



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 DG RTD of the European Commission

Job title: Legal Officer

Domain: Law

Where: Unit RTD.H.1 - Common Legal Support Service, Brussels

Function Group: FG IV

Contract Type: 3b

Express your interest until: 10.12.2024 - before 12.00 (noon), Brussels time

WE ARE

Our unit, H1 the "Common Legal Support Service" is part of Directorate RTD/H "Common Implementation Centre" in the Research and Innovation Directorate General.

The unit drafts the Rules for Participation of the Framework Programmes and ensures their coherent interpretation for all implementing bodies. It acts as a liaison between the R&I DGs and the Legal Service and DG BUDG. It provides legal advice on the programme design and implementation, drafts legal acts, and provides support during inter-institutional procedures. It also drafts model grant agreements and specific guidance. The CLSS offers legal advice and support covering the entire project life cycle and complaints. In addition, it provides legal advice on horizontal issues such as international cooperation, intellectual property rights, ethics and research integrity, and inter-institutional matters.

WE PROPOSE

An interesting and challenging position of Legal officer whose functions and duties would be to:

- Prepare replies to legal interpretation requests and legal advice in support of the preparation and implementation of programmes and actions
- Provide legal advice and assistance on legal and financial matters in the phase of grant agreement (GA) implementation in the context of Horizon Europe as well as Horizon 2020 and previous framework programmes, as regards: Costs eligibility, Reporting, Forms of funding, GAs amendments, Termination of participation and of GAs, Rejection of costs and reductions, Financial audits, Legal and financial validation.
- Develop modifications of the Horizon Europe grant agreement and liaise with the central services on the corporate Model Grant Agreement
- Provide advice to colleagues within the DG on questions relating to S&T agreements, administrative and implementing arrangements, sanctions, application of EU research legislation to third countries, etc.
- Participate in discussions with third countries concerning legal matters in agreements and other international instruments.



- Prepare and draft new legislation or amendments or updates/consolidations of existing ones
- Provide legal supervision on legal matters and/or issues concerning work programmes and work plans
- Contribute to the consultation and write documents (green papers, white papers, communications etc.) aimed at the preparation of new Community legislation
- Draft or participate in the drafting of written contributions (e.g.: speech, briefings, articles) as requested by the HoU
- Attend meetings of advisory, management and regulatory committees, working groups and any other ad-hoc groups, when they discuss legal matters.
- Conduct conceptual reflections and assist on elaborating strategic documents on themes relevant to the Directorate and the DG
- Draft replies to internal and external questions sent to the unit's helpdesk.

WE LOOK FOR

The ideal candidate should have completed university studies in law and have at least three years of experience in the legal design and/or implementation of a Union spending programme. She/he should also possess experience in the treatment of legal questions in the area of EU research and innovation policy, particularly those relating to the external relations of the Union in this field. Good knowledge of institutional matters would be an asset. Well-developed analytical, problem-solving and drafting skills as well as versatility, motivation, initiative, flexibility and the ability to work as part of a team are desirable. Good communication and presentation skills are essential as well as a very good command of English (oral and written) and preferably also French are an advantage; other languages are definitely an asset.

HOW TO EXPRESS YOUR INTEREST?

With a view to guaranteeing equal access to all, the Commission recruits from an open database of spontaneous applications. The present call for interests aims at helping the recruiters to identify potentially interested candidates within this database.

In practice, to express your interest, please follow the subsequent two steps:

1. If you are not registered yet in the open EPSO database, please do so at the following address: [CAST Permanent](#). Please select under selection procedures for contract agent the CAST permanent profile that best suits your education and experience.

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 RTD-H1-CA-APPLICATIONS@ec.europa.eu

indicating the call for interest reference EC/2024/RTD/460206 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 contract 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 position;
- Produce the appropriate character references as to suitability for the performance of the duties.
- Have passed an EPSO CAST in the relevant Function Group for this position. At the stage of the application, it is sufficient to be registered in the [EPSO CAST](#) data base.

Qualifications:

- (a) Have a level of education which corresponds to completed university studies of at least three 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.

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU¹
- AND have a satisfactory knowledge (minimum level B2)² of a second official language of the EU, to the extent necessary for the performance of the duties.

➤ What about the selection steps?

The selecting unit chooses from the EPSO database³ candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best

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).

² For details on language levels, please see the Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).



candidates. Due to the large volume of applications that we may receive only candidates selected for the interview 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 provide documentary evidence in support of the statements made in the database and, where relevant, the call for interest.

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**.

The successful candidate will be engaged as a **contract agent under Article 3(b) of the [Conditions of Employment of Other Servants](#), in function group FG IV**. General information on Contract Agents can be found at this link.

The grade or proposed grade range, as well as the step in that grade, will be defined on the basis of the candidates' previous professional experience, in accordance with [Commission Decision C\(2017\)6760](#) laying down the criteria applicable to classification in step on engagement.

[For 3b] The duration of the first **contract will be of 1 year**. Subject to the interest of the service, the contract can be extended to a maximum duration of 6 years.

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\(2017\)6760](#) on policies for the engagement and use of contract agents.

All new staff have to successfully complete a 9-month probationary period.

³ Therefore, candidates who did not pass already a CAST on the level Function Group [IV], should register their profile at this [address](#).



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.