



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.

For more information ec.europa.eu/work-with-us

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.



Team Secretary

in the Legal Service of the European Commission

Job title: Secretary

Domain: Law – Competition and Mergers

Where: Unit SJ.E COMP team, Brussels

Function Group: FGII

Contract Type: 3b

Express your interest until: 19/05/2025 - 12.00 noon (Brussels time)

WE ARE

Legal Service - COMP Team (Competition and Mergers)

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 Legal Service also represents the Commission before EU Courts, national courts and in international dispute settlement.

The competition and mergers team, in particular, deals with issues concerning the enforcement of Articles 101 and 102 TFEU, the EU Merger Regulation, and the implementation of the Digital Markets Act (DMA). The team has a dual role in these areas. On the one hand, it provides legal advice to the Commission in these areas, reviewing every single document having legal implications prepared by the Directorate-General for Competition (DG COMP), or providing regular *ad hoc* advice when an issue of interpretation arises. On the other hand, it represents the Commission before European and national courts.

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

WE PROPOSE

We propose the position of administrative agent to the lawyers of the CONC Team. In this position, you will assist several lawyers in their different tasks not only at administrative level but also related to Court procedures and replies to requests for legal advice.

(Reference: Call for interest EC/2025/SJ/201879)



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 be easily reached by public transport.

WE LOOK FOR

- An open-minded, motivated and well-organised assistant who enjoys teamwork and has a strong sense of responsibility and confidentiality.
- A very good knowledge of Word is essential. Good knowledge of Ares, Decide (CIS-NET), MIPS and Poetry is desirable. Experience with the use of databases would be useful.
- The ideal candidate should have a very good command of English and a good knowledge of French. The knowledge of any other EU language would be an additional asset.

The ideal candidate should:

- Have an excellent ability to organise themselves, proactive attitude and team's goals oriented.
- Be willing to take on different tasks and to be a backup of other assistants.
- Be flexible and a good team-player.
- Have experience and handling different IT tools and databases, in particular Ares, Decide (CIS-NET), MIPS and Poetry.
- Have an eye for detail, in particular when drafting and preparing legal documents.
- Have experience in handling legal documents, and in particular court pleadings.
- Good oral and written communication and drafting skills, notably in English.
- Good knowledge of French; and very good knowledge of any other language, particularly those underrepresented in the Legal Service, would be an important asset.



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 SJ-HR-EXTERNAL-APPLICATIONS@ec.europa.eu, indicating the call for interest reference EC/2025/SJ/201879 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 post-secondary education attested by a diploma OR
- (b) a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

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.

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://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).



➤ **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 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 II**. 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 [II], 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.