



## **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 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

## DG BUDG of the European Commission

**Selection reference:** BUDG/COM/2025/1128

**Domain:** Budget and Finance

**Where:** Unit E.2.002 – „Financial rules: direct management“, Brussels

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

**Grade range:** AD 5-8

**Publication deadline:** 30/06/2025 – 12.00 (Brussels time)

### WE ARE

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Within the Commission' Central Financial Service (CFS), the mission of Unit BUDG.E2 is to draft, negotiate and interpret the general financial rules laid down in the EU Financial Regulation and other legislative acts related to the implementation of the EU budget. The Unit provides legal advice to other Commission departments, EU institutions, agencies and bodies, and other stakeholders on the financial provisions applicable to grants, procurement, prizes, donations from the EU, experts, NGO, the Early Detection and Exclusion System EDES (with unit BUDG.D1) and the spending programmes implementing EU internal policies. The Unit also provides legal advice in relation to association agreements with third countries and the budgetary aspects of the UK withdrawal from the EU (Brexit). The Unit is involved in the legal design of new spending programmes under the Multiannual Financial Framework (EU's long-term budget). We work in close cooperation with unit BUDG.E1 and the rest of the CFS.

The Unit's mission involves in particular:

- drafting, negotiating and interpreting financial rules
- contributions to interservice and ad hoc consultations on financial rules
- replying to legal questions sent to the CFS
- preparation of guidance documents and templates, including in respect of e-contract management, for the benefit of the EU finance community
- legal support to the development of corporate IT tools for financial management including SUMMA, SEDIA, eProcurement and eGrants
- delivering training courses, in particular on procurement and grants.

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

### WE PROPOSE

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An exciting and diverse position as a legal officer in the area of EU budget implementation, one of

(Reference: Selection reference BUDG/COM/2025/1128)



the Commission's core responsibilities. You will join a great team of highly motivated and friendly colleagues and you will be part of the Internal Policies sector.

Work will consist of providing legal advice and guidance to the entire EU finance community (Commission and other EU institutions and bodies), in particular but not limited to EU internal policies implemented in direct management, including defence. You will draft legal documents such as legislative proposals, contractual templates and guidance notes. You will deliver training and promote knowledge sharing. You will work in close contact with the other lawyers of the unit and directorate, the hierarchy, other BUDG units as well as with other services, including the Legal Service.

We offer:

- An extensive set of tools to drive your career, including a broad learning and development offer for job specific and soft skills;
- Mentoring and on-the-job coaching upon joining DG BUDG;
- A friendly and collegial atmosphere where teamwork and flexibility are key to the success of DG.

## **WE LOOK FOR**

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We are looking for a Legal Officer.

A highly motivated and proactive colleague, who is a team player and can demonstrate a strong interest in and ability to contribute to the Unit's mission.

The ideal candidate would have:

- A good understanding of the legal, financial and operational issues related to the implementation of the EU budget.
- Knowledge of and/or experience with the management of rules and procedures for implementing the EU budget, in particular directly managed programmes using eGrants
- Knowledge of the Financial Regulation applicable to the EU budget
- The ability to translate complex ideas into clear and concise language
- Very good communication skills in English, both orally and in writing.

## **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 [BUDG-MAILBOX-E02@ec.europa.eu](mailto:BUDG-MAILBOX-E02@ec.europa.eu) indicating the selection reference BUDG/COM/2025/1128 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 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 similar competitions in the field that have been recently published or already planned. Otherwise, recruitment will be at the level of AD5. The Authority authorised to conclude Contracts of Employment ('ACE') may grant a grade AD6 or AD7 based on an assessment of the needs of the service, notably 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.