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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 – Public Procurement Officer

DG for Customs and Taxation of the European Commission

Selection reference: TAXUD/COM/2024/2365

Domain*: European Public administration

Where: Unit E.1 - Finances, Public Procurement and Compliance, Brussels

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

Grade: AD 5 - 8

Publication deadline: 08.01.2025 - 12.00 (Brussels time)

WE ARE

We are The Directorate-General for Customs and Taxation (DG TAXUD) mission is to promote fair and sustainable policies that generate revenue for the EU and its Member States and ensure that EU citizens and businesses benefit from global trade and a safe and secure Single Market protected at its borders. In this context, the Resources and General Affairs Directorate (Directorate E) is providing cross-cutting services and support to the Director-General and the other Directorates in DG TAXUD.

As part of Directorate E, the “Finances, Public Procurement and Compliance” unit (TAXUD.E.1) is providing cross-cutting services and support to the Directorate-General. The mission of the Unit is to prepare and follow the implementation of the budget of DG TAXUD, support the procurement and grants procedures in close cooperation with operational units, ensure all financial transactions, and implement the DG’s internal control and risk management systems.

The unit also acts for DG TAXUD as contact point with the Internal Audit Service (IAS), the European Court of Auditors (ECA) and European Anti-Fraud Office (OLAF), coordinates the Anti-fraud strategy. The Unit is composed by a dynamic and motivated team of 20 colleagues.

WE PROPOSE

We propose a position for a Legal Officer – Public Procurement Officer who will support the public procurement procedures of the Directorate General, under the EU Customs and Fiscalis programs, the Single Market Program and the Carbon Border Adjustment Mechanism Program.

The job entails following up DG TAXUD’s public procurement procedures from A to Z. As a procurement officer you will carry out ex-ante verification on the main tender documents to ensure their compliance with the applicable law, regulations, internal rules and procedures. You will support



the work of the evaluation committees providing legal advice and contributing to the ex-ante control of the file and coordinate the various stages of the awarding process. You will also provide support to the operational services in the implementation of the framework contracts (guidance, templates and ex-ante verification of reopening of competition).

You will provide legal and regulatory advice to the DG TAXUD management and units on all aspects of the procedure (selection phase, contract management, etc.), including in pre-litigation cases. You will contribute to the development of internal procedures, manuals and standard documents (guidelines, templates, checklists etc.).

You could also be asked to contribute to the training at DG level concerning the public procurement rules, procurement IT-tools as well as coaching the actors of operational directorates involved in all aspects of the public procurement procedures. A close monitoring and high standard quality control of the calls for tenders process is necessary, including by providing assistance to the spending units encountering contractual difficulties with contractors.

Finally, you will be expected to follow relevant developments in the field of procurement in the Commission, such as the eProcurement onboarding, and implement novelties with the Financial Regulation recast.

WE LOOK FOR

We are looking for a motivated colleague with a solid background and demonstrated experience (minimum three years) in procurement procedures. A legal education or substantial training in the area of public procurement is necessary for the position.

The ideal candidate is customer-oriented, flexible and has a strong team-spirit, is a rapid self-starter and can adapt quickly. He/she has an eye for detail, has a solid commitment towards delivering reliable and quality advice to the colleagues in the DG and to the management. Coordination and good drafting skills will also be useful. Knowledge of IT contracts or prior experience in DG TAXUD would be an asset.

The DG's working languages are English and French. The recruited colleague may be called to contribute to project teams across DG TAXUD and support other colleagues' work.



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 TAXUD-UNIT-E1@ec.europa.eu indicating the selection reference TAXUD/COM/2024/2365 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.