



## **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](#).



**SECRETARY**

## **Legal Service of the European Commission**

### **SJ.K.LEG (The Quality of Legislation) Team**

**Selection reference:** SJ/COM/2024/2230

**Domain:** law

**Where:** Legal Service - SJ.K.LEG (Revision Assistants) Team, Brussels

**Staff category and Function Group:** Temporary agent 2b AST/SC

**Grade:** SC1-SC2

**Publication deadline:** 17/12/2024 - 12.00 (Brussels time)

#### **WE ARE**

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The Legal Service is an internal, horizontal Commission Service. The mission of the Legal Service is threefold: to give legal advice to the Commission and its various departments, to represent the Commission before the European, national and international Courts and to ensure the quality of Union legislation.

The Legal Service is mainly divided into 14 "Teams". Each Team is headed by a Head of Team (director level).

The Quality of Legislation Team in the Legal Service bears primary responsibility within the Commission for the quality of drafting of Union acts, taking account of Union rules and principles of legislative drafting. It also ensures the linguistic consistency of the different language versions of acts. More than 50 lawyers covering all Union official languages work in the Team.

#### **WE PROPOSE**

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We propose the position of an administrative agent in the Quality of Legislation Team. In this position you will assist the lawyers of the Quality of Legislation Team with the following tasks:

- formatting of legal acts and other documents in all official languages;
- in the framework of codification, preparation, on the basis of the English mastercopy, of the other language versions of legal acts;
- quality checks and checks on the mutual consistency ("*concordance*") of revised acts in all official languages;
- ad hoc administrative/research/ linguistic tasks for individual lawyers.

The Legal Service provides all the necessary training on its specific procedures and tools. A mentor is appointed for every new staff member of the Legal Service. The Legal Service applies an equal opportunities policy.



This position generally allows for regular working hours and a good work life balance. The Legal Service is housed in the Berlaymont building and can therefore easily be reached by public transport.

## **WE LOOK FOR**

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We look for a motivated and well-organised colleague who enjoys working with texts in different languages and has a strong sense of responsibility.

- A very good knowledge of Word is essential. Some knowledge of internal IT tools used in Commission is desirable but it can be acquired on the job. Experience with the use of databases would be useful.
- In addition to a good command of English, the ideal candidate should have a very good knowledge of German, or Finnish, or Swedish, or Danish (mother tongue level). Knowledge of any other official language of the European Union is a plus.
- Some knowledge of French is helpful.

## **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 [SJ-HR-EXTERNAL-APPLICATIONS@ec.europa.eu](mailto:SJ-HR-EXTERNAL-APPLICATIONS@ec.europa.eu) indicating the selection reference **SJ/COM/2024/2230** 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:

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>
- The ideal candidate should have a very good knowledge of German, or Finnish, or Swedish, or Danish (mother tongue level).
- 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 French.

## **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.