



## **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](#).



# Legal Officer

## DG BUDG of the European Commission

**Selection reference:** BUDG/COM/2024/1385

**Domain\*:** Law / Budget and Finance

**Where:** Unit D.2 – “Financial rules 1”, Brussels

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

**Grade:** AD5-AD8

**Publication deadline:** 09.07.2024 - 12.00 (Brussels time)

### WE ARE

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Unit BUDG.D.2 "Financial Rules 1" is one of the five units of the Commission's Central Financial Services (Directorate D of DG BUDG) and responsible for developing and advising on financial rules for implementing the Union budget, in particular: budgetary principles, internal rules of the Commission, decentralised and executive agencies, financial instruments and budgetary guarantees, shared management. The unit works very closely with all other units in BUDG Directorate D and beyond.

The unit coordinates the drafting and negotiation of the Financial Regulation. It participates in the interpretation of the Financial Regulation as well as other financial rules that apply across sectors and institutions. The unit is actively involved in the preparation of the post-2027 Multiannual Financial Framework, providing support on drafting and negotiations of future legal acts.

Following the 2021 staff survey and Commission-wide awards, DG BUDG is recognised for its staff engagement, quality of its Middle Management and greening efforts. Ensuring staff engagement remains high on our agenda, which is why we are keen to provide support for career development, specialised training and ensure smooth newcomers' integration.

### WE PROPOSE

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Unit D.2 of DG BUDG is seeking to hire one Legal Officer.

The position will consist of great opportunities to learn and develop. You will be joining at a key moment for implementing the recast Financial Regulation 2024 and preparing and negotiating the financial rules proposed for the period post 2027. Work will consist of legal analysis and drafting of opinions, notes, replies to inter-service consultations and legal texts. Daily contacts with your clients in the Commission mean that communication and day-to-day negotiation will be another important part of your work. The successful candidate will assist the work of the unit, adopting a view that is not limited to the legal arguments but includes economic considerations and the wider political context. Working in our unit is exciting and a friendly and collegial atmosphere makes for a rewarding experience.



## **WE LOOK FOR**

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We are looking for a Legal Officer.

A colleague to assist the preparation and negotiation of new financial rules (in particular the Financial Regulation and general rules applying to the financing of EU bodies). He/she will also assist in the interpretation and implementation of existing legal and financing rules, coordinate specific legal files and assist in preparing inter-institutional and other negotiations in the competence of the Unit. The work involves frequent, clear and structured communication with the users of the Central Financial Service (i.e. other Commission services, EU Institutions, Agencies and EU Bodies) as well as with other Union institutions such as the Council and the European Parliament.

A candidate should fulfil the following specific requirements:

- has experience in the field of the Financial Regulation and/or other financial rules applicable to the EU budget (experience with Union interinstitutional negotiations as well as legal work related to EU Agencies and Bodies is an asset).
- has preferably a legal background (concrete experience in drafting and negotiating legislation and other legal acts is an asset).
- has the capacity to identify political concerns and to propose appropriate solutions in line with the regulatory framework.
- has very good problem-solving skills and is able to translate complex ideas into clear and concise language.
- has a strong sense of initiative, ability to work with little guidance and to adapt his/herself to new tasks.
- has the ability to communicate convincingly and to defend his/her position in meetings.
- has a sense of responsibility, including reporting on issues early enough for possible intervention.
- has experience in relation with other Institutions, agencies and other bodies.
- is proficient in English, both orally and in writing. Good command of French is an asset.

## **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 [Yana-Krasimirova.ANGELOVA@ec.europa.eu](mailto:Yana-Krasimirova.ANGELOVA@ec.europa.eu) indicating the selection reference BUDG/COM/2024/1385 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 **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.

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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.