



## **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](https://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 Assistant – Procurement Procedures, Grant Procedures and Contract Management

## Directorate-General for COMMUNICATION of the European Commission

**Selection reference:** COMM/COM/2025/646

**Domain\*:** COMMUNICATION

**Where:** Unit COMM D3 – „Procurement & Contract Solutions”, Brussels

**Staff category and Function Group:** Temporary agent 2b – Legal Assistant – Procurement Procedures, Grant Procedures and Contract Management

**Grade:** AST 1-4

**Publication deadline:** 18/04/2025 – 12.00 (Brussels time)

### WE ARE

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The Procurement and Contract Solutions unit (COMM.D.3) is part of the Resources Directorate (Directorate D) of the Directorate General for Communication (DG COMM). DG COMM is under the direct responsibility of the President of the European Commission and domain leader in the field of external communication.

The Unit:

- Oversees all activities in high-value public procurement and grants in DG COMM, by providing continuous, end-to-end guidance and support on procurement matters to DG COMM units and Representations.
- Contributes to the strategic analysis of outsourcing needs and available tools.
- Implements and/or contributes to all high-value procurement procedures in accordance with legislation and best practices, including a participation at the evaluation of tenders.
- Provides advice to operational teams and liaises with central services in DG BUDG and the Legal Service on complex procurement matters.
- Provides up-to-date corporate communication framework contracts, for example for campaigns, media outreach, events, external communication experts.
- Takes ownership of procurement processes for such corporate communication framework contracts, by developing expertise in the communication and advertising market, providing tailor-made solutions to other units and Commission departments, and driving forward the rationalisation and centralisation of the Commission's communication framework contracts
- Coordinates regular exchanges of experiences and information via the "Corporate Communication Contracts Team", which offers streamlined contractual solutions across the Commission, in line with the political and corporate priorities.



## **WE PROPOSE**

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We propose a multi-faceted job in the public procurement and grants sector (PPG) of COMM.D.3. This will give the selected candidate the opportunity to assist and provide advice to operational and administrative teams in all stages of public procurement and grants projects, from initial planning and conception, to evaluation, award and implementation. The selected candidate will be part of a team that supports operational and administrative teams at headquarters level and in the Representations in all legal and procedural aspects related to public procurement and grant projects.

As part of this team, the selected candidate will contribute to all activities of the PPG sector. In particular:

- Provide assistance in the preparation, drafting, follow-up, evaluation and award of procurement and grants procedures undertaken by both headquarter units and Representations;
- Prepare advice related to procurement and grants procedures and contract implementation, ensuring compliance with the Financial Regulation;
- Contribute to maintaining databases and relevant indicators for the team's activity, including questions answered and timeline of procurement procedures;
- Help drawing-up and maintaining the multi-annual plan for procurement and grants and ensure follow-up of its implementation;
- Contribute to the preparation and delivery of trainings, workshops and seminars organised by the Unit;
- Provide assistance related to the use of eProcurement tools for high value procedures;
- Contribute to the functioning of the sector, including by following-up on the decisions taken in the team's meetings, and ensuring the relevant updates of the team's intranet page.
- Contribute to framework contract management files that are now part of the unit's new mandate.

The variety of files and tasks, and the possibility to interact with clients with different specialisations, both from headquarters units and Representations, offers a wide scope for evolution in a friendly team of highly qualified procurement specialists.

## **WE LOOK FOR**

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We look for a qualified, motivated and proactive colleague with a positive and friendly attitude. A legal background, namely a legal education and pre-existing professional legal experience is a must. Experience and knowledge of public procurement procedures and contracts is also a must for this position.

A strong organisational / administrative capacity, the ability to adapt to a wide variety of projects, and communicate clearly and effectively with clients from operational and administrative teams in headquarters and in the Representations.



Sound judgement and analytical capacity, attention to detail and the capacity to understand the bigger (political) picture and to deliver timely and efficiently work regularly under high time pressure are important.

We also consider a good working atmosphere as essential. We expect the applicants to be able to work well in a team where one's views can be challenged and to communicate clearly with our clients in a service-minded way.

A proficient English drafting and speaking capacity (C2) is necessary, as most of our communication is in English. A good knowledge of French (B2 or above) is a useful asset. Any other EU language is an asset.

Finally, knowledge of IT tools used in the area of procurement would be an advantage. Training is provided to all newcomers and further training opportunities are promoted.



## **HOW TO EXPRESS YOUR INTEREST?**

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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 [COMM-D3@ec.europa.eu](mailto:COMM-D3@ec.europa.eu) indicating the selection reference COMM/COM/2025/646 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 either a level of post-secondary education attested by a diploma, or 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. 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 EU<sup>1</sup>
- 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.

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<sup>1</sup> 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 applicants<sup>2</sup>.

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 AST.**

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





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 **1<sup>st</sup> 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.