countries on European Border and Coast Guard status agreements;
- Deal with all other legal matters in relation to the management of the external borders.

The job offered requires interaction and smooth cooperation with different units in DG HOME, other Commission services and external stakeholders.



WE LOOK FOR

We are looking for a colleague who is a team player but able to work independently. The successful candidate will be sensitive to the political dimension of the unit's work and, ideally, used to working on matters of high political importance that involve frequent contacts with governmental and non-governmental stakeholders, and also with EU citizens.

The colleague should have very good analytical and drafting skills and be at ease in communicating with colleagues as well as with stakeholders.

Relevant experience in the policy field and with negotiations of international agreements, as well as the Commission's decision-making procedures would be considered a particular asset.

Linguistic skills: thorough knowledge of English and a satisfactory knowledge of French to the extent necessary for the performance of the duties; knowledge of other official EU languages is an asset.

The work will often involve a significant workload, tight deadlines and highly political issues requiring sound judgement and resilience to stress.

The job regularly involves several missions per year.



HOW TO EXPRESS YOUR INTEREST?

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

HOME-NOTIFICATIONS-B1@ec.europa.eu indicating the selection reference **HOME/COM/2024/658** 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 EU¹
- 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.

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).



➤ **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 applicants².

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. Candidates may be required to undergo a security vetting that is conducted with the national administration of the Member State.

➤ **Type of contract and working conditions**

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

In case the successful candidate is an external candidate, s/he will be engaged as a **temporary agent under Article 2(b) 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.

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



The duration of the **1st 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.