



## **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 GREAT JOBS AND GREAT WORKING CONDITIONS:**

- Interesting and challenging jobs with plenty of opportunities for training and acquiring new skills and competencies throughout your whole career
- Opportunities to move between different policy areas throughout 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 Sweden<sup>1</sup>. 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](https://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](#)

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



# Legal Officer

## Directorate-General for Human Resources and Security (DG HR) of the European Commission

**Selection reference:** HR/COM/2025/1024

**Domain\*:** Law, European Public Administration, Human Resources

**Where:** Unit HR.F.4 – Legal Affairs & Social dialogue, Brussels

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

**Grade range:** AD5-AD8

**Publication deadline:** 12.06.2025 – 12.00 (Brussels time)

### WE ARE

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Unit HR.F.4 is a horizontal legal unit in DG for Human Resources and Security and deals with a variety of issues, some of which are key to the governance of the Commission and European institutions in general. The unit is composed of several parts, i.e. legal team, social dialogue, data protection team, remunerations and pensions team, the secretariat of the Disciplinary Board and the PMO governance function.

The principal activities of the unit concern:

- Legal advice: the unit provides legal advice to DG HR and other services on a wide variety of topics, spanning from all legal aspects of interpretation and application of the Staff Regulations, the Protocol on the Privileges and Immunities and other acts concerning staff, to legal matters linked to EU Delegations and Representations. The unit is also a central point for liaising with the Commission Legal Service on key outstanding civil service law issues.
- Preparation of legislative acts and implementing rules: the unit is in charge of several legislative files which are managed in the unit from conception to adoption. It also assists all other DG HR units with the drafting and adoption process of new rules, including the social dialogue with staff representatives.
- Participation in the work of inter-service and inter-institutional groups to guarantee the uniform application of the provisions related to the Staff Regulations (e.g. the coordination and steering of the College of Heads of Administration, Steering Committee for EU Delegations, and the Staff Regulations Committee).
- Data protection: the unit advises on data protection issues and is the central contact point for DG HR.
- Social dialogue: the unit ensures appropriate involvement of staff representation in the decision-making processes on HR matters by organising the negotiation process with the trade unions or the consultation of the Staff committee, organisation of the election of the Staff Committee, management of resources granted to the staff representation.
- Assisting disciplinary proceedings before the Disciplinary Board and providing legal and editorial assistance to the Disciplinary Board.
- Other matters: the unit collaborates in the provision, within DG HR, of many briefings, parliamentary questions and requests for information.

(Selection reference HR/COM/2025/1024)



## **WE PROPOSE**

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We propose a challenging and highly visible position for an experienced lawyer. You will primarily work in the legal team of the unit where your main responsibilities will be the following:

- providing legal advice on various staff-related legal issues;
- preparing and drafting various legislative acts and accompanying their adoption process, including negotiations and social dialogue;
- participating in the work of inter-service and inter-institutional bodies guaranteeing the uniform application of the Staff Regulations;
- representing the unit in discussions with other services and institutions;
- contributing to the training and awareness raising activities for staff and to the other tasks of the unit.

## **WE LOOK FOR**

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We are looking for candidates with:

- excellent analytical, communication, drafting and negotiation skills;
- excellent general EU law knowledge;
- excellent oral and written knowledge of English and (preferably) of French;
- good knowledge of the processes in the Commission;
- strong motivation to offer client-oriented solutions that are legally robust;
- a desire and proven ability to work with a team to achieve optimal results.

The following skills would be an asset:

- knowledge of civil service law, data protection law, institutional law, employment law, or fundamental rights law;
- litigation experience within a judicial authority, in particular the Court of Justice or the General Court, including the drafting of decisions concluding legal proceedings;
- litigation experience within a European institution and/or a law firm.

## **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. completed application form.

Please send these documents by the publication deadline to [HR-MAIL-F4@ec.europa.eu](mailto:HR-MAIL-F4@ec.europa.eu) indicating the selection reference HR/COM/2025/1024 in the subject.

**No applications will be accepted after the publication deadline.**

## **ANNEX**

(Selection reference HR/COM/2025/1024)



## **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 for 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 EU<sup>2</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>2</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<sup>3</sup>. If these candidates do not best fit the requirements for the position, the Commission can recruit a temporary agent.

A selection panel will choose a limited number of candidates for interview, based on the CV and application form 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 **Brussels**.

In case the successful candidate is not an official or a competition laureate, they will be recruited as a **temporary agent under Article 2(b)/2(d) of the [Conditions of Employment of Other Servants](#), in function group AD.**

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<sup>3</sup> Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



### ➤ **Grade**

The recruitment grade, as well as the step in that grade, will be determined in accordance with [Commission Decision C\(2013\)9049](#) on policies for the engagement and use of temporary agents and with [Commission Decision C\(2013\)8970](#) laying down the criteria applicable to classification in step on engagement.

The recruitment grade will be that of a new published competition or already planned in the field. If there is none, recruitment will be at the level of AD5. The Authority authorised to conclude Contracts of Employment ('AACE') may grant a grade AD6 or AD7 based on an assessment of the needs of the service, including without limitation the nature of the profile sought, the level of responsibility to be exercised or the labour market conditions for the profile in question, and on the duration of the candidates' previous appropriate professional experience. The maximum recruitment grade is AD8, which may be granted under very exceptional circumstances.

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.