



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 in Legal Informatics

Publications Office of the European Union

Selection reference: OP/COM/2024/1651

Domain: LEGAL & DOCUMENTARY ANALYSIS, INFORMATION MANAGEMENT

Where: OP.C.2.003 – EUR-Lex Unit -Documentary Management and Legal Analysis Sector, Luxembourg

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

Grade: AD 5-7

Publication deadline: 08.08.2024 - 12.00 (Brussels time)

WE ARE

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, and also to publications, data, research results, procurement notices and other official information. The Publications Office therefore plays a central role in informing the public about what the EU does and means for them, and in unlocking the power of data.

Its mission is to support EU policies as a centre of excellence for information, data and knowledge management, and to ensure that this broad range of information is available to the public as accessible and reusable data to facilitate transparency, economic activity and the diffusion of knowledge.

The Publications Office publishes in all the official languages of the European Union and continuously adapts its services to a rapidly evolving technological environment (e.g. data services, cloud computing, machine learning and artificial intelligence).

The Directorate C (Access to and Reuse of Public Information) manages services in the area of access to EU public information and their reuse, within which 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 32 colleagues working in 4 sectors and managed a budget of EUR 2,7 million in 2022. 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. The immediate aim of building the Digital European Legal Space is to provide widespread understanding of, and easy access to, law applicable within the EU. This is essential for transparency and thereby for citizens' trust, for the well-functioning of the internal market, our economy and societies.

The legal landscape of the EU is complex: in addition to the EU legal framework, each Member State has its own legal rules, with EU Law and national laws being interrelated, interdependent on each other and related to other legal systems or legal orders, such as the system of the European Convention on Human Rights, the United Nations, the WTO, or EEA agreements.

By making this complex corpus of law findable and readable across language barriers for both lay persons and specialists, seamlessly navigable, and allowing both humans and machines to interact



with it, the Digital European Legal Space will support citizens and businesses, as well as legal practitioners, courts and public administrations, in making the most of all opportunities the European Union offers, with tangible benefits in everyday life.

This includes the management of the EUR-Lex website, where acts published in the Official Journal (OJ), legislative procedures, case-law and other legal information can be found. It also includes legal analysis of documents published on the EUR-Lex website and production of consolidated EU legal acts and summaries of EU legislation as well as the implementation of the project EU Law Tracker, giving access to information on EU legislative procedures.

The vacancy is as “legal officer” in the "Documentary Management and Legal Analysis" sector, one of the 4 sectors of the unit. The Documentary management and legal analysis sector is in charge of the legal and documentary analysis of the texts available on EUR-Lex and ensures the quality of information that is presented on decision-making procedures.

More internal information about the activities is available at: <https://eur-lex.europa.eu/homepage.html> and <https://op.europa.eu/en/web/eu-law-in-force>.

WE PROPOSE

We offer an opportunity for a candidate to join the team, working on one of the flagship projects of the EU institutions, implemented by the Publications Office: the development of the EU Law Tracker, which aims at improving traceability of the EU’s law-making procedures. The work entails legal and documentary analysis of documents and information concerning the EU legislative process, coordination and exchanges with the project owners (European Parliament, Council and Commission) and with other departments of the Publications Office, in particular the IT unit, production of business/functional specifications, data schemes, etc.

As part of the Legal Analysis team, the candidate would be also asked to monitor, carry out and coordinate legal and documentary analysis of information to be displayed on EUR-Lex. The job involves ensuring the correct legal and documentary process of adding new documents to the EUR-Lex collections, updating the legal analysis methodology as well as proposing improvements to EUR-Lex searches and other functionalities. Another aspect of the job is evaluating needs of the users, as well as following developments related to databases and automatic transmission of documents. The successful candidate will need to organise and actively participate in meetings with representatives of EU institutions and Member States.

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

The post will suit a person with a professional experience of at least 2 years. It is important that the candidate has experience in the following areas: legal metadata and information management, as well as in working with projects related to legal informatics.

The profile is completed by the following general skills:



- Understanding EU law-making procedures
- Problem solving attitude and drive for results
- General understanding/willingness to learn IT requirements related to development of websites and automated exchange of standardised data
- Team playing mind-set, reliability, sense of responsibility and service culture.
- Analytical thinking and sound judgement capacity coupled with initiative spirit.
- Interactive skills and ability to communicate technical or specialised information.
- Planning, prioritising and multitasking skills
- Good synthesising and drafting skills.

Degree in law/experience in legal domain is an advantage.

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

The post is based in Luxembourg, with occasional missions to Brussels and other locations.



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 OP-DIR-C-SECRETARIAT@ec.europa.eu indicating the selection reference OP/COM/2024/1651 and your name 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 **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.

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.