



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 – Simplification and Closure

Directorate-General for Regional and Urban Policy (DG REGIO) of the European Commission

Selection reference: REGIO/COM/2024/1619

Domain*: Law

Where: Unit F1 – Better implementation and Closure, Brussels

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

Grade: AD 5-8

Publication deadline: 01/08/2024 - 12.00 (Brussels time)

WE ARE

REGIO F1 Better Implementation and Closure is a horizontal unit responsible for a wide range of files related to implementation and closure of the European Regional Development Fund and the Cohesion Fund. The files we are responsible for include Major Projects, JASPERS, Closure of programmes, Simplified Cost Options, Financing not linked to Costs, Simplification of Member State procedures/gold plating, e-cohesion, as well as Implementation of the third pillar of the Just Transition Mechanism. We also act as the secretariat of the DG's Interruptions, Suspensions and Financial Corrections committee. We are a dynamic, diverse and motivated group of 20 colleagues enjoying our work individually and as a team.

WE PROPOSE

A post of Legal Officer - Simplification and Closure of old programmes to develop and promote policy simplifying the delivery system for the REGIO funds and to analyse and process the closure of ERDF and Cohesion Policy programmes for the periods 2000-2006, 2007-2013 and 2014-2020.

The job consists in:

- interpreting regulatory provisions on SCO and FNLC for geographical units and Member States
- providing advice to management and stakeholders on the validity with the standing rules and regulations, in terms of simplification and old closures
- preparing replies to requests for advice and / or legal interpretation in terms of simplification and old closures
- assessing SCOs and FNLC schemes submitted by Member States for the Commission's approval



- analysing and providing advice on matters related to ERDF and Cohesion Fund closure including eligibility and regularity of expenditure and other applicable Union law, especially public procurement rules
- performing financial, legal and regulatory analyses/audit of project and programme documentation
- ensuring coherence of the data with the applicable closure methodology, as well as consistency with relevant accounting standards
- performing programme-specific closure calculations and prepare closure documents for Commission adoption, in close cooperation with Member State authorities and the DG's financial and legal units and other Commission services, e.g. OLAF
- contributing to specific issues involving simplification and old closures (exchange information, discuss quality issues and guidance documents) and to the work within the DG with respect to simplification and old closures.

WE LOOK FOR

We are looking for a motivated team-worker with a legal background and ideally at least 5 years of previous experience with shared management.

The successful candidate should have:

- rigorous and methodical approach to work
- very good knowledge of administrative procedures
- experience in shared management
- ability to work under pressure
- ability to multi-task effectively
- excellent organisational and communication skills
- high level of responsibility and ability to take initiative when needed
- capacity to work independently but also as part of a team
- high sense of discretion and confidentiality
- very good oral and written communication skills in English. Good knowledge of French is an asset.



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 REGIO-F1-HOU@ec.europa.eu indicating the selection reference REGIO/COM/2024/1619 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.