



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 the Office for Infrastructure and Logistics in Brussels

European Commission

Job title: Legal officer

Domain: Legal Affairs

Where: Department OIB.CS "Childcare services" in Brussels

Function Group: FG.IV

Contract Type: 3a

Express your interest until: 18.12.2024 - 12.00 (noon, Brussels time)

WE ARE

The Office for Infrastructure and Logistics – Brussels (OIB) is responsible for facility management of the Commission buildings in Brussels and the management of social welfare infrastructures in Brussels and at the JRC site in Ispra (Italy). OIB's mission is to ensure a functional, safe and comfortable workplace for all staff working for the Commission, and to provide good quality support and well-being services, based on a client-oriented approach in an environmentally friendly and cost-effective way. The Department OIB.CS "Childcare services" consists of three units with a total of around 500 colleagues. The mission of the Department is the management of the nurseries, kindergartens and afterschool childcare (including outdoor childcare and childcare during school holidays), as well as the coordination, and administrative and logistical support for these operational activities.

WE PROPOSE

The CS Department proposes an interesting position for a legal officer, directly attached to the Head of Department. The Commission's childcare services need to develop their adaptability to meet the changing needs of children and parents and the new ways of working. OIB childcare regulations are currently being revised to reflect these changes.

You will work in a friendly working environment where the main tasks and responsibilities will be as follows:

- Provide legal analysis and advice on the interpretation and evolution of the legal framework of the Department's activities as well as drafting legal texts.
- Provide legal analysis and advice and prepare draft opinions and legal notes.
- Give legal opinions and draft answers to questions and / or petitions from other EU institutions and requests for access to documents.
- Examine, advice and propose solutions on pre-contentious claims and disputes during tendering and execution of contracts.
- Contribute to the compliance of the OIB.CS Department with the legislative framework on data protection.
- Ensure coordination with other Commission services in the legal field, in particular with the Legal Service.



WE LOOK FOR

We are looking for a motivated and enthusiastic colleague for the department activities with a legal background that would fulfil the criteria below:

1. Required

- A degree in the field of law
- Professional experience of at least 3 years in the legal field

2. Desired

- Knowledge of EU data protection legislation, of Regulation (EU) 2018/1725), as well as an understanding of the impact of Information and communication technologies on the protection of personal data
- Experience from EU institutions dealing with redress replies, Ombudsman procedures, Commission Mediation service, European Parliament questions, etc.

3. Personal qualities required for the position (assessed during the interview)

- Team player but ability to work autonomously
- Proactivity, flexibility and problem solving skills
- Organisation and planning
- Analytical thinking and methodical approach
- Problem solving
- Effective oral and written communication

4. Languages: French and / or English would be an advantage

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.
2. 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 OIB-VACANCIES@ec.europa.eu indicating the call for interest reference EC/OIB/2024/461699 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:

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.

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>).



➤ **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 candidates. Due to the large volume of applications that we may receive only candidates selected for the interview will be notified.

Please note that a written test will be organised to evaluate the drafting skills of the candidates.

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



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(a) 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.

The first contract will be 2 years. The contract may be renewed in the interest of the service for a fixed period. If a second renewal is in the interest of the service, the contract will be for an indefinite duration.

The duration of the renewal(s) 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.

The selected candidate shall serve 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.