



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.



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 Officer

DG HR of the European Commission

Selection reference: HR/COM/2024/858

Domain: Law

Where: Unit HR.C.2 – Performance Management, Brussels

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

Grade: AD 5-7

Publication deadline: 19.04.2024 - 12.00 (Brussels time)

WE ARE

Unit HR.C.2 Performance Management is responsible for designing and delivering a performance management policy in the Commission, providing service to managers and staff, as well as devising and managing the appraisal and promotion framework in the Commission.

The Unit comprises three Sectors: C2.001 "Appraisal and Promotion", C2.002 "Performance Management Team (PMT)" and C2.003 "Services to DGs".

The published position belongs to the PMT. The Team provides advice to managers and HR correspondents on the management of staff with performance issues during or after the probationary period. The PMT is also responsible for the management of probationary periods of Commission officials, temporary agents and contracts agents and for the Leave in the interests of the service (Article 42c to the Staff regulations). To accomplish its mission, the PMT works in close co-operation with other DG HR services (career guidance and coaching, psycho-social service, medical service, disciplinary office). The team is composed of five motivated, talented and friendly colleagues with a strong legal background and expertise in Performance management.

WE PROPOSE

Unit HR.C2 'Performance management' is seeking to hire one Legal officer for the Performance management Team.

As a legal officer in the PMT, your main tasks will be the following:

- Accompany and advise managers and HR correspondents in the management of individual cases of low or unsatisfactory performance;
- Ensure close coordination with other sectors of the unit as well as with the DG HR units concerned, where applicable (career guidance and coaching, medical service, working conditions, absence management and invalidity, disciplinary office, etc). Develop a good knowledge of their own rules and procedures;
- Act as a point of reference in terms of expertise on best practice, rules and procedure applicable to Performance management, probationary periods, appraisal and promotion (in cooperation with the DG HR Legal Unit where appropriate);

(Reference: Selection reference HR/COM/2024/858)



- Contribute to the development of performance management policies and rules, provide legal analysis and contribute to the development of best practices, guidelines and tools for Commission managers.

WE LOOK FOR

We look for an enthusiastic, dedicated colleague with a strong interest in staff performance management and the drive to provide efficient support to Commission managers and HR correspondents in their management of individual staff with performance issues.

The ideal candidate for this job should:

- Have a legal experience of at least two years, and the ability to provide solid and accurate legal analysis and drafting of legal documents;
- Be proactive, customer- and solution-oriented, with a good mix of empathy, sound judgement and the ability to ensure effective application of rules, procedures and best practice;
- Have the ability to quickly acquire a high level of expertise of rules and procedures applicable to performance management and related fields of work (appraisal, promotion, probation, working conditions, rules applicable to the medical service, etc.);
- Have a high level of autonomy and the ability to identify practical solutions to sometimes complex individual situations, as well as a strong team spirit;
- Have very good organisational skills, keeping deadlines and coordinating effectively with other services;
- Be fluent in written and spoken English and have a good understanding of written and spoken French; fluency in French would be an advantage;
- Have a high sense of discretion and confidentiality, given the sensitivity of files he/she will be dealing with.



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 HR-RRH-PERFORMANCE@ec.europa.eu indicating the selection reference HR/COM/2024/858 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.

➤ **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)/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.

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.