



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, backgrounds, languages and cultures make the Commission a vibrant and inclusive place to work.

WE OFFER ATTRACTIVE WORKING CONDITIONS AND MUCH MORE:

- Interesting and challenging positions with plenty of opportunities for training and acquiring new skills and competencies throughout your whole career
- Opportunities to try several areas of move between different policy your career
- A package of flexible working conditions including the possibility of teleworking – we care about your work-life balance
- A competitive financial package, including comprehensive healthcare, accident and pension schemes
- A multilingual, multicultural workplace where personal and career development are strongly promoted
- Multilingual schools for your children

We recruit from a wide range of backgrounds and actively promote diversity and inclusion:



We do not only recruit political scientists and lawyers but are also looking for all kinds of profiles, including scientists, linguists, IT experts, data analysts and economists, as well as drivers and engineers.

We are committed to equal opportunities and to fostering a rich, diverse and inclusive working environment. We aim for our workforce to be representative of European society and strongly welcome applications from all qualified candidates. We actively seek to create a workplace where each staff member feels valued and respected, can give their best and can develop to their full potential.

To promote diversity and establish a geographically balanced pool of candidates, we strongly encourage applicants from Member States which are currently underrepresented in the European Commission workforce to apply. These Member States are currently Austria, Cyprus, the Czech Republic, Denmark, the Netherlands, Estonia, Finland, Germany, Ireland, Luxembourg, Malta, Poland, Portugal, Slovakia and Sweden¹. Recruitment will however remain strictly based on the merits of all applicants and no positions will be reserved for nationals of any specific Member State.

STAFF RECRUITED ON CONTRACTS

In addition to permanent officials, the European Commission offers non-permanent positions. 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](#)

¹ Please note that the list of underrepresented Member States may be subject to future amendment based on potential data changes over time.



Legal Officer

in DG BUDG of the European Commission

Job title*: Legal officer

Domain:** Law

Where: Unit BUDG.E.4 – ‘Knowledge Management’, Brussels

Function Group: FG IV

Contract Type: 3b

Express your interest until: 25.04.2025 – 18.00 (Brussels time)

WE ARE

DG BUDG is committed to offer equal opportunities, foster a rich, diverse and equal and inclusive working environment.

Directorate E – the Central Financial Service (CFS) is the lead service as regards the Financial Regulation, its application and interpretation. The CFS develops and monitors the rules applicable to the actions implemented by the Commission through the various management modes. The CFS also provides guidance to Commission departments and other Institutions in the areas of internal control, risk management and financial and management reporting. In addition, it promotes the implementation and protection of the EU budget against fraud, conflict of interests and other rule of law deficiencies by developing a partnership with the Member States and by operating the Early Detection and Exclusion System (EDES).

Within Directorate E, we are the Knowledge Management Unit (Unit E.4). We are a service-oriented Unit that promotes the active sharing of knowledge and information on financial and budgetary matters within our Directorate-General and the Commission, as well as with Agencies, Bodies, and other EU Institutions.

Our Unit is an interface between DG BUDG and the rest of the finance community in the Commission and beyond. This means that our team is regularly exposed to external stakeholders and carries high visibility in the finance community. We carry out our mission by organising a wide array of communication, knowledge-sharing and training activities. We are responsible for centralised training on budgetary and financial knowledge (Central Financial Service Training Team), we operate the Financial Helpdesk answering questions on financial and budgetary issues (Central Financial Service Helpdesk Team) and we run the Finance Community Network (RUF Network, Réseau des Unités Financières) of the Commission and Executive Agencies (RUF Team).

We have also built and are operating a new corporate platform, BUDGpedia which aims to be a one-stop-shop for all finance and budget information in the Commission and beyond. We contribute to encouraging collaboration and best practices in the finance community through the creation of communities of practice and by promoting structured knowledge management.

Our Unit is matrix-based and we work together across teams. We are a friendly, dynamic and



supportive team of approx. 17 colleagues, located in Brussels and working in close cooperation with other Units.

WE PROPOSE

Unit E.4 of DG BUDGET is seeking to hire a legal officer - contract agent – FG IV group.

Do you have solid experience in law/financial management/budget implementation? Do you enjoy finding solutions to practical problems, providing interpretation on complex financial and legal issues, making engaging presentations and explaining procedures clearly? Would you like to promote sound financial management and better knowledge management across the EU Institutions? If yes, you may like working with us!

You will be responsible for answering questions addressed to the Central Financial Helpdesk on the application of the financial rules. In addition to relying on your own expertise, you will also be called upon to liaise with a network of experts in the Directorate and in the whole Directorate-General. You will contribute ideas to enhance the clients' satisfaction, develop smooth coordination and contribute to knowledge-building together with other Units in the DG, as well as Finance Units in the Commission and Agencies. This post offers an excellent opportunity to gain more in-depth knowledge of financial rules as well as a unique global view of their application throughout the Commission and Agencies.

You may also take part in other work streams of the Unit relating to a variety of knowledge management projects. You will be involved in the sharing of knowledge via BUDGpedia which is the European Commission's corporate knowledge management platform for budget and finance, hosted by DG Budget. Over time, you may also be expected to deliver a selection of financial courses contained in the catalogue of the Central Financial Service to colleagues from the Commission, Agencies and other EU Institutions and to assist in developing new innovative learning activities.

WE LOOK FOR

We are looking for a legal officer as a contract agent – FG IV group.

The ideal qualities for the job are motivation and a proactive approach, for a colleague who enjoys work in a service with high visibility, reaching out to many colleagues across the financial community in the EU Institutions, Agencies and Bodies.

The skills we most value for this job are:

- Excellent legal and analytical skills and the capacity to offer pragmatic and sound solutions to concrete questions/situations;
- Solid and documented experience with EU financial rules (the Financial Regulation) and management, especially in the field of procurement and grants, familiarity with financial systems and procedures would be an asset;



- A very good understanding of the Commission's legal, financial and operational issues;
- Proven ability to work across teams and projects, often working under tight deadlines and regularly exposed to external stakeholders;
- Openness to adapt new organisational procedures due to changing working modes and working environments;
- Excellent drafting and communication skills in English (French an asset);
- Excellent oral communication skills and the capacity to give trainings to a wide and diverse audiences, with different expertise;
- Ability to cooperate and develop smooth coordination and networking with other Units in the DG, as well as other DGs and Agencies is a pre-requisite;
- Determination to provide good service in response to clients' needs;
- Digital skills;
- Team spirit, a sense of responsibility, accountability, and a service oriented approach are essential.

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. completed application form.Please send these documents by the publication deadline to BUDG-MAILBOX-E04@ec.europa.eu indicating the call for interest reference EC/2025/BUDG/GFIV/393746 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 EU²
- AND have a satisfactory knowledge (minimum level B2)³ 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 database⁴ candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best

² 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).

³ For details on language levels, please see the Common European Framework of Reference for Languages (<https://europa.eu/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.

The duration of the first **contract will be of 1 years**. 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.

⁴ 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.