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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 Service of the European Commission

Member of the Legal Service

SJ.R3 MAREC Team (Contracts & Recoveries)

Selection reference: SJ/COM/2024/2347

Domain: LAW

Where: Unit SJ.R3 (MAREC team), Brussels

Staff category and Function Group: Temporary Agent 2b – Administrator

Grade: AD5-AD8

Publication deadline: 29.01.2025 - 12.00 (Brussels time)

WE ARE

Legal Service - Unit SJ.R.3 - Contracts and Recoveries team ("MAREC")

The Legal Service provides comprehensive in-house legal assistance to the Commission and all its departments. Its resources have to be deployed to cover all Commission activities and areas of responsibility. In each area, it must be able to assist the Commission in its functions of drafting legislation and conducting international negotiations, as guardian of the treaties and in the exercise of the implementing powers conferred on it by the Community legislator or by the Treaties. This quadruple task means that the Service has a general advisory role. In order to perform that role effectively, it must be consulted in advance on all documents to be submitted to the Commission. Its opinion is conveyed to the full Commission.

The MAREC Unit, in particular, deals with issues concerning i) public procurement by the Commission, ii) contracts, iii) enforced recoveries of Commission claims and iv) real estate questions in relation to the buildings of the Commission.

The Legal Service is located in the Commission headquarters in the BERLAYMONT.



WE PROPOSE

The tasks to be undertaken by the Members of the Legal Service include the examination of the application of community law, in particular examination of the legal problems arising from the application of the Treaties, either in Member States through their national legislation or in the activities of the Commission. This mission also includes the defence of the Commission's interests in litigation before the European courts, including the General Court, the Court of Justice and other national and international tribunals and courts.

The MAREC Unit is a young and dynamic team consisting of 17 persons, including 8 members of the Legal Service, which falls under Directorate S.J.R ('Resources and Performance Management') of the Legal Service.

The MAREC Unit provides specialised legal advice to all Commission services on the Commission's public procurement procedures and on Belgian contract law which is the law applicable to most of the contracts concluded by the Commission. In this regard, the MAREC Unit also assists DG BUDG in reviewing its contract templates, which are used by all the Commission services. In addition, the MAREC Unit defends the Commission's interests in contractual claims which are brought by or against the Commission before the competent national courts, which are usually the Brussels courts, the arbitration courts or the Court of Justice of the European Union. Furthermore, the MAREC Unit also assists the Commission with complex non-contractual matters, such as an action for damages against a cartel for infringements of competition law.

In the Commission's procurement procedures, the MAREC Unit represents the Commission in court proceedings before the Court of Justice of the European Union in actions for annulment and actions for damages related to such procurement procedures.

Furthermore, the MAREC Unit provides legal advice to the Commission services on the enforced recovery of claims of the Commission against debtors in the Member States and in third countries, including by taking legal action (including through the constitution of civil party in criminal proceedings) or by adopting decisions which are enforceable under Article 299 TFEU.

Finally, the MAREC Unit provides legal advice in respect of real estate questions in relation to the buildings of the Commissions.

The MAREC Unit works closely with all DGs and services of the Commission (in particular DG BUDG, DG CNECT, DG RTD, DG SANTE, DG INTPA, DG NEAR, DG COMP, OIB, HERA, DIGIT and DEFIS), as well as with the executive agencies.



WE LOOK FOR

The successful candidate for this post should:

- possess an excellent knowledge of national law, in particular contract law and procedural law, and if possible, have acquired relevant professional experience at a private law firm;
- have professional experience in EU law, in particular EU public procurement law;
- have an experience in handling complex procurement procedures of the EU institutions and providing relevant legal advice; experience with IT, defence and space procurement is an asset;
- be able to demonstrate relevant professional experience as a lawyer or agent in court proceedings, preferably both before the national courts and the EU Courts. Professional experience with criminal procedures and/or criminal investigations is an asset;
- have very good drafting and communication skills;
- have a good knowledge of internal, as well as inter-institutional procedures;
- have an excellent knowledge of English and French. Knowledge of other languages is an asset;
- have the capacity to handle a large portfolio of enforced recovery cases in Member States and third countries. Previous experience with EU grant contracts and decisions which are enforceable under Article 299 TFEU is an asset;
- be able to demonstrate relevant professional experience in relation to drafting and reviewing contracts and contract templates; and
- be able to negotiate contracts and settlement agreements.



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 SJ-HR-EXTERNAL-APPLICATIONS@ec.europa.eu indicating the selection reference SJ/COM/2024/2347 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.

➤ What about the selection steps?

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).



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.

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

² Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



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.